

<b>Assessment Date</b>	13/01/2020	<b>Review Date</b> (To be within 12 Months)	October 2021
<b>Work Area</b>	Bushcraft – Shelter building, fire lighting and water filters		
<b>Reason for Assessment (Tick appropriate boxes)</b>			
Initial Assessment	<input type="checkbox"/>	Periodic Review	<input type="checkbox"/>
Change of Work Process	<input type="checkbox"/>	Change of Personnel	<input type="checkbox"/>
Relocation	<input type="checkbox"/>	After an Accident / Incident	<input type="checkbox"/>
		Change of Equipment	<input checked="" type="checkbox"/>
		Abnormal Activity	<input type="checkbox"/>
		Other	<input type="checkbox"/>
<b>Brief Description of Assessment:</b> Fire lighting techniques, shelter building and making natural water filters as part of Bushcraft activities			
<b>Assessor(s):</b> Sarah Griffiths – Outdoor Learning and Interpretation Manager Amended by Laura Davis to add water filters			

**Hazard** = Something with the potential to cause harm.

**Risk** = The likelihood of a hazard causing harm & its associated severity.

**‘Concentrate on the significant, ignore the trivial’**

## Part 1 – Hazard Identification

1. General Description of the Work Area	Associated Hazards
Bushcraft activities take place in wooded areas throughout MK parkland, many of which will have public access This session can take place year-round, so at times the ground conditions will be wet and muddy and at others dry and cracked after extensive periods of dry weather.	Trees/branches affected by weather conditions, e.g. high winds, lightning strikes.  Stings/scratches from plants  Slips/trips/falls.  Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers.  Lost child
2. Plant, Equipment and Vehicles in or adjacent to the work area	Associated Hazards
Fire lighting: <ul style="list-style-type: none"> <li>Flint and steel strikers</li> <li>Matches</li> <li>Magnesium permanganate and glycerine</li> <li>Fire pit and associated cooking attachments</li> <li>Kelly kettle</li> <li>Wire Wool/Battery</li> </ul> Shelter building: <ul style="list-style-type: none"> <li>Ropes</li> <li>Tarpaulin</li> <li>Logs and Natural Materials</li> </ul> Natural water filters <ul style="list-style-type: none"> <li>Water bottles which have been cut (remove sharp edges where possible)</li> <li>Dirty water</li> <li>Natural materials e.g. leaves, mosses, grasses</li> <li>Plastic cups</li> </ul>	Burns from incendiary items used to start fire and once fire is lit  Damage to personal equipment and the wood due to fire  Scalds from hot water when using Kelly kettle  Strangulation from hanging ropes used on tarps  Cuts from sharp edges on bottles  Poisoning from drinking contaminated water

3. METHOD STATEMENT	Associated Hazards
<p><b>Description of the task / process to be carried out (step-by-step tasks). This section should describe exactly how the work will be done and by whom</b></p> <p>Fire lighting:</p> <ul style="list-style-type: none"> <li>• Full safety briefing given by TPT staff to the group prior to activity taking place</li> <li>• Fire lighting techniques demonstrated in advance of the group trying for themselves.</li> <li>• Numbers limited to 15 and they will work in pairs or small groups</li> <li>• Long hair to be tied back and loose clothing tucked out of the way of the fire</li> <li>• Fire lighting to take place in designated area, and all small fires lit onto metal tray, or in the fire pit when having a larger fire</li> <li>• Fire first aid kit and clean water on site, adjacent to fire area</li> <li>• TPT staff fully trained in fire lighting techniques.</li> <li>• Fire gloves used and the 'respect position' taught to the group when feeding a fire</li> <li>• TPT leader to pour boiling water from kettle</li> <li>• Rules explained to group for movement around fire pit area to avoid people bumping into one another while close to the fire</li> <li>• Once lit, the fire will always be attended by an adult</li> <li>• Correct procedures followed to extinguish fire safely and leave site clear of debris. Safe procedure: Drip water onto fire to cool it slowly so as to not create big plumes of steam which could cause burns. Once fire is cooled, use fire glove to submerge any large pieces of wood in a bucket of water before either returning them to a firewood store or to a safe location in the woods.</li> <li>• All cooked food to be checked by TPT staff, who has undergone Food Safety Level 2 training, before it is eaten.</li> </ul> <p>Shelter building:</p> <ul style="list-style-type: none"> <li>• Full safety briefing given by TPT staff to the group prior to activity taking place who will supervise participants during the activity</li> <li>• Knots taught to group</li> <li>• Participants work in small groups to erect a shelter that will keep them warm and dry, using the ropes and tarps provided</li> <li>• Rope used is of a bright colour (e.g. orange) so it stands out in the woodland environment, or hazard tape attached to guy ropes to ensure they are visible.</li> <li>• Excess rope tied away safely so to prevent trips/strangulation.</li> <li>• Shelters made using light weight tarpaulin</li> </ul> <p>Natural water filters:</p> <ul style="list-style-type: none"> <li>• Full safety briefing given by TPT staff to the group prior to activity taking place who will supervise participants during the activity. Ensure participants understand they should not drink the water even after filtration and should not touch/pick fungi to use in filters.</li> </ul>	<p>Burns from incendiary items used to start fire and once fire is lit</p> <p>Damage to personal equipment and the wood due to fire</p> <p>Scalds from hot water when using Kelly kettle</p> <p>Strangulation from hanging ropes used on tarps</p> <p>Trees/branches affected by weather conditions, e.g. high winds, lightning strikes.</p> <p>Stings/scratches from plants</p> <p>Slips/trips/falls.</p> <p>Interaction/aggressive behaviour from other members of the public including, horse riders, dog walkers.</p> <p>Cuts from sharp edges on bottles used for filters.</p> <p>Poisoning from drinking contaminated water.</p> <p>Poisoning from eating toxic materials found whilst making filter.</p>

