

GROUP DETAILS

IN AN EMERGENCY CALL:

Leader:		Group Phone:	
Participants:			

ACTIVITY DETAILS

Purpose of Activity:		Date:	
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Benefit of Activity: Builds confidence through the successful preparation of meals in a natural environment. | Encourages problem-solving when dealing with outdoor cooking challenges. | Enhances self-reliance and independence in outdoor settings. | Fosters appreciation for traditional cooking methods and nature. | Promotes teamwork and cooperation in meal preparation. | Teaches outdoor cooking skills and fire management techniques.

HAZARDS

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Accidental contact with fire	Burns, injuries	Encourages boundary-setting and safety discipline.	Mark a clear safety zone around the fire and enforce a no-crowding rule. Demonstrate how to approach the fire safely and use tools such as tongs or pokers. Participants should always be supervised when near the fire, with clear rules on proximity. (ALL)	Participants, staff	Before Measure: High After Measure: Med
Carrying hot pans or pots	Burns, spills	Enhances communication and cooperation in group settings.	Participants should announce when moving hot items around the fire. Use heat-resistant gloves and ensure that the route is clear of obstacles. Assign a designated area where hot pans or pots can be safely placed without risk of spillage or burns. (ALL)	Participants	Before Measure: High After Measure: Med

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Participants with additional needs	Lack of appropriate support, increased risk of injury	Promotes inclusion and ensures everyone can safely participate in the activity.	Assess the specific needs of participants with disabilities or additional needs before the activity. Provide personalized support, ensuring they have appropriate access and safety accommodations, such as extra supervision or specialized equipment. (ALL)	Participants with additional needs	Before Measure: Med After Measure: Med
Safeguarding	Potential abuse, neglect, exploitation	Protects the welfare of participants and ensures a safe environment for everyone.	Ensure that all staff and volunteers are vetted and have undergone safeguarding training. Keep clear records of who is supervising which group, and maintain appropriate adult-to-child ratios. Ensure children know who to approach if they feel uncomfortable. (ALL)	Participants, staff	Before Measure: Med After Measure: Med
Adverse weather	Heatstroke, hypothermia, weather-related accidents	Teaches adaptability and risk management in changing outdoor conditions.	Monitor weather forecasts before starting the activity and prepare contingency plans for rain, wind, or extreme heat. Have a safe shelter or alternative activity ready in case the weather deteriorates. Keep fire small and manageable in windy conditions. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Burns and scalds from hot liquids, steam, or food	Scalds, burns, or blisters	Builds practical safety skills in handling hot liquids and food, encourages teamwork, and promotes awareness of heat-related risks during cooking activities.	Ensure cooking pots are placed on stable, level surfaces and always supervised. Use heat-resistant gloves when handling boiling liquids or hot food, and pour away from participants. Announce when moving hot items and clear the route beforehand. Remove lids slowly, angled away from faces to release steam safely. Test food temperature before serving, allow cooling time, and provide adult assistance for lifting or carrying heavy or hot items. (ALL)	Youth participants and supervisors	Before Measure: High After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Burns from hot ashes	Burns, scalds	Teaches patience and proper fire management skills during cleanup.	After cooking, allow sufficient time for ashes and coals to cool down before cleaning. Use water to fully extinguish any remaining embers, and only handle the ashes once they are cold. Ensure participants are aware of the risks and do not disturb the fire prematurely. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Burns from improper fire extinguishing	Burns, fire spread, property damage	Teaches responsibility in properly ending a fire session, promoting long-term fire safety.	Ensure participants understand how to fully extinguish a fire before leaving the area. Use water to douse the flames, stir the ashes, and repeat the process to ensure no embers remain. Designate a leader to check the area before leaving the site. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Clothing catching fire	Burns, injuries	Teaches fire safety and self-awareness.	Ensure all participants wear non-flammable clothing and keep fire blankets and water nearby. Demonstrate how to move safely around the fire, and supervise fire lighting. Teach the (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Cross-contamination during cooking	Foodborne illnesses, contamination	Fosters good hygiene and safe food handling.	Implement strict hygiene practices such as handwashing before food preparation. Use separate utensils for handling raw and cooked foods. Ensure all surfaces and cooking tools are cleaned after use, reducing the risk of foodborne illnesses and contamination. (ALL)	Participants	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Crowding around the fire	Overheating, accidental burns, suffocation	Promotes orderly behavior and enhances safety during group activities.	Limit the number of participants around the fire to avoid overcrowding. Set up clear boundaries, and assign turns for approaching the fire. Participants should not be allowed to lean over or sit too close to the flames, especially during cooking. (ALL)	Participants	Before Measure: Med After Measure: Low
