

Camp & Cooking Fires – SOP

Last Review:

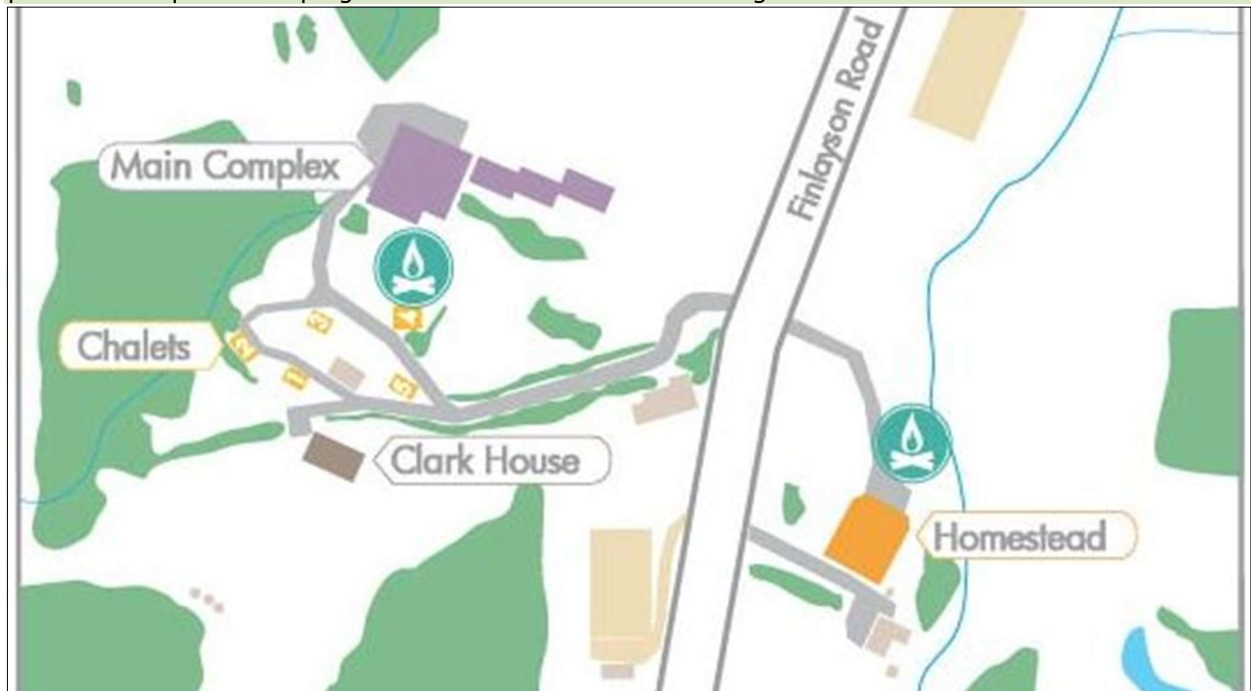
This SOP was last reviewed on 30 October 2020.

Activity Summary

The CYC Waihola Camp & Cooking Fires activity is a **medium risk activity** that involves a group of participants using a small campfire(s). Sometimes it may involve roasting marshmallows or cooking damper/sausages.

Location

Both the camp fire and cooking fires are movable activities the utilise either a portable frame or portable "bbqs" for keeping the fires contained and off the ground.



Requirements for activity

Activity Leader

A supervising adult that has received instructions from the on-call staff member is required to be the Activity Leader for this activity.

Qualifications

No qualifications are needed for this activity.

Supervision Ratios

When children¹³ are present:

- ▶ the high-risk ratio of 1 adult to 5 children applies.

Activity Restrictions

Due to fire restrictions in place at CYC Waihola:

- ▶ Activity sign-off is required for this activity every use of the campfire.
- ▶ Part of the activity sign off must be completed by the on-call staff member.
 - ▷ the on-call staff member must check the forecast weather conditions, current fire danger and validity of fire permit before giving permission on the lighting of the campfire.

¹³Refer to Appendix 1.1 Glossary of Terms

Activity Sign-off

No activity sign off is required for this activity.

Activity Equipment

The Camp and Cooking Fires activity requires:

- ▶ the camp fire frame or cooking fires to be placed in a suitable position by the on-call staff member.
- ▶ a full bucket of water ready for burns and fire extinguishing as needed.

Ancillary Services

No ancillary services are required for this activity.

Key reasons to postpone activity.

