



Brazier

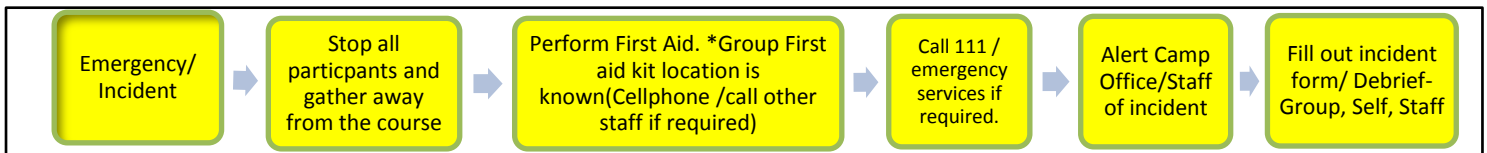


Standard Operating Procedure

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 debrief and meetings.

Activity:	Brazier		
Location of Activity:	Concrete area in front of the dining room		
Site:	Taupo	Area:	Activities
Reviewed By:	Ted Muir	Version :	2
Position:	Manager		
Date Reviewed:	8/8/2018	Location of Hard copy:	Activity Shed
Number of Participants:	Max Ratio: 1:10	Ratio adjusted with changes in risk levels	
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures		
Equipment / Clothing Requirements:	Braziers Firewood	Marshmallow - Optional Toasting sticks	
Activity Requirements:	Covered Shoes		
Communication Procedures:	Use instructor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:			

Emergency Procedures



Equipment Check

1	Braziers in in good repair, legs are straight
2	Toasting sticks are clean
3	Bottom tray of brazier if whole and in good repair

Operating Procedures	
Pre-activity Check	
1	Attend safety briefing
2	Re-familiarise with SOP
3	Visual check of equipment and structures as per equipment check
Setup	
1	Set up braziers on concrete area
2	Check surrounding area for risks (weeds growing close by etc.)
3	Light Fire in Braziers
Supervisor Brief to Participants	
1	Keep your distance, don't go closer than your stick length to the brazier
2	*No running or pushing on concrete area
Operating Instructions	
1	Light Fires
2	Avoid crowding fires, (suggest seats are put out to prevent this)
3	*ensure fire is well supervised at all times.
4	This is a great time to share camp stories or songs
Closing Down the Activity	
1	Put out fires with water, until no red embers or smoke is left.
2	Gather all gear up and check that it is all returned. Inform MiCamp Staff of any broken or damaged gear
3	Put braziers and clean toasting sticks away, return unused firewood.
Pause points	
1	Participants are crowding the brazier
2	Participant gets burnt
3	*Pause activity at any time if conditions or people become unsafe

This Standard Operating Procedure (SOP) is approved for use at sites operated by MiCamp Trust. As at 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				
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies.				
All Risk must be continually monitored throughout the activity				
New hazards/ risk must be reported or resolved appropriately as soon as possible.				
Environment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Slippery surfaces, participants running, structure hazards	No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High	ADMIN
Distraction from other groups	Supervisors to use good group management. Disclose risk to supervisors. Remind supervisors of other groups if necessary, use positive communication.	Low	Medium	ADMIN
Change in weather	Ensure everyone has appropriate clothing. Supervisor to halt activity at any time if weather compromises safety. Weather Risk assessed continuously.	Low	Medium	PPE
Activity Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisor can remove Participant from activity area or deny participation if safety of others is compromised.	Low	High	ADMIN
Participants close to the fire	Participants are not to play with the fire or to be closer than the stick length to the fire. Supervisor is to watch this vigorously and remove any participants not listening.	Low	Medium	ADMIN
Covered areas	Braziers to be set up out from the coverings, on the concrete to ensure area is well ventilated.	Low	Medium	ADMIN
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Braziers becoming too hot	Supervisors are to ensure that the fire is well contained in the brazier and is fully out and cooled down before moving.	Low	Medium	ADMIN
Pause Points	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant gets burnt	Move away from brazier. Make sure other participants are still well supervised. Treat burn. Get help if needed.	Low	High	ADMIN
Unsafe behaviour	Pause activity at any point when participant behaviour could cause injury.	Low	High	ADMIN