Dehydration	Heatstroke, fatigue	Promotes health awareness and hydration in outdoor settings.	Remind participants to stay hydrated, especially when exposed to heat from both the fire and the sun. Regular water breaks should be scheduled, and participants should be encouraged to carry water bottles and drink frequently throughout the activity. (ALL)	Participants	Before Measure: Low After Measure: Low
Embers	Burns, fire spread	Teaches risk management and proper firewood selection.	Avoid using wood species that are prone to spitting embers, like chestnut. Make sure participants are wearing appropriate, fire-resistant clothing. Monitor the fire closely and ensure no one is positioned in areas where embers are likely to fly out. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Exposure to extreme heat	Heat exhaustion, dehydration	Teaches self-care and respect for outdoor conditions.	Provide shaded areas or cooling stations for participants to rest away from the heat of the fire. Monitor participants for signs of heat exhaustion or overheating, and adjust activity levels accordingly. Ensure everyone is dressed appropriately for the weather. (ALL)	Participants, staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Falling into the fire	Severe burns, drowning	Teaches respect for safety boundaries and group discipline.	Maintain a safe distance around the fire by marking off an exclusion zone. Teach participants how to move safely around the fire, and ensure any inappropriate behavior results in immediate removal from the fire area. Supervise at all times to prevent falls. (ALL)	Participants	Before Measure: High After Measure: Low
Fire in dry conditions	Wildfire, property damage	Teaches risk assessment in varying environmental conditions.	Assess the risk of fire spread during dry periods and consider not using an open fire if conditions are too risky. If a fire is necessary, dampen the surrounding ground and ensure water buckets or fire extinguishers are on hand. Monitor the fire closely. (ALL)	Environment and participants	Before Measure: High After Measure: Low
Fire spreading to vegetation	Wildfire, property damage	Builds environmental awareness and fire control.	Position the fire away from overhanging branches or dry grass. Keep water or extinguishers ready. Regularly monitor wind direction and strength, adjusting the fire size as necessary. Ensure participants understand not to move burning sticks away from the fire. (ALL)	Environment and participants	Before Measure: High After Measure: Low
Firewood or tools obstructing pathways	Tripping, falls	Fosters organization and efficient use of tools.	Keep firewood and tools organized and away from main walking areas. Establish a designated area for wood and tools, making sure participants can move freely without the risk of tripping or knocking over equipment. Clear clutter frequently to avoid accidents. (ALL)	Participants, staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Handling hot equipment	Burns, equipment damage	Develops skills in safe cooking techniques.	Use heat-proof gloves and long-handled utensils. Only adults or trained participants should handle hot items like pots or grills. Warn participants when equipment is removed from the fire, and provide close supervision to ensure tools are used correctly. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Handling raw food	Foodborne illnesses, cross-contamination	Encourages hygiene and proper food handling practices.	Participants should wear gloves or use utensils when handling raw food. Ensure raw and cooked food are kept separate to prevent cross-contamination. Provide a designated area for food preparation with adequate handwashing stations or sanitizing wipes available. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Improper disposal of waste	Environmental pollution, fire hazards	Encourages environmental stewardship and cleanliness.	Establish a waste disposal system to prevent littering or leaving behind flammable materials. Make sure all rubbish, especially food scraps and plastic, is collected and disposed of properly to prevent accidents and protect the environment. (ALL)	Environment, participants	Before Measure: Med After Measure: Low
Inadequate first-aid kit	Delayed medical response, worsening injuries	Increases readiness to respond quickly to injuries, minimizing their impact.	Ensure the first-aid kit is well-stocked with burn treatments, bandages, and necessary medications. Regularly check the contents of the kit, and replace used or expired items. Ensure at least one adult with first-aid training is always present during the activity. (ALL)	Participants, staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Inadequate supervision	Accidents, injuries, mishandling	Enhances safety through constant adult presence and quick response.	Ensure there is sufficient adult supervision, with staff assigned to monitor different areas of activity. Supervisors should have a clear view of the fire and be close enough to intervene quickly if necessary. Assign roles to ensure full coverage during the activity. (ALL)	Participants	Before Measure: High After Measure: Low