- Participants work in small groups to collect materials from their surroundings to make their filters. TPT staff to give boundaries for collection area. Reminder not to touch/pick fungi and point out any other materials in the area that should not be used e.g. yew.
- Participants fill their bottle to create filter, TPT staff to remind participants to take care if there are sharp edges on the plastic bottles where they have been cut.
- Distribute cups of dirty water for participants to pass through their filter. TPT staff to remind participants that they must not drink water, even though it may look clean, could still have contaminants and would need to be boiled before being fit for consumption.

Assessors Signature(s) \_\_\_\_\_

ALL Those involved in making the Risk Assessment to sign

## Part 2 - Detailed Assessment of Risks

<b>Hazard.</b> <b>Potential harm and how caused</b> (List all hazards identified in part 1)	<b>Persons likely to be affected</b>	<b>Existing Control Measures.</b> (Describe all existing measures taken to reduce risk)	<b>Risk Rating.</b> <b>S x L</b> (See Table 1) [eg 3 x 1 = 3 Low]	<b>Action required to reduce / control risk.</b> (Further improvements that could be made to the control measures. To be agreed with relevant manager & H&S Advisor)	<b>Corrective Action Number</b> (If further control measures required)	<b>Residual Risk Rating</b> (After further actions)
Adverse weather (Extremes of temperature, winds exceeding 25 mph, lightning strikes)	Participants TPT staff & volunteers	Weather forecast monitored. Participants advised to dress appropriately for the weather and site being visited. Water and hats advised in hot weather. Staff to use common sense to judge weather, taking into account weather warnings and beaufort scale for winds. Session curtailed or cancelled in very heavy rain, strong winds or very high temperatures.	1x3=3	If session in woods, or trees are overhanging area, beaufort scale of 7 or over would usually require cancellation/change of site/activity as appropriate. Staff to take anemometer with them on windy days to check local wind speed.		
Strangulation from loose hanging ropes	Staff Volunteers Participants	Bright coloured ropes used to be obvious in the woodland setting. All loose ropes tied up to ensure that nobody can trip or catch themselves on the ropes.	2x1=2			
Slips, trips and falls from the uneven ground.	Participants TPT staff & volunteers	Everyone always reminded to wear practical clothing and footwear.	1x3=3			
Contact with other parks users including dog walkers, horse riders	Participants TPT staff & volunteers	Participants reminded that when in public parks they are not the only park users and to be respectful to members of the public. Report any antisocial/dangerous behaviour of other park users to the police.	1x2=2			
Burns from fire and scalds from hot water	Participants TPT staff & volunteers	Full safety briefing given at start of session and participants always supervised. Water provided and first aid kit. Gloves used to feed fire.	2x2=4			

