



Hadlow Fields

Conditions of Use Policy & Risk Assessment

Wood Fired Oven & Cooking Area



Event/Activity: Use of the Wood Fired Oven & Cooking Area Venue: located on the main field adjacent to the Outdoor Classroom	Maximum Number of users: 12 plus adults Adult supervision always required.	Date: 15/03/2025
Conditions of Use Policy: 1. Use of the wood fired oven & cooking area should always be under the supervision of an adult leader (over 18yrs). 2. Leaders of units using the wood fired oven & cooking area must follow this policy and the specific user guidance available on the website. 3. Non Girlguiding users must follow this guidance in addition to complying with their own organisation activity policy requirements. 4. The supervising adult should check all equipment in the area before use to ensure that there are no signs of damage, nothing is missing from the accessory's box / equipment. Any identified damage or missing items should be reported to the warden and that piece of equipment not used. 5. All users should have suitable covered footwear on, and hair should be tied back when using the wood fired oven. 6. All users must follow the guidance of lighting the oven and managing the oven temperatures (on the website). Do not exceed the upper temperature on the oven. Building the temperature up slowly produces better results. Only kiln dried or fully seasoned dry wood should be used in the oven and no other fuel is permitted as this will damage the oven. 7. The oven and the accessories used in the oven will get hot and retain heat. A water bucket must be always in use next to the oven. 8. At the end of the cooking period all embers must be thoroughly cleaned out from within the oven into the ash bucket. These ashes should then be soaked in water. Water should never be used to cool the oven or extinguish embers within the oven as this will damage the oven. 9. All equipment must be left in a clean, dry condition and packed away at the end of the period of hire. Rubbish removed from the area.		
Consent for Event/Activity forms completed: GGUK Policy does not require specific written parental consent for this activity. It would be good practice to include the activity on REN and Parental Information & Consent forms. For non-GGUK members appropriate enquiries should be made with your organisation concerning consent.	Instructor qualifications: GGUK Policy does not require a leader to hold any specific qualification. For non-GGUK users' appropriate enquiries should be made with your organisation concerning instructor qualifications.	



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Hazard	Who is affected	What controls are in place?	Risk L/M/H	Hadlow Review Date & Who	Unit leader - are further controls required?	Hirer Review Date & Who
Minor injury - slips / trips / falls / cuts / sprains	All Users	• Adult supervision always. • The leader in charge should instruct users on the safe use of all cooking equipment. • Users should not run in the space. • Groups using Hadlow are expected to have a suitable First Aid Kit with them for their groups needs and leaders qualified to deal with minor injuries. • Additional First Aid Kits are in the Gate House; The Cottage & the cleaning cupboards in the Toilet Block.	Low	March 2025 Site Services Rep		
Major injury - head injury / breaks	All Users	• Adult supervision always. • The leader in charge is advised to ensure that users consume food whilst seated. • Groups using Hadlow are expected to have a suitable First Aid Kit with them for their groups needs and leaders qualified to deal with major injuries. • Additional First Aid Kits are in the Gate House; The Cottage & the cleaning cupboard in the Toilet Block.	Low	March 2025 Site Services Rep		
Burns	All Users	• Adult supervision always. • Adults are required control access to the oven / cooking area as the oven itself & any accessories will get hot. • Water bucket in use when the oven is lit & during cooling down.	Medium	March 2025 Site Services Rep		



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		• Specialist heat resistant gloves are provided and must be used when using the oven especially when adding wood or moving embers around in the oven. • Wooden blocks for cast iron cooking pans are provided. (Under wood storage area) Hot pans should not be place on the prep table or either side of the pizza oven. • Only leaders should add wood to the oven once lit. • All users to have covered footwear on; hair to be tied back; no loose or highly combustible clothing to be worn. • Groups using Hadlow are expected to have a suitable First Aid Kit with them for their groups needs and leaders qualified to deal with burn injuries.				
Allergy / Food poisoning		• The Group Leader is responsible for managing the risk associated with any food allergies & ensuring food is correctly cooked.	Low	March 2025 Site Services Rep		
Weather conditions	Users	• Users should adjust their planned use of the pizza oven according to the conditions.	Low	March 2025 Site Services Rep		
Equipment failure	Users	• Supervising adult to visually inspect all the equipment before use.	Low	March 2025 Site Services Rep		