

Main Group Leaders are required to complete this form as necessary and hand in at the Info Point on arrival at the site.

Name of Group: <<GroupName>> Group Ref:

Name of Main Group Leader: <<Name>>

Contact mobile number(s) at Spree:

Please provide either your mobile number and/or that of another leader on your team so that we can contact you quickly in an emergency. We will also be sending out reminder texts to the mobile several times over the weekend to give your group 15 minutes notice of the main meetings. Mobiles should **always be switched on and set to ring** as they may be missed on vibrate only. Phones may be charged up in the Info Point at any time throughout the weekend.

- You may add **new** young people or leaders to your on-line Booking Form using the 'Additional Booking Lines' provided, **up to midday on Wednesday 4th**. (Young People will need a signed Consent Form and anyone aged 18 or over on July 6th **MUST** meet our DBS requirements.) The Spree organisers will receive these additions automatically from Google and so they don't need to be noted below.
- If you bring any **new** young people or leaders with you who booked late and are **not** entered in your on-line Booking Form please enter their details below. All fees must be brought to Spree (cheques only please, payable to 'Urban Saints SW Spree'). Leaders and young people aged 8 and over must pay the £10 per person Late Fee.

Adult	15-17 Venue	Child Under 8	Child Primary	Child Secondary	Full Name	Fee due (including the £10 Late Fee if applicable)
<i>Tick the correct column</i>						
TOTAL FEES DUE						

- If anyone in your group **drops out** before **midday on Wednesday July 4th** please let the Spree SW organisers know their details as soon as possible by email at info@spreesw.org.uk. After this time, or if you are unable to let us sooner, please enter below details of those who have dropped out late:

Adult	15-17 Venue	Child Under 8	Child Primary	Child Secondary	Full Name	For Spree staff use
<i>Tick the correct column</i>						

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Main Group Leaders are required to complete this Risk Assessment form **and hand in on arrival** at Spree SW. We have partially filled it in for you to make it as simple as possible.

SECTION 1

■ Main Leader completing this form: <<Name>> Date completed: ___/___/___

■ Charcoal barbecues and open fires are **NOT** permitted at Spree SW.
Please confirm you will not be using these at Spree SW by ticking this box:

■ Will your group be using any appliances that use propane/butane gas for either cooking or lighting at Spree SW? YES NO

If you answered YES please complete STEPS 1 - 3 in SECTION 2 below.

If you answered NO then you do not need to complete the rest of this form.

SECTION 2 - Risk Assessment

STEP 1: Thinking about your arrangements for using portable butane/propane appliances at Spree SW, list any significant hazards that may result in serious harm:

- Incompatible adaptor/regulator resulting in incorrect gas pressure.
- Worn, incorrect or incorrectly fitted hose or other connectors resulting in gas leakage.
- Appliance placed on unstable surface resulting in tipping.
- Appliance placed on non-heat resistant surface resulting in overheating.
- Tent fabric or other material too close to naked flame resulting in fire, or material too close above appliance resulting in overheating by convection/radiation.
- Appliance used in confined space resulting in deadly carbon monoxide fumes building up, or 'pooling' of the heavier-than-air butane/propane gas at low level if there is leak.
- Gas cylinder not secured in an upright, stable position, resulting in it falling over and dragging appliance with it.
- Gas cylinder stored below appliance resulting in inability to reach it to turn it off should a fire start.
- Inexperienced person allowed to use appliance resulting in potential for accidents.
- Gas cylinder changed with naked flame nearby resulting in the risk of explosion/fire.

List any other significant hazards relevant to your particular cooking arrangements:

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STEP 2: List any groups of people who are at risk from the hazards identified above:

- Those using the appliances or in the vicinity of the appliances when used.
- Anyone in the group with disabilities if evacuation of the area is necessary due to fire.
- Neighbouring groups if fire breaks out.
- *Other (please specify):*

STEP 3: List any measures you already have in place, or will put in place to control the hazards identified above:

Tick to show you have read each control below and will carry it out:

- The Regulator/adaptor has been checked—it is correct for the appliance and the gas cylinder/cartridge and has a British Standard mark (BSEN 12864 or BS 3016).
- Hoses have been checked for any physical damage or environmental deterioration. Any deemed potentially unsafe have been replaced by hoses marked with BS 3212 or BSEN 1763.
- If a leak is suspected at any time due to the smell of gas then the gas cylinder valve will be closed immediately and all naked flames extinguished.
- The cooker will be used on a flat, sturdy table or similar with heat-resistant surface or covering.
- All appliance will be used at least 1m from the sides or top of a tent and all combustible material will be kept at a safe distance.
- Appliances will always be used in an open space or semi-open space with adequate ventilation.
- All gas cylinders will be secured in an upright, stable position even when stored, and will not be placed directly below an appliance in use.
- Only competent people with experience of using portable gas appliances will be permitted to operate them and/or connect/disconnect gas cylinders/canisters.
- If gas cylinders/cartridges need changing this will be done in an open space away from all sources of ignition and with the appliance turned off.

Other control measures you will put in place at Spree to minimise risks:

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PLEASE NOTE:

All those involved in cooking with portable gas appliances MUST adhere to the controls above—please hand them the copy of this form you have been given after writing in any information you added that is specific to your group.

Here are some other helpful hints about using portable gas appliances safely:

- LPG attacks natural rubber which is why only BS-certified hose should be used. Good practice is to replace all hoses every 3 years.
- If you suspect a leak, try and trace it by smell and then use diluted washing up liquid over suspected joints and look for bubbles. **NEVER USE A NAKED FLAME TO CHECK FOR LEAKS!**
- **ALWAYS** turn off the gas cylinder valve first (which allows gas left in the system to burn off), and **THEN** shut the valve on the appliance.
- The most dangerous time is probably when you are changing a cylinder/cartridge. Make sure you know how to do this safely and correctly and **ALWAYS** follow the manufacturers instructions.
- If you have empty gas cylinders/cartridges **PLEASE TAKE THEM HOME WITH YOU** and dispose of them in compliance with local authority regulations. **DO NOT PUT EMPTY CYLINDERS/CARTRIDGES IN YOUR WASTE BAGS OR THE SKIPS AT SPREE!**
- If there is a fire carry out the following *if it is safe to do so*:
 - Turn off the gas cylinder/cartridge valve, disconnect and remove the cylinder/cartridge.
 - Extinguish the fire with a dry powder extinguisher or fire blanket. Only use water if there is no gas flow present.
 - Alert a SPREE SW staff member straight away even if you think the fire is out.

Hand this copy of the Risk Assessment Form to those who are cooking for your group at Spree SW after writing in any information you added that is specific to your group.

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