

	Title of risk assessment	<b>CAMPFIRE CIRCLES</b>	Current risk rating	<b>LOW</b>
	Site / Location / address	Lees Wood Scout & Guide Activity Centre Fir Tree Hill, Chandler's Cross, Rickmansworth WD3 4LY	Date of assessment	<b>22 Jan 2025</b>
People who have contributed to the detail of this risk assessment (continue on separate sheet if necessary): All those who may be affected including, where applicable, people supported have been consulted with during the completion of this document and arrangements.		Risk assessment reference number		<b>LW_A_012_CFC</b>
		<a href="http://www.scouts.org.uk">www.scouts.org.uk</a> POR 9.1 Activities Risk Assessment FS120000		
<p>Immerse yourself in our enchanting woodland of Lees Wood that bursts with nature and wildlife. Explore our Nature Trail created by The Volunteer Crews, following our pathways and reading our descriptive plaques regarding the local wildlife, flowers and fauna. The trail is a circular walk which starts to the left of the Assault Course. At a leisurely pace, it takes about one hour to complete. The route is marked by numbered trail markers situated along the path to correspond with the map (which can be collected from the Site Office). There are a number of steep slopes in the valley areas and seats are provided along the way. In summer the trail is usually dry under foot but in wetter conditions the paths may be muddy and therefore you are advised to dress accordingly. The Site Crew and Wardens continue to manage our woodlands to the best of their ability, from time to time there will be fallen trees / branches.</p>				
<p><b><u>This activity is self-run by visiting group leaders. The information below is provided to assist groups' responsible leaders in the preparation of their own documented Risk Assessment.</u></b></p> <p><b>As the Leader in charge you are responsible for the supervision of your group, including ensuring the safety of all participants. Our risk assessment cannot take in to account the competence of the supervision nor the ability, medical condition, or attitude of the participants. This Risk Assessment does not cover activities (e.g. games, free time, camping, contingency plans), which will each require their own. You may also need to consider any specific individual needs.</b></p> <p><b>It is expected that the factors below will be considered by the groups' responsible leader when completing their own documented Risk Assessment before and during use of the activity. What other Hazards arising do you need to consider? Never be afraid to stop the activity if it is becoming unsafe! Activity Leaders are to ensure that the correct Adult / Young Person Ratios are to be adhered to.</b></p>				

Name	Role / Position	Signature	Name	Role / Position	Signature	Short description of the task or activity			
<b>Bruce Scott</b>	<b>Assistant Warden (Risk)</b>					<b>Specific Risk assessment:</b> <b>Campfire Circles</b> <b>This is a Self-Led Activity</b>			
<b>Ian Leach</b>	<b>Lees Wood Activity Centre Deputy Warden</b>								
<b>Graham Raven</b>	<b>Lees Wood Activity Centre Head Warden</b>								
Identify the hazards, who & what could be harmed and how						Assess the likelihood and risk			
Hazard		Who / What Could be harmed / damaged	Hazardous event	Reasonably foreseeable worse case injury	Existing controls: i.e. Safe systems of work, training, equipment instructions, support plans (be specific), other risk assessments i.e. COSHH, work at height, manual handling, etc.	Accidents, near-miss events, frequency of task/activity, gaps in existing controls, etc.	Likelihood (L) 1-5	Severity (S) 1-5	Risk Rating Score 1-25
1	Wildlife	Instructors / Campsite Crew / Participants	Animals straying onto Campfire Circle Area	Risk of injury to animals	<ul style="list-style-type: none"> <li>No food permitted in the Boulder Box Area.</li> <li>Campfire Circle Areas checked before/during use to ensure there is no wildlife activity.</li> <li>Activity temporarily closed until wildlife has moved on.</li> </ul>	None Recorded	2	1	2
2	Uneven Ground	Instructors / Campsite Crew / Participants	Slips, trips and falls on uneven surfaces	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> <li>Full inspection of Activity Area prior to use. Debris / grass cuttings stemming from weather / maintenance to be cleared as quickly as possible.</li> <li>Make sure activity area does not become untidy. Check activity area before starting. Suitable warning signs in place.</li> <li>Suitable footwear to be worn. <b>Feet must be covered.</b></li> <li>Report any damage to range to enable inspection and repair.</li> <li><b>No running allowed.</b></li> <li>There will always be a responsible adult member of the visiting group present to support the children/young people. This adult will be responsible for the behaviour</li> </ul>	None Recorded	3	2	6

