TOPSTONES FIRE RISK ASSESSMENT –CAMPING PODS & RED KITE SHELTER

EVENT NAME: DATE:

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| **Activity** | **Who might be harmed** | **Control Measures** | **Persons responsible for control measures** |
| Pods can only be used for sleeping purposes | All participants | Supervision by leaders is always essential. All participants should have training on how to use the pods for sleeping.  Care must be taken that everyone understands how the locks work and that Pods must be kept closed and locked  from the inside when sleeping. Small window at the rear  of the Pods can be left open during the night for ventilation.  Once unlocked the keys should be replaced in a safe place. | Leaders/Rangers/Young Leaders |
| Pod Doors | All participants | Brownies and Guides should be supervised and shown how to fasten the doors back with the catches provided. Rangers/Young Leaders do not require supervision.  Keys to be supervised by Leaders/Rangers/Young Leaders and replaced in a safe place once the doors are unlocked. | Leaders/Rangers/Young Leaders |
| Care of Pods | All participants | No outdoor shoes to be worn inside the Pods. Outdoor  shoes should be left outside or placed in an appropriate place inside. Use vacuum cleaner to clean pods after use. (This is stored in the field kitchen) | Leaders/Rangers/Young Leaders |
| Smoking and Cooking | All participants | No smoking or cooking is allowed in or on the decking or  anywhere near the pods. Fire extinguishers and fire bucket are kept next to the water tap near the Pods. Fire places for cooking are provided on the field. A field kitchen is available for use by hirers of the pods.  RED KITE SHELTER & FIRE PIT as above all use must be supervised by leaders and fire bucket kept full of water. | Leaders/Rangers/Young Leaders |

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|  |  | Use care when handling the equipment provided. Follow guidelines on the inside of the shelter. Dispose of ash in ash bucket. |  |
| Evacuation | All participants | In case of fire do not enter the Pods or Field Kitchen. Make your way to the assembly point which is near the ash tree nearest the green games shed.  the | Leaders for all participants |
| Candles and Other naked nights  Electric heaters | All participants | No naked lights, candles or electric heaters are allowed to be used inside, on the decking or near the pods. Fire extinguishers and fire bucket are kept next to the water tap near the Pods. | Leaders/Rangers/Young Leaders |
| Electric Fence | All participants | An electric fence has been installed on the fence  surrounding the horse field. This is active at all times and contact should be avoided. No climbing or reaching over the fence. | Leaders/Rangers/Young Leaders |

Revised 2022