



# Fire Pit



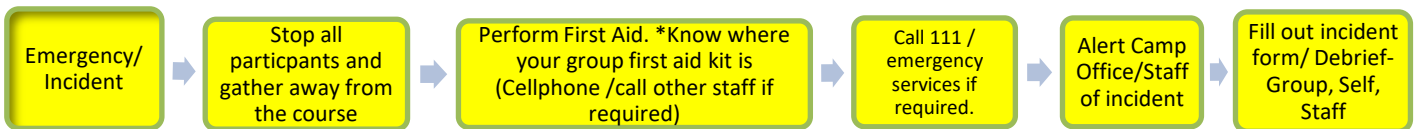
## Standard Operating Procedure

*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.*

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

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

#### Setup

- |   |                                     |  |
|---|-------------------------------------|--|
| 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

- |   |  |  |
|---|--|--|
| 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

- |   |  |  |
|---|--|--|
| 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

- |   |   |  |
|---|---|--|
| 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.**

<b>Hazards and Risk Identification</b>				
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies.				
<b>*All Risks must be continually monitored throughout the activity*</b>				
New hazards/risks must be reported or resolved appropriately as soon as possible.				
<b>Environment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		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
<b>Activity Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Participant behaviour compromises group safety	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
Participants close to the fire	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
<b>Equipment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Toasting sticks becoming too hot	Supervisors to be aware. Warn the group in safety brief.	Low	Medium	ADMIN
<b>Pause Points</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>		<b>Hierarchy of Control</b>
		Managed	Unmanaged	
Participant gets burnt	Move away from the fire pit. Make sure other participants are still well supervised. Treat burn. Follow emergency procedures.	Low	High	ADMIN
Unsafe behaviour	Pause activity at any point the participant's behaviour could cause injury.	Low	High	ADMIN