					<p>of the group. This adult will ensure the instructor leading the session knows about any medical conditions or additional needs the group members may have.</p> <ul style="list-style-type: none"> <li>• Visiting groups must provide first aid cover as they are responsible for the young people, however, Lees Wood will provide additional first aid cover on sessions run by Lees Wood instructors.</li> </ul>				
3	Weather	Instructors / Campsite Crew / Participants	Extreme Weather (Heat, Cold, Wind, Lightening, Snow, torrential rain etc)	Sessions may have to be cancelled during periods of heavy rain and storms.	<ul style="list-style-type: none"> <li>• Leader to be aware. Appropriate clothing to be worn by all involved.</li> <li>• It may be appropriate to stop activities due to some extreme weather or if the group is not appropriate clothed for the environment.</li> </ul>	None Recorded	3	1	3
	Dusk / Fading Light / Winter Months		Darkness	Getting Lost / Anxiety / Injuries in the dark	<ul style="list-style-type: none"> <li>• Realistic plan for the day, with cut short options.</li> <li>• Torches carried if suspected back late or in the dark.</li> </ul>	None Recorded	4	2	8
4	Participants	Instructors / Campsite Crew / Participants	Behaviour	Physical injuries	<ul style="list-style-type: none"> <li>• Control and discipline by leader in charge.</li> <li>• Safety talk to be given by activity instructor before each session commences.</li> <li>• If in the opinion of the instructor the behaviour of an individual or the group as a whole is not conducive to running a safe session then the activity session will be stopped and the person or persons causing concern removed.</li> <li>• No person under the influence of alcohol or drugs should be allowed on the activity site.</li> <li>• Activity terminated if not considered safe.</li> </ul>	None Recorded	2	1	2
		Instructors / Campsite Crew / Participants	Collisions with other participants causing concussion, bruises or abrasions	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> <li>• Leaders to ensure participants are spaced apart when activity takes place. Leaders to ensure there is good participant control during the session.</li> </ul>	None Recorded	3	2	6
5	Wildlife	Instructors / Campsite Crew / Participants	Insects	Invertebrate Stings/bites	<ul style="list-style-type: none"> <li>• Participants will be advised of stinging and biting plants/animals.</li> <li>• Children will be supervised by adults at all times.</li> <li>• Advise of the way to capture and release</li> </ul>	None Recorded	3	2	6

					<ul style="list-style-type: none"> <li>animals safely.</li> <li>Be aware of any allergies and medical requirements.</li> </ul>				
			Flowers / Fungi	Contact with potentially harmful plants and fungi / Nettles	<ul style="list-style-type: none"> <li>Participants will be advised not to touch any hazardous plants and not to eat anything whilst in the woods.</li> <li>Hands to be washed with soap after the activity and before eating.</li> </ul>	None Recorded	3	2	6
			Soils	Soil Borne Disease	<ul style="list-style-type: none"> <li>Participants to be advised not to get soil in mouth or eyes.</li> <li>Nothing to be eaten during the activity.</li> <li>Hands to be washed with soap after the activity and before eating</li> </ul>	None Recorded	3	2	6
6	Separation	Instructors / Campsite Crew / Participants	Lost participant	Anxiety	<ul style="list-style-type: none"> <li>Participants be advised of the risk of getting lost.</li> <li>Close supervision of Adult / Child Ratios to be maintained.</li> <li>Registers to be taken at beginning and end of activity.</li> <li>Regular headcounts</li> <li>Children to be advised never to go out of a clean line of site to the activity leader.</li> <li>If a child is lost or reported lost they should follow the Lost child protocol.</li> </ul>	None Recorded	3	2	6
7	General lifting and carrying targets	Instructors / Campsite Crew	Incorrect lifting techniques	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> <li>Manual handling minimised as far as possible, broken down into smaller loads / assistance sought, 2 Person lift. All made aware of correct lifting techniques to reduce risk of injury. Appropriate footwear worn</li> <li>Mobile lifting aids available (wheel barrows etc.)</li> <li>Good housekeeping and range layout. Floor surfaces unobstructed and slip free.</li> <li>Do not overstretch when using equipment.</li> <li>Targets weighted and secured to prevent toppling onto person retrieving equipment.</li> </ul>	None Recorded	3	3	9

