

Standard Operating Procedures **Campfires & Cooking Fires**

Location
70 & 79 Finlayson Road – Both the campfire and cooking fires are movable activities that utilise either a portable frame or portable “BBQs” for keeping the fires contained and off the ground.
Activity Leader Requirements
Anyone over 18 years of age who has received and understood instructions from a member of CYC staff
Ratio
1 adult to 5 children
Participant requirements
Close fitting, non-flammable clothing
Activity Leader Instructions
Due to fire restrictions in place at CYC Waiholā: • 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. Complete a risk assessment as per the Continual Risk Assessment section of the CYC Waiholā Activity Management Policy Give safety/instruction briefing and confirm rules • Only the CYC campfire frame is to be used for building campfires. • Participants may gather suitable wood for fire, but the supervising adults will place it on the campfire frame • Explain that camp fire frame safety rails will be too hot to touch whilst fire is going The Activity Leader must ensure fire is completely extinguished using enough water for the fire to stop smouldering
Equipment
CYC Campfire “Frame” or portable “BBQs” Wood for fire
Reasons to end activity
Wind over a 7 on the Beaufort scale If at any point the activity can no longer run safely
Activity Maintenance
Paid staff inspection of the activity every 12 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Camp & Cooking Fires – Risk Analysis</i>
Emergency and Incident preparedness
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Campfire & Cooking Fires		Last Review: August 2025		Location: 70 & 79 Finlayson Road	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Forest/ Building fire	Wind spreading fire	High	Environment	Fire will not be lit when wind is either unsuitable or is forecast as such	Low
	Fire Danger too high	High	Environment	Fire will not be lit when Fire Danger is too high Fire permits must be current and without revocation	Low
Burns	Fire too large	Moderate	Equipment	Supervising adult will ensure camp fire is no larger than frame sides	Low
	Flammable Clothing	Moderate	People	Participants will be instructed to wear close-fitting non-flammable items	Low
	Flare Ups	Moderate	Equipment	No accelerates will be used to either start or maintain the fire	Low
	Inadequate Supervision	Moderate	People	Children will be supervised by adults	Very Low
	Misbehaviour	Moderate	People	Clear instructions for use of the activity will be given	Very Low

Version Control			
Version	Date	Changes	Authorised by
2.0	20 Aug 2025	New SOP created	Esther Currie