

Girlguiding Risk Assessment



Silver Sapling Girlguiding Campsite  
Lancs West & Lancs North West

<b>Site:</b>	Silver Sapling Girlguiding Campsite	<b>Assessment No.</b>	
<b>Assessor</b>	Georgina Griffiths	<b>Description of Building, Area or Activity</b>	Camp Fire Circle / Altar Fires / Fire Pits
<b>Date of Assessment</b>	06/01/2026		
<b>Next update / Review due</b>	06/01/2027		
<b>Technical Advisor (if applicable)</b>	N/A		
<b>Persons Name (if Applicable to vulnerable Groups etc)</b>	N/A	<b>Equipment used (if applicable)</b>	Open Fires
<b>When Identifying HAZARDS consider:</b>			
a) The Task (Who, What, Where, When, How)			
b) The environment (temperature, noise, lighting, dust, fumes)			
c) Materials, Equipment, and Substances (machinery, tools, chemicals, etc)			

RA REF No.	Hazard	Description of potential accident/injury/loss	Persons affected	Precautions/Controls already in place	Risk Rating Factor=SxL			Further control measures required?	Action By Whom	To be completed by (Date)
					Severity	Likelihood	Factor			
	First Aid Kits	No First Aid Kits, are provided for visitors to Silver Sapling	All Visitors	All customers advised that they need to bring their own First Aid Kits in line with the requirements of their participants and activities to be undertaken.	1	1	1	Group Leaders to have appropriate hand gel for use during activity.	Booking Admin / Customer	Ongoing
	Weather Conditions	Out of doors activities so possibility of weather related harm - too hot / too cold.	All Participants	Leader in charge to ensure that all participants are dressed appropriately for the weather conditions.	1	1	1		Leader in Charge	Ongoing
	Slips and Trips & Falls	The participants will be outside on uneven farmland so suitable footwear must be worn at all times.	All Participants	Leader in charge to ensure that all participants are wearing appropriate footwear. All participants should be advised not to run in the campfire area	1	1	1	Activity Leader makes sure participants are suitable attired.	Leader in Charge	Ongoing
	Site Traffic	Moving Vehicles on Site & on Road leading to Site	All Participants	Activities are supervised at all times by a leader.	1	1	1	Participants to be made aware of any moving vehicles on site.	Leader in Charge	On date of activity
	Fire Safety	Injury/burns & scalds to participants when next to any open fire	All Participants	Camp Fire participants should be supervised at all times. Young Children should not go near the fire and should stay on the benches	1	2	2	Leaders should be experienced in firefighting and running campfires. Attention should be paid at all times to the safety of all participants during singing in particular action songs. At least one leader should be monitoring the fire at all times	Leader in Charge	On date of activity
	Poisonous plants etc	Berries, unidentified Fungi etc around site	All Participants	Activity supervised at all times by a leader. All participants to be made aware of the danger of touching and/or eating unidentified Berries etc. that may be near the camp fire	1	2	2	Fires should always be extinguished before retiring for the night and then disposed of the ashes and left clean for next guests	Leader in Charge	Ongoing
	Rubbish	All items taken to the campfire circle must be brought back down to the camping area	All Participants	Any unused wood can be stored in the wood store.	1	1	1	Fires should always be extinguished before retiring for the night and then disposed of the ashes and left clean for next guests	Leader in Charge	Ongoing
	Grass fires	In dry weather the surrounding area can be dry, so fires must be contained in the stone circle and not on the main campsite unless ground protection is used.	All Participants	Water bucket to be taken to campfire circle, fire not to be left unattended and dampened when finished.	2	1	2	Measures must be in place in a dry spell	Leader in Charge	Ongoing
	CampFire Circle collapsing	The fire is contained in a stone circle, make sure logs are kept inside this area.	leaders	make sure the stone circle is intact before lighting fires	1	1	1	report any damage to booking secretary	Leader in Charge	On date of activity
	Altar Fires / Fire Pits used for fires.	These should be used away from the building and by a responsible person - no section that directly comes into contact with heat should be placed on the grass, this should always be raised of the ground.	All participants	fire safety should be followed at all time. Watch for falling wood/ logs coming out of the fire. Do not touch the metal parts of the fire once lit as can get hot	1	2	2		Leader in Charge	On date of activity
	Altar Fires / Fire Pits/ portable BBQ for cooking	These should be used away from the building and by a responsible person - no section that directly comes into contact with heat should be placed on the grass, this should always be raised of the ground.	All Participants	when using for cooking follow hygiene guidelines to ensure food is cooked properly and cross contamination for raw to cooked foods doesn't happen. No over crowding of the equipment if large groups toasting marshmallows and metal buckets available to put out any sticks that catch on fire.	1	2	2		Leader in Charge	On date of activity
	Consuming of alcohol	We understand that some guests might want to consume alcohol whilst staying on site, moderate consumption is advised, certainly round any fires.	All adults consuming	Safety still has to be paramount around fires and the uneven ground leading to the fire area. Fires shouldn't be left unattended and there should be at least one person responsible for the group.	2	1	2	if adults do consume alcohol onsite and any accident occurs this will be at their own risk	responsible person	On date of activity
	Burns or scalds	Lighting Fires. Toasting and eating Marshmallows	All Participants	Activity supervised at all times by an adult. Leaders to ensure correct firefighting techniques. Metal Water buckets to be taken to the fire	1	2	2	ensure a bucket of water is available to assist with Fire control. Scalds should be treated as soon as possible. Cold water taps located at the back of the huts. Doctors and hospital info in green booklets.	Leader in Charge	Ongoing