

Risk assessment

Name of activity, event, and location	All Campfire Circles	Date of risk assessment	24/10/2025	Name of person doing this risk assessment	Alexander Mee Centre Manager
		Date of next review	24/10/2027		

What could go wrong? What hazard have you identified? What are the risks from it?	Who is at risk?	What are you going to do about it? How are the risks already controlled? What extra controls are needed? How will they be communicated to young people and adults and remain inclusive to all needs?	Review & revise What has changed that needs to be thought about and controlled?
A hazard is something that may cause harm or damage. The risk is the harm that may occur from the hazard.	For example: young people, adult volunteers, visitors	Controls are ways of making the activity safer by removing or reducing the risk. For example, you may use a different piece of equipment or you might change the way you do the activity.	Keep checking throughout the activity in case you need to change what you're doing or even stop the activity. This is a great place to add comments which will be used as part of the review.
Injury whilst collecting wood	All	Tell the group to stay within designated boundaries. Tell them the size of fuel (wood) they should collect – small diameter up to the thickness of their fingers, and not to carry too much at one time. Brief the group on hazards – not moving large/heavy objects, look up and around them as well as at the floor.	
Burns from the fire	Participants	Tell participants that they must be careful around the fire, not running, jumping etc. Tell them they must not reach into the fire. Tell them that once wood is on the fire it must not be removed. Ask them not to add more fuel (wood) to the fire unless instructed. Provide direct supervision around fire or delegate to an accompanying adult with suitable instructions.	
Fire spreading / out of control	All	Clear the area of all combustible material before the fire is set and lit. Do not build fires too big. Check that a fire is out before leaving unsupervised, pour water on until the embers/ashes are cool.	
A person becoming alight	Participant Instructor	Give the group the simple Fire Check list to ensure they will be safe and get them to address any actions they see. C – Clothing – make sure it's not loose, and tuck away anything which may dangle. H – Hair – tie back any long hair	

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		E – Environment – clear away any combustible materials around the fire location. C – Can I? Tell them that they can only light fires where they have permission to do so K – Kit – Check that they have equipment to put the fire out.	
Toxic smoke production (and breathing in smoke)	All	Do not allow the burning of live trees Do not allow the burning of plastics Check where the wind is blowing and be prepared to move the group if they are being exposed to large amounts of smoke.	
Slips, Trips, Falls	All	Leaders to check the ground during daylight hours. Clear route to be made from wood pile to campfire. Ground cleared of trip hazards (sticks, stones, uneven surfaces) All participants to bring torches (At Night). Leaders to brief all participants on safe movement and behaviour No running or horseplay allowed near the campfire	

Don't forget, as part of your programme planning, you should have contingency activities in reserve just in case you can't do what was planned or you need to stop half way through. Make sure this is shared with those involved, so everyone knows how to respond. You should have risk assessed contingency activities prior to them taking place and communicated key information to those involved as with all activities.