Instructor experience/qualifications	Inadequate instruction, increased accidents	Ensures expert oversight and high safety standards during activities.	All instructors leading fire-based activities should have relevant training and certifications in fire safety and outdoor leadership. Regularly review instructor qualifications to ensure they are up-to-date, and provide refresher courses if necessary. (ALL)	Participants	Before Measure: Med After Measure: Low
Poor group management	Chaos, accidents, conflicts	Encourages teamwork and organization, ensuring a smooth, safe activity.	Establish clear rules and roles before the activity begins. Divide participants into manageable groups with specific responsibilities to avoid chaos around the fire. Leaders should use consistent communication and check-in frequently to monitor group behavior. (ALL)	Participants	Before Measure: High After Measure: Low
Poor visibility at night	Accidents, mishandling of fire	Promotes awareness and preparedness for nighttime activities.	If cooking on an open fire during evening hours, ensure the area is well-lit. Provide participants with headlamps or lanterns to improve visibility, and ensure the fire is kept small and manageable to avoid creating hazards in low-light conditions. (ALL)	Participants and staff	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Slipping in wet conditions	Falls, injuries	Teaches adaptability in varying outdoor conditions.	Choose a dry location for the fire if possible. If the ground is wet, clear pathways and use non-slip mats. Participants should be reminded to tread carefully, particularly when handling hot items, and all spills should be cleaned immediately to avoid accidents. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Smoke inhalation	Respiratory issues, dizziness	Promotes understanding of fire behavior and safety.	Place the fire upwind of participants and avoid standing directly in the smoke. Use only dry wood to reduce excessive smoke. Regularly monitor wind shifts and instruct participants to move to avoid smoke inhalation. Encourage awareness of personal positioning. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Sudden flare-ups	Burns, fire spread	Teaches respect for fire and natural elements.	Monitor wind conditions and educate participants on the risk of flare-ups. Always control the amount of wood added to the fire to prevent it from growing uncontrollably. Ensure participants stay a safe distance from the flames and avoid leaning over the fire. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Toasting food	Burns, overcooking	Builds focus and safety awareness during cooking.	Supervise participants closely while toasting food over the fire. Limit the number of people near the fire at any one time, and ensure they use long-handled tools. Teach proper toasting techniques to avoid over-exposure to the heat or accidental burns. (ALL)	Participants	Before Measure: Med After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Toxic fumes	Respiratory problems, poisoning	Encourages environmental responsibility and fire safety.	Educate participants on the dangers of burning unnatural materials like plastic or treated wood. Only use seasoned, dry wood for fires and never burn rubbish. Supervise the fire to ensure only approved materials are burned, reducing the risk of toxic fumes. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Tripping over fire area	Falls, injuries	Encourages spatial awareness and discipline.	Establish a safe perimeter around the fire and remove obstacles. No running near the fire, and participants must move carefully. Elevate the fire pit if needed and enforce rules about how to move safely around the fire. Maintain adult supervision at all times. (ALL)	Participants	Before Measure: Med After Measure: Low
Unstable fire pits	Fire collapse, burns	Teaches basic construction and fire safety principles.	Ensure the fire pit is properly constructed and stable before lighting. Use rocks or metal fire rings to contain the fire and prevent it from spreading. Regularly inspect the pit for stability, especially if the ground is uneven or soft, and adjust as necessary. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Use of accelerants	Uncontrolled fire, explosions	Promotes responsible fire-starting techniques.	Prohibit the use of accelerants like gasoline or lighter fluid. Only approved fire-starting methods, such as matches or fire steel, should be used under strict supervision. Educate participants on the dangers of using accelerants and how to safely light a fire. (ALL)	Participants and staff	Before Measure: High After Measure: Low

HAZARD	RISK	RISK BENEFIT	MEASURE	RISK TO	RISK LEVEL
Using sharp utensils	Cuts, lacerations	Teaches safe tool handling and responsibility.	Ensure participants are trained in the safe handling of knives and other sharp utensils. Only adults or older, trained participants should use these tools. Have a designated cutting area with supervision and provide appropriate gloves if necessary. (ALL)	Participants, staff	Before Measure: Med After Measure: Low
Unpredicted risks	Illness, injury, death		Ongoing dynamic risk assessment carried out by all staff. Any observed potential hazards should be notified to group leader and immediate action taken if required. (ALL)	All	N/A

NOTES

Extra notes & activity evaluation:

Completed by

Reviewed/Approved by

Risk Assessment Date

Review Required Date