



1st Kesgrave Scout Group

Twelve Acre Approach, Kesgrave, Suffolk IP5 1JF

Fires / Camp Fires and Fire Lighting Check List

Event: _____

Location: Anywhere.	
Activity covered by this assessment: This covers everything that should be in place before starting to light a fire along with monitoring for the duration of the activity.	
Item	Checked/Action
Lone working - lone working measures in place.	
Traffic / dropping off / picking up measures - vehicle movement arrangements in place for dropping off wood etc for the fire.	
Terrain / Layout - does the venue / location need visiting / physically checking before the activity commences. - is the area suitable eg level enough, no sharp drops nearby etc. - can the activity be catered for safely in the area chosen, taking account of numbers taking part, space required, away from combustible materials, minimal environmental impact, prevailing wind direction, free movement of people etc. - is the area at risk from mosquitos, ticks, animal faeces etc and appropriate measures taken.	
Facilities - are additional facilities required eg gazebos, tables etc.	
Protrusions, slips, trips, falls, collisions - is the build area suitable eg no large holes, bumps, icy, wet, tree roots etc. - is the build area free from sharp, damaged, or protruding permanent and movable fixtures eg fences, tree branches etc. - is the build area free from clutter, rubbish, spill, shards etc - are lighting levels commensurate with the activities / activity being undertaken. - are barriers / bollards / a cordoned off area required and in place. - is the area laid out safely ie structures in straight lines, tied down adequately, hazard tape used where appropriate, gaps between items suitable, wood pile safely stacked etc. - are all walkways, public areas etc clear and free from trip hazards, protrusions etc - is all the wood / combustible material stored / stacked safely.	
Storage Areas - are designated areas set aside for the storage of fire lighting equipment, kit, and potentially dangerous items eg matches, lighters, fuel etc and appropriately protected and for dangerous items ideally locked away.	
Kit / Equipment - is any provided equipment eg fire lighter, matches, strikers etc) being used: - in good working order and fit for purpose ie no faults, damage, sharp edges, etc. and if not fit for purpose or unsafe to use, taken out of service and repaired/replaced as appropriate. - appropriate for the planned activity eg right tool for the right job etc, suitable for the age of the people involved ie can they use it safely etc.	

- are appropriate transportation mechanisms (trailers, cars, trolleys etc) required and in place to move kit, equipment and wood etc to and from the location and during the activity. - when using any vehicle (van, car etc), trolley and/or trailer for transporting kit / equipment/wood ensure it is fit for purpose, isn't going to be overloaded, load weight is distributed appropriately (60/40% rule), large items tied down, loads secured to avoid movement, lightweight items higher, lights working etc. and for trailers is within the towing limits of the vehicle pulling it. - consider counting in and out potentially harmful and attractive kit and equipment eg fuel, lighters, matches etc - is all the potentially hazardous equipment, kit, fuels, chemicals, tools etc being used, stored, locked and stacked safely when used and not being used. - are activity items, kit etc being removed and placed in a safe area or designated storage area when no longer required and appropriately stacked/stored and being put away clean and dry at the end of the activity. - is suitable wood available for the activity	
Fire / Hot Surface Considerations - is any equipment being used appropriate, tested and inspected for damage. - are measures (storage, handling, PPE, use, fire precautions, emergency procedures burns kits etc) in place for the use of any fires, hot surfaces etc. - has any fire / hot surface been extinguished, left to cool and if appropriate put away clean and dry at the end of the meeting or event, appropriately stacked/stored and in the correct locations. (use additional check list for any cooking, knife, saw and axe work being undertaken)	
Fuel / Chemical Considerations (if applicable) - are any fuels, chemicals etc being used, stored in appropriate safe containers/packaging and stored safely. - if appropriate, are measures (storage, handling, PPE, use, emergency procedures/equipment, first aid/burns kit etc) in place for the use of any accelerants, fuels etc - is the area well ventilated. - are any fuels, chemicals etc been put away clean and dry at the end of the meeting or event, stored in a safe container /packaging, and appropriately stacked/stored and in the correct locations.	
Materials / Rubbish - are arrangements in place to remove rubbish and unused materials at appropriate intervals during the activity. - at the end of the activity ensure the building/venue/area being used and surroundings are clean and tidy, fit to be used by the next user and personal items, debris and litter are disposed of or taken away.	
Clothing / Personal kit - has everyone been provided with a kit list that covers footwear, headwear, clothing, and kit required that is commensurate for the terrain, activities being undertaken, forecast weather and time of year, along with any spares that should be brought. - have additional requirements been identified and specified eg aprons, etc. - are there any additional safety requirements required and specified -, no jewellery, hairbands, shoelaces done up, feet covered (not easy to puncture soles) etc.	
Putting Out / Erecting Equipment - is all erectable kit eg tables, gazebos etc erected safely – adults have suitable experience / training. Young people supervised as required.	
Activity Area - is the area and set up/layout, appropriate for the fire lighting activity eg surfaces, spacing, kit used, storage areas etc. - has the area been set up to minimise risks of fire spreading to alternative areas ie surrounding grass, wood pile, tents etc. - do any areas need cordoning off and inaccessible to others and the public. - are fires suitable distanced (apart).	

