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| **Activity** | **Campfire** | | | | | | |
| **Activity Description** | Have fun around a camp fire, sing songs, perform skits & cook marshmallows | | | | | | |
| **Activity Site** | Lodge Fire Pits | **Water**: | Camp Adair | **Toilets**: | Camp Adair | | |
| **Instructor Requirements** | * Ensure a first aid kit, radio and large water bucket are readily accessible in your area * Conduct pre use checks on the equipment, element, environment * Continually identify, manage and disclose hazards and risks * Clearly brief the group and ensure they understand their roles and can confidently perform them * Instructor to ensure all equipment is being used correctly, brief group on proper equipment care * Fully induct helper into the SMS and relevant procedures and ensure they follow it | | | | | Instructor Level: | **1** |
| **Participant Competencies** | * Can understand and follow activity safety rules | | | | | Ratio: | **1:25** |
| **Equipment** | 1. First aid kit 6. Flash lights/Head lamps 2. Covered Shoes 3. Water 4. Fire wood 5. Marshmallows | | | | | Weight: | **N/A** |
| **Policies** | Standard operating procedures, SMS, Calling a halt to an activity | | | | | | |
| **Weather Factors** | Cease activity during thunder & lightning and wait for 30min. Cease activity in winds exceeding 20 km/h. or move activity to rec hall if possible | | | | | | |

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| **Site Specific Hazard** | | **Severity** | **Potential** | **Management of Hazard** | | | | **Result** |
| Limited sight | | **M** | **M** | Have head lamps and flash lights available | | | | **M** |
| Tripping near fire | | **H** | **M** | Brief groups about the hazard, instruct that there is to be no running around or near the fire pit. | | | | **E** |
| Fire spreads | | **H** | **L** | Always have a full bucket of water whenever there is a campfire. Clearing dry debris off the ground near the fire pit. | | | | **M** |
| Fire restrictions | | **H** | **M** | In dry summers the council can enforce a fire ban in all areas. In these times camp fires will not be allowed to operate | | | | **E** |
| **Activity Specific Hazard** | | **Severity** | **Potential** | **Management of Hazard** | | | | **Result** |
| Getting burnt by fire | | **H** | **L** | Brief group about hazard and create boundaries near fire. Instruct that there is no playing with the fire or any sticks that are on fire | | | | **M** |
| Getting burnt by marshmallow | | **H** | **L** | Brief group about hazard and instruct group that if marshmallow catches on fire to blow it out and not to wave it out. | | | | **M** |
| Lost person in the dark | | **L** | **M** | Brief group about hazard. Create a group number off system so you can account for the entire group. | | | | **M** |
| ***Severity & Potential:***  Approved by – Lee Vaughan  Date – 12 July, 2014  Reviewed – 12/02/16 | *L = Low, M = Medium, H = High* | | | |  | ***Result****:* | *M = Minimizes Hazard, E = Eliminates Hazard* | |

Version 1

**Policy Approval**

Approved and Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: Camp Manager Date: April 2017

**Review by – August 2017**

**Tracking Changes**

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| --- | --- | --- |
|  | **Who and When** | **What was Changed** |
| **Written:** | Steffen Poepjes Feb 16 | New format |
| **Amendments:** | Peter April 17 | Eliminated Isolate from management strategies |
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