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Damage to personal equipment and site from fire	Participants TPT staff & volunteers Members of the public	All fires to be lit on either a metal tray or in the fire pit Water used to put fire out and no remains left visible on site Gloves used to feed fire	3x2=6			
Cuts from sharp edges on bottles	Participants. TPT Staff and Volunteers	When preparing materials for the session, remove sharp edges where possible.	1x1 = 1			
Poisoning from drinking contaminated water	Participants	Participants told not to drink water used in session. Participants warned to wash hands thoroughly before eating anything.	2x3=6			
Poisoning from ingestion of toxic materials found whilst making water filter	Participants	TPT staff to check area before session to identify toxic materials in locality e.g. fungi/yew. Participants warned to wash hands thoroughly before eating anything. Participants told not to touch any fungi and other toxic materials and that nothing collected during session to be eaten.	2x3=6			
Behaviour of attendees	Participants. TPT Staff and Volunteers	Leader of attending group informed that behaviour is their responsibility on site at time of booking. This to be re-iterated to the leader during the session if appropriate. Clear rules and expectations given to the group at start of session. PT staff to intervene in times of emergency/potential danger	2x2=4			
Illness/ medical problems of attendees (for sessions where there is a group leader/Parents/Guardian Present)	Participants	Leader of attending group/Parent/Accompanying Adult informed that medical aid is their responsibility on site at time of booking. This to be re-iterated to the group PT staff to intervene in times of emergency/potential danger	2x2=4			

<b>Hazard.</b> <b>Potential harm and how caused</b> (List all hazards identified in part 1)	<b>Persons likely to be affected</b>	<b>Existing Control Measures.</b> (Describe all existing measures taken to reduce risk)	<b>Risk Rating.</b> <b>S x L</b> (See Table 1) [eg 3 x 1 = 3 Low]	<b>Action required to reduce / control risk.</b> (Further improvements that could be made to the control measures. To be agreed with relevant manager & H&S Advisor)	<b>Corrective Action Number</b> (If further control measures required)	<b>Residual Risk Rating</b> (After further actions)
Illness/ medical problems of attendees (for sessions where PT staff is loci parentis) e.g. JPR, Youth Rangers and Youth Explorers	Participants	Medical data to be taken at point of booking and parents/guardians' responsibility for letting PT staff of changes. Self-medication is stated as process on booking form PT staff to intervene in times of emergency/potential danger	2x2=4			

## Part 2 - Detailed Assessment of Risks

### Table 1. Risk Rating

Risk rating = Severity x Likelihood

Risk Assessment		Severity (S) [Severity] & [Extent]		
		Slightly Harmful [Minor injury / illness, first aid treatment, minor equipment damage] [Affecting only one person] (1)	Harmful [Serious injury / illness, hospitalisation, equipment damage] (2)	Extremely Harmful [Fatality, loss of limb, permanent disability, equipment destroyed] [Several persons affected] (3)
Likelihood (L) [Exposure to Hazard] [Occurrence of Hazard] [Possibility of Avoidance]	Very Unlikely (1) [Minimal interaction] [Remote possibility] [Easily avoidable]	Low (1)	Low (2)	Low (3)
	Unlikely (2) [Much interaction] [More likely] [Some possibility to avoid]	Low (2)	Medium (4)	Medium (6)
	Likely (3) [Intensive interaction] [Quite likely] [Little possibility of avoidance]	Low (3)	Medium (6)	High (9)

- 1 – 3 Tolerable Risk
- 4 – 6 Moderate Risk
- 9 High Risk – Intolerable

Monitor regularly to ensure that the risk does not grow.  
Potentially serious. Long term issues anticipated. Plan ahead.  
**ACT NOW.**

## Part 3 - Review

<b>Category No:</b>	<b>1</b> Regular (24 monthly) review	<b>2</b> Result of accident	<b>3</b> Result of near miss	<b>4</b> Change of process	<b>5</b> Change of location	<b>6</b> Personnel change
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Date:	Category No	Assessors/s	Comments	Action Required	Date Closed
21/11/18	1	Nicky Saunders	Updated from old version form and content reviewed	none	21/11/18
15/10/19	1	Sarah Griffiths	Reviewed		15/10/19
13/01/20	4	Laura Davis	Adding additional information for making natural water filters	none	13/01/20