8	Unsupervised Dogs	Instructors / Campsite Crew / Participants	Dog bites	Major/ Minor Injuries	<ul style="list-style-type: none"> <li>Lees Wood S&amp;G Activity Centre has a Zero Tolerance to dogs being onsite, wither supervised or unsupervised.</li> <li>If a dog is spotted, the location is to be reported to the Site Crew, who will make it a priority to remove any dogs.</li> <li>Activity Leaders are to give verbal briefings to all participants to include importance of not approaching unknown dogs.</li> </ul>	None Recorded	3	4	12
9	Fire	Instructors / Campsite Crew / Participants	Fire, flames, sparks.	Burns	<ul style="list-style-type: none"> <li>Activity Leaders should supervise young people around the fire. There should be at least one adult or Young Leader with each group. Consider the most appropriate size of group in relation to the fire in use.</li> <li>Restrict access to the fire by using a defined area.</li> <li>Brief participants on the safe use of the equipment or fire before they use them and on the possible dangers of fire lighting.</li> <li>Explain the rules for fire lighting including: no picking up burning wood, no throwing objects onto the fire, - hold wood by one end and lower it onto the fire with your fingers near the ground. Do not add other items to the fire such as rubbish.</li> <li>To start a fire only use kindling or bought fire lighters. Do not use accelerants on the fire (any substance or mixture that accelerates or speeds the development and escalation of fire) – such as petrol, lighter fuel and other spirits.</li> <li>Appropriate footwear and clothing to be worn around fires.</li> <li>Avoid loose clothing - watch out for open coats, sleeves and scarves.</li> <li>Tie back loose hair.</li> <li>No open toe shoes.</li> <li>Do not reach over fires or flames.</li> <li>First Aid kit to be on Activity Area.</li> </ul>	None Recorded	3	2	6

					<ul style="list-style-type: none"> <li>• Current First Aid qualification.</li> <li>• Make sure that cold water is available nearby – there should be at least a bucket, running water is best if possible.</li> </ul>				
			Risk of uncontrolled spread of fire.		<ul style="list-style-type: none"> <li>• Activity Leaders should make sure firefighting equipment is available. Options include extinguishers, fire buckets, spades, and beaters.</li> </ul>	None Recorded	<b>3</b>	<b>2</b>	<b>6</b>
			Risk of environmental damage.	<p>Damage to surrounding Area.</p> <p>Burns, Smoke inhalation.</p>	<ul style="list-style-type: none"> <li>• Fires to be located on specified surface, (e.g. camp fire circle) or well off the ground on a stable platform (e.g. altar fire on designated ground slab)</li> <li>• Fires not be located over damageable surfaces (e.g. tarmac or grass), but in a suitable area identified beforehand.</li> <li>• Everyone should think about location of their fire. It shouldn't be near tents or directly under low trees that could be damaged. There should not be excess dry undergrowth or debris around it.</li> <li>• Wind direction to be considered and allowed for.</li> <li>• Size of fire to reflect location, fires should not be allowed to get too big for the situation – think about space, surrounding objects like fences and buildings, number of people, time it will need to be safely extinguished.</li> <li>• Fires never to be left unattended. After use fires to be left in a safe manner, doused with water to prevent stray sparks.</li> </ul>	None Recorded	<b>3</b>	<b>2</b>	<b>6</b>
<b>10</b>	Wood	Instructors / Campsite Crew / Participants	Wood Pollutants	Smoke Inhalation	<ul style="list-style-type: none"> <li>• Only use natural wood for cooking. Avoid treated wood, such as some pallets or old fencing and furniture.</li> <li>• Check the wood from the wood pile before the meeting and decide whether it's suitable.</li> </ul>	None Recorded	<b>3</b>	<b>2</b>	<b>6</b>
		Instructors / Campsite Crew / Participants	Hot Embers	Burns	<ul style="list-style-type: none"> <li>• Participants should wear appropriate gloves.</li> <li>• Activity Leaders should supervise young people, and remind them that the embers will be hot.</li> <li>• Bucket of water near fire to extinguish</li> </ul>	None Recorded	<b>3</b>	<b>2</b>	<b>6</b>

					ember when/if required.				
		Instructors / Campsite Crew / Participants	Rough Wood	Splinters or blisters from handling. Injuries from nails or staples in hands. Injuries to feet from standing on nails embedded in wood in the wood pile.	<ul style="list-style-type: none"> <li>Activity Leaders should tell everyone to take care when collecting, cutting or snapping wood.</li> <li>Participants supervised around wood piles and instructed not to climb over them.</li> <li>Participants should wear appropriate gloves.</li> <li>Care must be taken when standing on wood and strong foot wear to be worn.</li> </ul>	None Recorded	<b>3</b>	<b>2</b>	<b>6</b>
<b>11</b>	Wood Smoke	Instructors / Campsite Crew / Participants	Inhalation	Breathing Difficulties / Eye Injuries	<ul style="list-style-type: none"> <li>Activity Leaders should supervise young people, and remind them to remove themselves from the smoke if wind direction changes.</li> <li>Activity Leaders to be aware of any individual medical needs (e.g. asthma) and ensure any medication is at hand.</li> </ul>	None Recorded	<b>3</b>	<b>2</b>	<b>6</b>

For Information Only

## Emergency Procedure

1. There must be a first aider and first aid kit present amongst the Activity Users, when this activity is in progress, and there must be a functioning mobile phone carried by Instructor/ Group leader.
2. If a serious injury occurs that requires help from the emergency services, the following procedure is to be followed:
  - a) The activity is to cease.
  - b) Initial triage of the casualty is to be carried out.
  - c) 999 called with a full description of location of incident/injury given.

