



Fire Pit

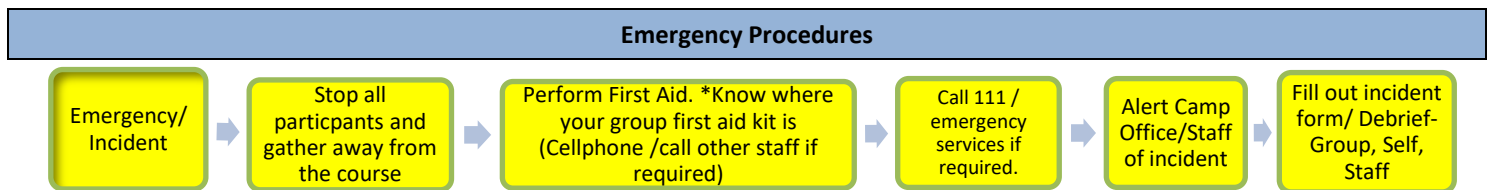


Standard Operating Procedure

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:	Joana Acebey	Version:	3
Position:	Lead Instructor	Approved:	30/06/2025. HJvR. Manager.
Date Reviewed:	30/06/2025	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.		
MiCamp Equipment:	<input type="checkbox"/> Firewood <input type="checkbox"/> Kindling	<input type="checkbox"/> Water Bucket <input type="checkbox"/> Toasting sticks	
Participant Clothing Requirements:	<input type="checkbox"/> Covered shoes <input type="checkbox"/> 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 (if applicable).		



**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.**

Operating Procedures

Supervisor Induction

- | | | |
|---|---|--|
| 1 | Attend training and safety briefing with staff. | |
| 2 | Familiarise with SOP/equipment location. | |

Setup (Staff)

- | | | |
|---|---|--|
| 1 | Visually check the equipment as per equipment check. | |
| 2 | Fill and set out the wheelbarrow with wood, kindling and paper. | |
| 3 | Get marshmallow sticks. | |
| 4 | Set up bucket for putting out fire. | |

MiCamp Brief to Supervisor (Staff)

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

Supervisor Brief to Participants

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

Operating Instructions

- | | | |
|---|--|--|
| 1 | Light the fire. | |
| 2 | Avoid crowding the fire. | |
| 3 | Ensure the fire is always supervised. | |
| 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 | Return marshmallow sticks. | |
| 3 | Inform staff of any incidents/broken or damaged gear. | |

Pause points

- | | | |
|---|---|--|
| 1 | Pause the activity if participants are crowding the fire. | |
| 2 | Pause the activity at any time conditions become unsafe. | |
| 3 | Pause the activity if participant behaviour compromises group safety. | |
| 4 | Pause the activity if the wind becomes strong enough to pose a fire hazard to the surrounding area. | |
| 5 | Pause the activity if anyone gets injured. | |

Equipment Check (Staff)

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

Hazards and Risk Identification			
This 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.			
Environment Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Slippery surfaces, participants running, structure hazards	No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High
Distraction from other groups	Supervisors must manage the group. Remind supervisors of other groups if necessary. Use positive communication.	Low	Medium
Change in weather	Ensure everyone has appropriate clothing. Supervisor must halt activity at any time if weather compromises safety. Weather Risk must be assessed continuously.	Low	Medium
Activity Specific Risks	Risk Management Strategy	Risk Level	
		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. Pause activity at any point the participant's behaviour could cause injury.	Low	High
Participants close to the fire	Participants must not play with the fire or be closer than the stick length to the fire. The supervisor must watch this actively and remove any participants not listening.	Low	High
Participant gets burnt	Pause activity. Move away from the fire pit. Make sure other participants are still well supervised. Treat burn. Follow emergency procedures.	Low	High
Equipment Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Toasting sticks becoming too hot	Supervisors must be aware of this risk. Warn the group in safety brief.	Low	Medium