

## Risk Assessment - Campfires and Altar Fires



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| Workplace Location: Warren Oak Campsite, Hollow Ln, Ledbury HR8 1NQ                                                                                                                                                                                                                                            |                        |                         |
| Date of Issue: 20/09/2026                                                                                                                                                                                                                                                                                      |                        | Review Date: 20/09/2027 |
| Assessor: Elizabeth Lawrence-Fielden                                                                                                                                                                                                                                                                           | Reviewed by: Andy Page | VERSION1.5              |
| <b>Task Description:</b> The task involves safely building, maintaining, and extinguishing fires at Warren Oak Campsite. This includes campfires for cooking, warmth, and social activities. The objective is to ensure the safety of all participants, prevent accidents, and minimise the risk of wildfires. |                        |                         |

| Number | Hazard Identification and Risk Identification                                                                 | Who May be Harmed | Control Measures                                                                                                                                                                                                                                                                                                                                                  | Risk Rating |
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| 1      | <b>Fire Spread:</b> Risk of the fire spreading beyond the intended area.                                      | All               | Build fires only in designated fire pits or rings. Clear the area around the fire of flammable materials. Keep a water source or fire extinguisher nearby.                                                                                                                                                                                                        | Low         |
| 2      | <b>Burns:</b> Risk of contact with flames, handling firewood, cooking equipment or heated metal surfaces.     | All               | Use appropriate tools for handling firewood and cooking equipment. Always maintain a safe distance from the fire. Tie back long hair and avoid loose or dangling clothing. Ensure all participants receive a fire-safety briefing before the activity begins. Provide heat-resistant gloves for leaders when managing the fire or handling hot cooking equipment. | Low         |
| 3      | <b>Use of accelerants or inappropriate fire-lighting materials:</b> Risk of uncontained fire and burn injury. | All               | No use of accelerants (petrol, lighter fluid, aerosols). Only approved fire lighting methods (matches, fire steels, kindling). Store any fuel (e.g. gas canisters) away from the fire area.                                                                                                                                                                       | Low         |
| 4      | <b>Smoke Inhalation:</b> Risk of respiratory issues from inhaling smoke.                                      | All               | Position seating and sleeping areas upwind of the fire. Limit the size of the fire to reduce smoke production. Provide first aid for smoke inhalation if necessary.                                                                                                                                                                                               | Low         |
| 5      | <b>Sparks, flying embers and fallen wood:</b> especially for alter fires and windy day.                       | All               | Keep fires small and manageable. Avoid resinous wood that spits. Maintain a clear overhead area (no low hanging branches).                                                                                                                                                                                                                                        | Low         |
| 6      | <b>Clothing Ignition:</b> Risk of clothing catching fire to cause injury.                                     |                   | No loose or dangling clothing near fire. Long hair tied back. Keep firefighting equipment nearby, such as water. Clear 'safe zone' around the fire.                                                                                                                                                                                                               | Low         |