Address: Lees Wood Scout & Guide Activity Centre, Fir Tree Hill,  
Chandler's Cross, Rickmansworth WD3 4LY

What3Words: **BOUNTY.HOLDS.LUNGS**

3. Participants are to be sent to an alternative site.
4. Camp Crew to be notified immediately.
5. Main gate to be manned to receive and give directions to emergency services.
6. Ensure that the equipment is not left unsupervised.
7. Warden to be informed.
8. Group to start InTouch procedures.

Additional arrangements required to reduce risk:									
No	Recommendations and actions required to reduce risk	Residual risk with additional controls			Deadline for action (Date)	Action to be completed by (name)	Monitoring arrangements Active and Reactive	Action Complete (date)	Comments / additional information
		S	L	R					

To add more rows to this section, place the cursor to the left of the line above until you see a + sign and 'click'

**Management ownership** - I confirm that this risk assessment is suitable and sufficient, and that I will ensure the implementation, monitoring and review of the arrangements as stated.

Managers Name	Graham Raven Head Warden Lees Wood	Manager's Signature	<i>G. RAVEN</i>	Date signed	31 Jan 2025	Next review due (based on risk level)	Feb 2026
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Reviewer Name	Role	Date of Review	Reason for Review	Signature	Next Review Date
		09 Feb 2025	Annual		Feb 2026

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5 x 5 Risk Matrix								
Risk Rating Guidance	Likelihood (L)	5	5	10	15	20	25	Likelihood (L) x Severity (S) = Risk Rating (RR).
		4	4	8	12	16	20	
		3	3	6	9	12	15	
		2	2	4	6	8	10	
		1	1	2	3	4	5	
			1	2	3	4	5	
Severity (S)								
Acceptability of Risk Guidance	High Risk: 15-25	High-risk activities should cease immediately. Further effective control measures to mitigate risks must be introduced.						
	Medium Risk: 8-12	Medium-risks are an acceptable level based on the reduced likelihood after sufficient control measures are implemented.						
	Low Risk: 1-6	Low-risks are largely acceptable. Where it is reasonable to do so, efforts should be made to reduce risks further.						
Guidance. When completing a risk assessment, you should:	<ol style="list-style-type: none"> <li>1. Identify the persons at risk and the significant hazards.</li> <li>2. Calculate an initial RR for the activity.</li> <li>3. Identify risk control measures that reduce the risks to an acceptable level.</li> <li>4. Calculate a revised RR - you should consider how much safer the task will be if the control measures are followed. Here, you should consider changing both the likelihood (L) and the severity (S) ratings.</li> </ol>							
	<b>Note.</b> Ideally, you should look to reduce the risks so that the task can be classified as "low-risk".							

Likelihood (L)	Definition	Points rating
Inevitable	If the work continues as it is, there is almost 100% certainty that an accident will happen, for examples: A broken stair or broken rung on a ladder, Bare, exposed electrical conductors, Unstable stacks of heavy boxes	5
Highly likely	Will happen more often than not. Additional factors could precipitate an incident but it is still likely to happen without this additional factor.	4
Possible	The accident may occur if additional factors precipitate it, but it is unlikely to happen without them.	3
Unlikely	This incident or illness might occur but the probability is low and the risk minimal.	2
Remote possibility	There is really no risk present. Only under freak conditions could there be any possibility of an accident or illness. All reasonable precautions have been taken - This should be the normal state of the workplace.	1

Severity (S)	Definition	Points rating
Very high	Causing multiple deaths and widespread destruction e.g. fire, course/building collapse.	5
High	Causing death, serious injury or permanent disability to an individual.	4
Moderate	Temporary disability causing injury (to member of the public, contractor or employees) or disease capable of keeping an employee off work for seven days or more and reportable under RIDDOR (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995).	3
Slight	Minor injury (to member of the public, contractor or employee), which would allow the individual to continue work after first aid treatment on site or at a local surgery. The duration of the stoppage or treatment is such that the normal flow of work is not seriously interrupted.	2
Nil	Very minor injury, bruise, graze, no risk of disease.	1

**The Review Process. This risk assessment will be reviewed when it is suspected that the assessment is no longer valid or there has been a significant change. In addition, it will be reviewed annually.**

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