

	Title of risk assessment	WOOD / LEATHER BRANDING			Current risk rating	LOW
	Site / Location / address	Lees Wood Scout & Guide Activity Centre Fir Tree Hill, Chandler's Cross, Rickmansworth WD3 4LY			Date of assessment	22 Jan 2025
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		LW_A_019_WLB
				www.scouts.org.uk POR 9.1 Activities		
<p>Branding irons are often used to permanently mark trademarks, logos, and manufacturer's names directly into an item. The marks created by branding irons are embedded deeply into the material to resist wear and tear, leaving a long-lasting and easy-to-read mark for the item's life. Other than metal and glass, branding irons can mark nearly any material, so they are widely used across a range of applications and industries. Some of the most commonly branded items include lumber, tires, plastic parts, handmade crafts, furniture, saddles, and leather goods.</p> <p>Branding irons have two components: a branding iron and a branding die. The branding iron is the actual tool that heats up and is used to press the die into the material. The branding die is attached to the branding iron and includes the engraved text or image that will be branded into the marked substrate. The branding dies portion of a branding iron package is the customizable part of the setup. Once you have the system in place, either a hand-held or drill press branding iron, a customized branding die can be affixed to the iron to create custom, indelible marks.</p>						
<p>This activity is self-run by visiting group leaders. The information below is provided to assist groups' responsible leaders in the <u>preparation of their own documented Risk Assessment</u>.</p> <p>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 (eg: games, free time, camping, contingency plans), which will each require their own. You may also need to consider any specific individual needs.</p> <p>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!</p>						
Name	Role / Position	Signature	Name	Role / Position	Signature	Short description of the task or activity
Bruce Scott	Assistant Warden (Risk)	BDS				Specific Risk assessment: Wood / Leather Branding This is a self-led activity.
Ian Leach	Lees Wood Activity Centre Deputy Warden	IL				
Graham Raven	Lees Wood Activity Centre Head Warden	GR				

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 Activity Area	Risk of injury to animals	<ul style="list-style-type: none"> No food permitted in the Activity Area. Activity Area to be checked before/during use to ensure there is no wildlife activity. Activity temporarily closed until wildlife has moved on. 	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"> Full inspection of Activity Area prior to use. Debris / grass cuttings stemming from weather / maintenance to be cleared as quickly as possible. Make sure activity area does not become untidy. Check activity area before starting. Suitable warning signs in place. Suitable footwear to be worn. Feet must be covered. Report any damage to range to enable inspection and repair. No running allowed. 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 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. Instructors should not start the session until this adult is present. 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. 	None Recorded	3	2	6

3	Activity Area	Instructors / Campsite Crew / Participants	Housekeeping	Cuts / abrasions, muscular skeletal and other physical injuries.	<ul style="list-style-type: none"> • Ensure tidy organised area, tools and equipment in designated places. • Restricted movement and access to equipment. • Care to be taken to ensure equipment has fully cooled before moving it at the end of the session. • Keep any woodpiles a safe distance from the fire to avoid tripping on it and falling into the fire. 	None Recorded	1	2	2
4	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"> • Instructor to be aware. Appropriate clothing to be worn by all involved. • It may be appropriate to stop activities due to some extreme weather or if the group is not appropriate clothed for the environment. 	None Recorded	3	1	3
5	Unfamiliarity of the equipment	Participants	Improper use of equipment	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> • The instructor leading the session must be familiar with the equipment they are using. • Activity leaders to ensure enough supervision is in place to monitor all aspects of the Boulder Box area for the size of the participating group. • Safety briefing given at start of session. • Lees Wood instructors are trained in the use of the equipment on the session. • Demonstration to show users of correct use if required. • Good group management and monitoring of all aspects of the Activity area required by activity leader. • Demonstration of good spotting technique, participants spotting people of a similar size to themselves. • Activity leader to give good briefing and instruction to group. 	None Recorded	2	2	4

6	Defective Equipment Defective Equipment	Instructors / Campsite Crew / Participants	Damaged Handles / Brands	Cuts / abrasions Impact injury	<ul style="list-style-type: none"> Condition of ALL equipment checked before & after use. Participants deemed competent to use. Equipment not left unattended. Equipment is appropriate (being used for its intended purpose), restricted to authorised users and securely stored. Report any damage of equipment to enable replacement. Suitable footwear to be worn. Shoe laces to be properly tied. Periodical inspection with any damaged or suspect equipment retired and repaired or replaced. 	None Recorded	3	2	6
		Instructors / Campsite Crew / Participants	Entanglement	Cuts / abrasions Impact injury	<ul style="list-style-type: none"> Long hair must be tied back; jewellery should be removed or covered and loose clothing secured. 	None Recorded	2	1	2
7	Participants	Instructors / Campsite Crew / Participants	Behaviour – Over excitement.	Physical injuries	<ul style="list-style-type: none"> If in the opinion of the Activity Leader / 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. No person under the influence of alcohol or drugs should be allowed on the activity site. 	None Recorded	2	1	2
		Instructors / Campsite Crew / Participants	Unauthorised entry into the activity area	Cuts / abrasions, muscular skeletal and other physical injuries	<ul style="list-style-type: none"> Activity area cordoned off when in use ensuring no possible entry whilst activity is being carried out. Waiting area is clearly marked. Group warned of any hazards. Visual checks of area by instructor throughout the session. 	None Recorded	3	1	3
			Improper use of equipment		<ul style="list-style-type: none"> Members not using the equipment appropriately will be asked to leave the Activity area. 	None Recorded	2	2	4
			Participant lack of knowledge	Risk of injury	<ul style="list-style-type: none"> Safety talk to be given by activity instructor before each session commences. 	None Recorded	1	2	2

