



# Risk assessment form (H&S)

<b>Name of assessor(s)</b>	Tom Darlington	<b>Group / Establishment:</b>	SSE
<b>Date Review Date</b>	February 2019 Annually		SORLS Charterhouse Centre

<b>Activity description</b>	<b>How was the assessment done?</b>	<b>Mobile Phone Signal</b>
		Poor in nature reserve and around the centre
<b>Fire related activities</b> The centre currently uses gas Trangias when cooking with groups. We do not currently use Kelly Kettles. Fires are used in bush craft sessions and as a reflective activity during a groups visit. Locations vary depending on the type of group and programme offered	Completed by the Centre Manager in consultation with other staff. (Tom Darlington Level 3 Forest School Instructor)	<b>Nearest Landline</b>
		Nature reserve/ Bomb pit = Charterhouse

Person Affected	Hazard(s) Identified	Existing Controls?	Risk Rating * Severity x Likelihood			What further action is recommended?	Action by whom?	Date action due	Date action done
			S	L	S x L				
Participants and visiting staff Instructor	Slips, trips and falls	Safety/Activity briefing for all participants, and constant monitoring throughout the session A safe area around the stoves to be explained Potential hazards pointed out Walking whilst near the stoves Acceptable behaviour explained and monitored	3	2	6				

Person Affected	Hazard(s) Identified	Existing Controls?	Risk Rating * Severity x Likelihood			What further action is recommended?	Action by whom?	Date action due	Date action done
			S	L	S x L				
Participants and visiting staff Instructor	Scalds from boiling water	<p>Safety/Activity briefing for all participants, and constant monitoring throughout the session</p> <p>Potential hazards pointed out</p> <p>If using a Kelly kettle the bungs must <b>not</b> be put in the spout whilst heating the water as the pressure will cause the bung to shoot out.</p> <p>A safe area should be set up away from other activities whilst using stoves/ kettles</p> <p>Care should be used when handling hot water and staff used to help if necessary</p> <p>Any additional staff used to help with group control</p> <p>Walking whilst near the fire/stove</p>	4	1	4				
Participants and visiting staff Instructor  Anyone in the area after the session	<b>Trangia/ Kelly Kettles</b> Being burnt by the flames/ embers	<p>Safety/Activity briefing for all participants, and constant monitoring throughout the session</p> <p>Potential hazards pointed out</p> <p>A safe area should be set up away from other activities whilst using stoves/ kettles</p> <p>Any additional staff used to help with group control</p> <p>Demonstrate how to assemble, light and use the cookers</p> <p>Walking whilst near the fire</p> <p>Care should be taken when taking the Kelly Kettle off of its base as flames/ heat may still be coming through the top hole</p> <p>Fire extinguished fully after activity. Water or similar to be taken to cool fire</p>	3	1	3				

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			S	L	S x L				
Participants and visiting staff Instructor  Anyone in the area after the session	<b>Open fires</b> Being burnt by the fire/ embers Rocks in fire exploding	Activity run in accordance with standard operating procedures (SOPs) and activity notes  Safety/Activity briefing for all participants, and constant monitoring throughout the session  Potential hazards pointed out  Any additional staff used to help with group control  A safe area around the fire either marked or briefed to the group where they do not enter unless invited  Walking whilst near the fire  The size of fire should be appropriate to the activity  <b>Fire extinguished fully after activity.</b> <b>Water to be taken to snuff out the fire</b>	3	1	3				
Participants and visiting staff Instructor	Fire spreading	Safety/Activity briefing for all participants, and constant monitoring throughout the session  Area used should be suitable and free from any highly flammable materials  Water or means of extinguishing the fire should be available	2	1	2				
Participants and visiting staff Instructor	Fumes	Safety/Activity briefing for all participants, and constant monitoring throughout the session  Participants briefed that no stoves/kettles are to be used inside. This includes tents/marquees	3	1	3				

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			S	L	S x L				
Participants and visiting staff Instructor	Refuelling Kelly Kettles	Safety/Activity briefing for all participants, and constant monitoring throughout the session  Brief the group to be aware that the heat/flames comes through the middle of the kettle (be careful; when dropping sticks through this hole/vent)	3	2	6				
Participants and visiting staff Instructor	Refuelling gas Trangias	Safety/Activity briefing for all participants, and constant monitoring throughout the session  Wait for the Trangias to cool down before handling cookers  Refuel in a well ventilated area away from buildings, tents and naked flames	3	1	3				
Participants and visiting staff Instructor	Disposing of empty gas canisters safely	Safety/Activity briefing for all participants, and constant monitoring throughout the session  Put empty canisters in designated area	3	1	3				
Participants and visiting staff Instructor	Burns from touching the hot stoves	Safety/Activity briefing for all participants, and constant monitoring throughout the session  Use pot handles or chains on Kelly Kettles if you need to move pots and pans.  Allow to cool before packing the stoves away	3	1	3				

Person Affected	Hazard(s) Identified	Existing Controls?	Risk Rating * Severity x Likelihood			What further action is recommended?	Action by whom?	Date action due	Date action done
			S	L	S x L				
Participants and visiting staff Instructor	Fire lighting instruments lost or stolen	Lighters / strikers/ matches etc to be counted out and counted in. Close supervision of the equipment	4	1	4				
Participants and visiting staff Instructor	Heating food	Activity run in accordance with standard operating procedures (SOPs) and activity notes Safety/Activity briefing for all participants, and constant monitoring throughout the session Potential hazards pointed out Brief participants if heating marshmallows wait for them to cool before eating as they get extremely hot. Do not wave them around to cool	3	1	3				
Participants and visiting staff Instructor	Extreme weather Too hot, too wet, cold or windy	Safety/Activity briefing for all participants, and constant monitoring throughout the session Group to be appropriately dressed for the conditions Instructor to watch for signs of dehydration / hypothermia Forecast checked before the activity if concerned. Adjustments to course made i.e. stay out of woods if concerned about wind. End session early if the weather is a concern.	3	2	6				

**Assessor's Signature – Where a review takes place resulting in no changes to the assessment and risk rating this form can be re-signed, dated, any relevant comments made and a note added for the next review date.**

<b>Print</b>	T DARLINGTON	<b>Date</b>	20/3/19	<b>Comments</b>	
<b>Sign</b>					