



Fire Pit

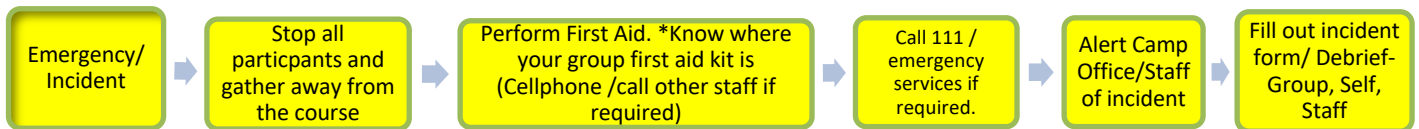


Standard Operating Procedure

This form describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed. This SOP is to be used each time the activity is conducted. Any changes or suggestions to be raised in activity debriefs and meetings.

Activity:	Fire Pit		
Location of Activity:	Fire Pit near the lake, next to the main field.		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Christy Breetvelt	Version:	3
Position:	Instructor	Approved:	08/05/2024. Stephen Fox. Manager.
Date Reviewed:	08/05/2024	Location of Hard copy:	Office
Number of Participants:	Max Ratio:	1 Supervisor / 10 Participants. Note: Ratio adjusted with changes in risk levels.	
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures.		
Equipment & Clothing Requirements:	MiCamp Supplied: Bucket for water, Firewood. Participants Supplied: Covered Shoes and appropriate Clothing for weather conditions.		
Communication Procedures:	Use the supervisor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office.		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:	Fire Permit.		

Emergency Procedures



Equipment Check

1	Firewood is dry and stacked near the fire pit. Leave paper & matches with group leader.
2	Marshmallow sticks are clean and in good, useable condition.

Operating Procedures

Pre-activity Check

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|---|---|--|
| 1 | Attend training and safety briefing with staff. | |
| 2 | Familiarise with SOP/equipment location. | |
| 3 | Visual check of equipment as per equipment check. | |

Setup

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|---|-------------------------------------|--|
| 1 | Set up firewood. | |
| 2 | Get marshmallow sticks. | |
| 3 | Set up bucket for putting out fire. | |

MiCamp Brief to Supervisor

- | | | |
|---|--|--|
| 1 | Go over the SOP. | |
| 2 | Conduct training as per “Activity supervisor training and acknowledgement form”. | |
| 3 | Ensure supervisor is aware of emergency procedures. | |

Instructor Brief to Participants

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| 1 | Keep your distance, don't go closer than your toasting stick length to the fire. | |
| 2 | No running or pushing in fire pit area. | |

Operating Instructions

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| 1 | Light the fire. | |
| 2 | Avoid crowding the fire. | |
| 3 | Ensure the fire is well supervised at all times. | |
| 4 | This is a great time to share camp stories or songs. | |

Closing Down the Activity

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|---|---|--|
| 1 | Put out the fire with the bucket of water, until no red embers or smoke is left. | |
| 2 | Gather all the gear and check that it is all returned. Inform MiCamp Staff of any broken or damaged gear. | |
| 3 | Clean toasting sticks and put them away. Return unused firewood. | |

Pause points

- | | | |
|---|--|--|
| 1 | Participants are crowding the fire. | |
| 2 | Participant gets burnt. | |
| 3 | Pause the activity at any time conditions or people become unsafe. | |
| 4 | Pause the activity if anyone gets Injured. | |

This Standard Operating Procedure (SOP) is approved for use at sites operated by MiCamp Trust. As of the time of approval, this SOP meets all known regulations (Adventure Activity regulations, Safety Audit Standards etc) and current industry good practice.

Hazards and Risk Identification

section describes some reasonably foreseeable risk, its potential level and suggested management strategies.

All Risks must be continually monitored throughout the activity

New hazards/risks must be reported or resolved appropriately as soon as possible.

ment Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
surfaces, ants, e hazards	No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High	ADMIN
ion from groups	Supervisors to use good group management. Disclose risk to supervisors. Remind supervisors of other groups if necessary. Use positive communication.	Low	Medium	ADMIN
in	Ensure everyone has appropriate clothing. Supervisor to halt activity at any time if weather compromises safety. Weather Risk assessed continuously.	Low	Medium	PPE
Specific	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
antur mises afety	Give safety brief. Staff or supervisors can remove participants from the activity area or deny participation if the safety of others is compromised.	Low	High	ADMIN
ants close re	Participants are not to play with the fire or be closer than the stick length to the fire. The supervisor is to watch this activity and remove any participants not listening.	Low	High	ADMIN
ent Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
g sticks ng too hot	Supervisors to be aware. Warn the group in safety brief.	Low	Medium	ADMIN
oints	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
ant gets	Move away from the fire pit. Make sure other participants are still well supervised. Treat burn. Follow emergency procedures.	Low	High	ADMIN
behaviour	Pause activity at any point the participant's behaviour could cause injury.	Low	High	ADMIN