Fire Activity - have participants turned up: • wearing the appropriate footwear, headwear and clothing for the venue, fire lighting activity, terrain, weather conditions and time of year, • with any jewellery, hair etc appropriately worn for the venue/activity. • with any necessary kit, fuel, food, water and any other additional requirements specified. • and being worn/carried appropriately ie no loose clothing, shoelaces tied, pockets emptied of inappropriate items etc. If not act accordingly. - is any clothing, equipment or kit brought by participants not fit for purpose ie damaged, unsafe or not suitable and if so act accordingly. - is personal PPE such as eye protection, oven gloves, hair covers, required, available and being worn. - is PPE, kit and tools required to handle hot items eg pots, pans, lids etc, safely, available and being used eg oven gloves, hot cloths, tea towels, tongs, or appropriate lifting devices etc. - do participants need sorting into smaller fire lighting groups. Do groups need to be matched in terms of ability, temperament, working together, etc. - do participants need briefing on handling wood safely, how to build the fire properly, light the fire, what wood to use, what not to do, what to do in an emergency, handling fuels etc. - do participants need to be given any training / a demonstration of how to light a fire correctly. - has the fire been left to burn itself out safely or put out at the end.	
Manual Handling - has the area been laid out to minimise the need to carry kit, wood and equipment etc any further than is necessary and/or allow vehicles as close as possible to where it needs to be delivered (commensurate with minimising any traffic issues). - are protective gloves, safety footwear goggles etc needed and available. - if appropriate are mechanical aids available to lift heavy kit and equipment and wood during the activity. - is any lifting training/reminders required. - is any equipment, kit, wood etc required for the activity within the capability of the individuals carrying it and safe. If not act accordingly.	
Personal Hygiene and Well Being - do participants have sufficient/adequate personal care products for the event taking in to account the time of day and the time of year eg sun cream, lip balm, glasses, torch, hat etc. - have issues such as ticks, mosquitos, snakes etc been taken account of eg wearing long trousers/shirts, insect repellent etc. - If someone has a serious medical condition, they are carrying appropriate medicines eg inhalers, EpiPens etc. with them or given to an adult to carry. Ensure it is in a suitable container and location known and someone can administer it in an emergency. - has the event been assessed for needing measures to be put in place to identify health issues including emergency situations eg arm/wrist bands, id cards, stickers etc marked with the issue – EpiPen, serious allergy, gluten free etc.	
General Behaviour - are any participants likely to be unsafe due to their behaviour and appropriate measures taken. - have participants been briefed on behaviour – not playing with fire, throwing objects, running around etc and a clear communication method in place to stop the activity in an emergency. - are there separate quiet/safe areas available for people not taking part in fire lighting/camp fire activity.	
Leadership - have leaders been briefed on their roles eg supervising, watching, instructing, monitoring, time keeping etc. - are there sufficient leaders / helpers available to run the activity safely.	

- do the leaders and helpers running the activity have suitable experience to run the activity.	
Peer Led Activities - are the participants adequately trained and capable of lighting fires safely. - is a supervision plan in place.	
Accessibility / Inclusiveness / Health Issues - have accessibility, ability, disability, age, gender, dexterity, behavioural issues etc been taken account of in the planned activity and any activity groups set up. - has dietary, allergy or other health issues (asthma, weak bones, claustrophobia, vertigo etc) been taken account of for the activity. Also have health forms be checked for people with allergies etc and minimise the potential contact/use of possible allergens or use alternatives. Examples issues: nuts in food etc - has the planned activity taken account of additional environmental hazards such as heatstroke, sunburn, ticks and other insects and animals.	
Fire Alarm / Equipment / Emergencies / Incidents - are fire control facilities/measures in place eg fire buckets, hot gloves, fire extinguishers, dampers etc. - is an emergency evacuation process in place and participants informed of the signal and what they need to do if they hear the signal. - is a mobile phone or alternative arrangements available and easily accessible for emergencies. - are there sufficient mobile phones / alternative arrangements to deal with an emergency. - are mobile phone signals adequately guaranteed throughout the area. If not consider whether radios would be an appropriate alternative at times or ensure people know where to go to obtain a signal. - is a robust InTouch process in place. - are the group details, Intouch and health information available in case of an incident or emergency either in paper format or electronic eg OSM. - is a first aid or emergency procedure required and in place and do leaders and participants know what it is. - can you accurately define the location in the event of an emergency ie contacting the emergency services, parents etc.	
Emergency Exit Points / Access Routes - is the area accessible to emergency vehicles and in particular ambulances. - are emergency exit points known and not locked or blocked.	
First Aid / Injuries that need treatment - as a minimum has someone attending have a valid basic first aid certificate and first aid kit. - are there sufficient qualified first aiders present to deal with the numbers taking part and the types of injuries for the activity being undertaken. Is a dedicated first aider required. - are sufficient basic first aid kits available plus any additions to take account of the activities being delivered, terrain and weather conditions eg tweezers, burn kits etc - have first aid kits been inspected for out-of-date items and put aside/ replace. - check that no pills or medication is stored in general first aid kits and if any pills/medication is required it is stored separately. - is a bucket of cold water or a running tap available nearby for the immersion of burns. - if required has an accident form / HQ process been completed.	
Security / Theft - have measures been put in place to minimise theft.	
Safeguarding - are adequate supervision ratios in place.	
DBS / Scouting - are all adults (leaders and any helpers) and young leaders aware of current scouting guidelines eg yellow card etc or recent rule changes.	