This activity should not be run, or supervising adults should stop the activity for the following reasons:

- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff.
- ▶ Inadequate competent supervision
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity.
- ▶ Wind that is higher than 3 on the Beaufort Scale¹⁴ coming up during the activity

Operating Procedures

12 monthly reviews

A paid staff member must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes](#) and [Camp & Cooking Fires – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 monthly checks will result in the activity being out of action until the safety concern is remedied.

Day of Activity Check

Before any activity commences by the on-call staff member on day of lighting must check fire permits have been checked for validity and that any restrictions imposed on the permit have been met.

Prior to Activity Leader lighting fire (but after 4pm if fire is to be lit in the evening) verbal permission must be gained to light from the on-call staff member

With each campfire:

The Activity Leader must:

- ▶ Gain consent to light from on-call staff member
- ▶ Give basic instructions for use which will include:
 - ▷ Only the CYC camp fire frame is to be used for building camp fires.
 - ▷ Participants may gather suitable wood for fire, but the supervising adults will placing it on the camp fire frame.
 - ▷ Explain that participants are not allowed to add wood to fire.
 - ▷ Explain that camp fire frame safety rails will be too hot to touch whilst fire is going.

Only the Activity Leader is allowed to light the fire and no accelerating fuel (other than store bought firelighters) are to be used to start it.

After use of the camp fire

The Activity Leader must ensure fire is completely extinguished using enough water for the fire to stop smouldering.

¹⁴Refer to Appendix 1.2 Beaufort Scale

Emergency and Incident Preparedness

First Aid Kits

When this activity runs on the grassed areas around the Main Lodge, the nearest First Aid kit is located in the Main Lodge Activity Store room / Sick Bay.

When this activity runs near the Homestead, the nearest First Aid Kit is located in the Homestead Storage cupboard.

Refer to *First Aid Kits*

General Incident Procedures

The process for general incidents is outlined in [Step by Step Management of Incidents](#)

Burns

All CYC Waihola Paid Staff will be trained in first aid including dealing with burns.

Fatigue Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (medium level of harm with a medium likelihood of occurrence) for impairment of supervising adults as a result of fatigue.

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([Staff](#)) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are fatigued.

Drug and Alcohol Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (high level of harm and low likelihood of occurrence) for serious harm from impairment of supervising adults as a result of alcohol and/or drugs.

Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy (Drug and Alcohol Policy) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are under the influence of alcohol and/or drugs.

Specific Legislation relating to this activity

Acts and Regulations

- ▶ [Fire and Emergency New Zealand Act 2017](#)
- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

Activity Safety Guidelines

- ▶ None

Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide \(Camp Cooking & Fires\) \[version 1:2020\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)¹⁵

Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager
- ▶ Fire and Emergency New Zealand

¹⁵applied to this SOP as an OutdoorsMark Premium Activity

Camp & Cooking Fires – Risk Analysis

- ▶ The following table represents the hazards and risks associated with this activity as per [Hazard and Risk Management Processes](#)
- ▶ **Items highlighted in red indicate significant hazards within this activity.**

Risk and Hazard Analysis				Risk Controls	
Hazard	Risk	Potential Risk Rating	Serious risk	Control	Instructions
Environment: Wind spreading fire	Forest / Building Fire	High	✓	Administrative	▶ Fire will not be lit when wind is either unsuitable or is forecast as such
Environment: Fire Danger too high		High	✓	Administrative	▶ Fire will not be lit when fire danger is too high ▶ Fire permits must be current and without revocation
Equipment: Fire too large	Burns	Moderate	✓	Administrative	▶ Supervising adult will ensure camp fire is no larger than frame sides
People: Flammable Clothing		Moderate	✓	Substitute	▶ Participants will be told to wear close-fitting non-flammable items
Equipment: Flare Ups		Moderate	✓	Eliminate	▶ No accelerants will be used to either start or maintain the fire
People: Inadequate Supervision		Moderate	✓	Administrative	▶ Children will be supervised by adults ▶ Clear instructions for use of activity will be given to children
People: Fooling around		Moderate	✓		
People: Impairment of supervising adults	Fatigue	Moderate	✓	Administrative	▶ Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Moderate	✓	Administrative	▶ Full alcohol / drug prohibition applies to this activity as per policy

Risk and Hazard Analysis Last Updated: 30 October 2020



This file may be out of date if printed or transmitted via email

Current version can be found on the file server at:
<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>