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| 7  | <b>Environmental Damage:</b><br>Risk of damaging flora and fauna.                                                                                                                                                                       | All | Use only prepared wood from log store unless otherwise approved by site team. Extinguish fires completely before leaving the area. Follow Leave No Trace principles.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Low |
| 8  | <b>Cooking related risks:</b><br>Burns or injuries from cooking equipment, hot liquids, steam, or unstable cooking setups. Carbon monoxide (CO) exposure from open fires, charcoal, gas appliances, or poorly ventilated cooking areas. | All | Use stable altar fire stands with fixed metal legs on level ground. Ensure the stand is fully secure before cooking begins. Keep cooking areas separate from seating and general activity zones. Use heat-resistant gloves when handling hot pots, pans, grills, or Dutch ovens. Ensure only competent adults manage hot food and equipment. Keep children at a safe distance during cooking activities. Clearly brief participants on safe movement around the cooking area. Ensure all cooking is carried out in well-ventilated areas; never use charcoal, gas stoves, or open fires inside tents, enclosed shelters, or poorly ventilated spaces. Do not allow smouldering fires or cooking equipment to be used in enclosed or low-airflow areas. Allow adequate spacing between cooking setups to prevent build-up of fumes. Extinguish fires completely after use and avoid leaving burning or smouldering fuel unattended. Be aware of CO symptoms (headache, dizziness, nausea, confusion) and stop activity immediately if they occur. Where appropriate, use CO detectors in enclosed or semi-enclosed cooking environments. | Low |
| 9  | <b>Ash disposal:</b> Hot ash causing burns or ground fires.                                                                                                                                                                             | All | Allow ashes to cool fully. Use metal ash buckets. Dispose only in designated ash pits. Never dump hot ash on ground.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Low |
| 10 | <b>Crowd Management:</b><br>Overcrowding or unsafe movement around fire.                                                                                                                                                                | All | Maintain clear access routes. Arrange seating safely. Limit group size around fire.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Low |
| 11 | <b>Nighttime visibility:</b><br>Trips or falls due to poor lighting.                                                                                                                                                                    | All | Use lanterns/torches. Mark boundaries and equipment. Ensure safe routes to/from fire area.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Low |
| 12 | <b>Alter Fire stability and heat transfer:</b> Altar fire collapse or ground scorching.                                                                                                                                                 | All | Ensure altar fire stands are stable and level. Do not overload. Check for heat transfer. Allow to cool before moving.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Low |
| 13 | <b>Weather Conditions:</b><br>Impact of wind and dry conditions on fire safety.                                                                                                                                                         | All | Monitor weather forecasts and adjust fire activities accordingly. Avoid building fires in high winds or during dry conditions. Have a fire watch person to always monitor the fire.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Low |
| 14 | <b>Tripping or Slipping:</b><br>Participants could trip or slip around the fire area.                                                                                                                                                   | All | Ensure the surrounding area is clear of obstacles.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Low |
| 15 | <b>Inadequate Supervision:</b><br>Lack of proper                                                                                                                                                                                        | All | Always ensure that the fire is never left unattended and is extinguished fully when the activity is finished. Ensure there are minimum supervision ratios. Competent adult fire                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Low |

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|  | supervision can lead to unsafe practices. |  | leader requirement. Ensure there is no running or horse play around the designated fire areas. |  |
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| Emergency Procedures                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Monitoring and Review                                                                                                                                                                                                                                                                                                                                                                                                                             |
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| <p><b>Fire Out of Control</b></p> <ul style="list-style-type: none"> <li>• Evacuate the area immediately.</li> <li>• Use water, sand, or extinguisher if safe to do so.</li> <li>• Call emergency services.</li> <li>• Notify campsite team.</li> <li>• Do not re-enter area until declared safe.</li> </ul> <p><b>Burns &amp; Injuries</b></p> <ul style="list-style-type: none"> <li>• Cool burns with cold water for at least 20 minutes.</li> <li>• Cover with a clean cloth.</li> <li>• Provide first aid and call emergency services if needed.</li> <li>• Record incident via QR code and inform site team.</li> </ul> <p><b>Smoke Inhalation</b></p> <ul style="list-style-type: none"> <li>• Move person to fresh air.</li> <li>• Monitor breathing.</li> <li>• Seek medical attention if symptoms persist.</li> </ul> | <ul style="list-style-type: none"> <li>• <b>Regular Inspections:</b> Weekly checks of designated fire areas and safety equipment.</li> <li>• <b>Annual Review:</b> Comprehensive review of the risk assessment and control measures.</li> <li>• <b>Incident Reporting:</b> Immediate review following any incident or near-miss.</li> <li>• <b>Feedback:</b> Gather feedback from campers and staff to identify areas for improvement.</li> </ul> |

**Notice: Risk assessments are to be used in conjunction with your own risk assessments to enjoy a safe stay at Warren Oak Campsite.**

Let's keep our campsite safe for everyone! If you have questions or need assistance, please contact campsite volunteer site team.