8		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"> Leaders to ensure participants are spaced apart when activity takes place. Leaders to ensure there is good participant control during the session. 	None Recorded	3	2	6
			Unruly Behaviour	Cuts / abrasions, and other physical injuries	<ul style="list-style-type: none"> Control and discipline by leader in charge. Activity terminated if not considered safe. 	None Recorded	2	1	2
9	Branding Irons	Instructors / Campsite Crew / Participants	Burns from Hot Metal / Wood	Burns	<ul style="list-style-type: none"> Activity Leaders should be competent and give young people information and training before they use activity items. Activity Leaders should supervise young people and continue to assess their competence. Close Supervision. Activity Leader must explain rules and risks to participants. Designated work (hot area) and safe areas to be clearly defined and marked out. Restricted movement and numbers in (hot area). PPE to be provided and inspected before / during / after use. Use thick / heat resistant gloves where appropriate Bucket of water to cool hot gear quickly and any burns to be filled prior to activity commencing. Monitored during Activity, Emptied after use. First Aid kit to be on Activity Area. Controlled use of equipment during activity. 	None Recorded	3	2	6

10	Axes, Saws and other equipment	Instructors / Campsite Crew / Participants	Cuts and bruises from saw, axe and other equipment, risk of injuries from mistakes or misuse	Cuts / abrasions, and other physical injuries	<ul style="list-style-type: none"> • Activity Leaders should be competent and give young people information and training before they use sharp items. • Activity Leaders should supervise young people and continue to assess their competence. • Close Supervision. Activity Leader must explain rules and risks to participants. • Designated work (chopping and sawing area) and safe areas to be clearly defined and marked out. • Restricted movement and numbers in (chopping & sawing area). • PPE to be provided and inspected before / during / after use. • First Aid kit to be on Activity Area. • Current First Aid qualification. • Controlled use of equipment during activity. 	None Recorded	3	2	6
11	Fire	Instructors / Campsite Crew / Participants	Fire, flames, sparks.	Burns	<ul style="list-style-type: none"> • 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. • Restrict access to the fire by using a defined area. • Brief participants on the safe use of the equipment or fire before they use them and on the possible dangers of fire lighting. • 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. • 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. 	None Recorded	3	2	6

					<ul style="list-style-type: none"> • Appropriate footwear and clothing to be worn around fires. • Avoid loose clothing - watch out for open coats, sleeves and scarves. • Tie back loose hair. • No open toe shoes. • Do not reach over fires or flames. • First Aid kit to be on Activity Area. • Current First Aid qualification. • Make sure that cold water is available nearby – there should be at least a bucket, running water is best if possible. 				
		Instructors / Campsite Crew / Participants	Risk of uncontrolled spread of fire.		<ul style="list-style-type: none"> • Activity Leaders should make sure firefighting equipment is available. Options include extinguishers, fire buckets, spades, and beaters. 	None Recorded	3	2	6
			Risk of environmental damage.	Damage to surrounding Area. Burns, Smoke inhalation.	<ul style="list-style-type: none"> • 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) • Fires not be located over damageable surfaces (e.g. tarmac or grass), but in a suitable area identified beforehand. • 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. • Wind direction to be considered and allowed for. • 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. • Fires never to be left unattended. After use fires to be left in a safe manner, doused with water to prevent stray sparks. 	None Recorded	3	2	6

12	Wood	Instructors / Campsite Crew / Participants	Wood Pollutants	Smoke Inhalation	<ul style="list-style-type: none"> Only use natural wood for cooking. Avoid treated wood, such as some pallets or old fencing and furniture. Check the wood from the wood pile before the meeting and decide whether it's suitable. 	None Recorded	3	2	6
		Instructors / Campsite Crew / Participants	Hot Embers	Burns	<ul style="list-style-type: none"> Participants should wear appropriate gloves. Activity Leaders should supervise young people, and remind them that the embers will be hot. Bucket of water near fire to extinguish ember when/if required. 	None Recorded	3	2	6
		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"> Activity Leaders should tell everyone to take care when collecting, cutting or snapping wood. Participants supervised around wood piles and instructed not to climb over them. Participants should wear appropriate gloves. Care must be taken when standing on wood and strong foot wear to be worn. 	None Recorded	3	2	6
13	Wood Smoke	Instructors / Campsite Crew / Participants	Inhalation	Breathing Difficulties / Eye Injuries	<ul style="list-style-type: none"> Activity Leaders should supervise young people, and remind them to remove themselves from the smoke if wind direction changes. Activity Leaders to be aware of any individual medical needs (e.g. asthma) and ensure any medication is at hand. 	None Recorded	3	2	6

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
---------------	---------------------------------------	---------------------	-----------------	-------------	-------------	---------------------------------------	----------

Reviewer Name	Role	Date of Review	Reason for Review	Signature	Next Review Date
		09 Feb 2025	Annual		Feb 2026

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	
		Severity (S)		1	2	3	4	
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"> Identify the persons at risk and the significant hazards. Calculate an initial RR for the activity. Identify risk control measures that reduce the risks to an acceptable level. 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. 							
Note. Ideally, you should look to reduce the risks so that the task can be classified as "low-risk".								

Likelihood (L)	Definition	Points rating	Severity (S)	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	Very high	Causing multiple deaths and widespread destruction e.g. fire, course/building collapse.	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	High	Causing death, serious injury or permanent disability to an individual.	4
Possible	The accident may occur if additional factors precipitate it, but it is unlikely to happen without them.	3	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
Unlikely	This incident or illness might occur but the probability is low and the risk minimal.	2	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
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	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.