



Normal Operating Procedure (inc. Risk Assessment) Campfire

This document should be read in conjunction with the Campfire ACOP

Risk Profile

The following risks have been identified through PGL's risk assessment process:

- a. Extreme Weather
- b. Slips/trips/falls – wet and uneven ground
- c. Low light levels
- d. Fire, naked flames, sparks, burns
- e. Foreign objects in the fire pit
- f. Vegetation & Wildlife – foliage, guest specific allergies, stings & bites.
- g. Marshmallows should only be done under the supervision of the Party Leader

Implementation of the following operating procedures reduces the residual risk to a level as low as reasonably practicable given the intended purpose of the activity.

Control Measures

Deployment Requirements

Group Leader Qualifications: Trained and Assessed in accordance with PGL Campfire assessment Criteria.

Total group size: Dependant on seating and size of campfire area. Additional support provided to light the campfire

AIGL to Participant Ratio: 1:100 plus 1 additional person per campfire for lighting, supervision and involvement

1. Equipment Requirements:

Required for staff

- Torch
- Fire Lighters, scrap paper, cardboard
- Dry wood (In various sizes)
- Bucket of water
- Matches/Lighter
- First Aid Kit

Required for Guests

- Medication (if required)
- Suitable Clothing (Weather dependant)

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2. Activity: Preparation

- Prior to delivery, agree with PL as to nature of activity, level of adult/child input, variations to be incorporated.
- Structure of activity has been organised and planned in accordance with the area/room given and specifics of group.
- Leaders and guests to be advised of meeting point and time and made aware of clothing and equipment requirements.
- Check the area which you have been allocated to ensure it is useable and appropriate for the delivery of Campfire.
- All equipment collected and checked to ensure it is appropriate for the group and activity being delivered.
- Other staff involved are briefed and given responsibilities.
- Physical and behavioural boundaries demonstrated, explained, reiterated and agreed.
- Any changes needed to be made, are to be passed through a member of the senior team.
- Ensure that there is an adequate fire lit ready for guests arriving
- Check campfire pits to make sure there is no excess debris left in the pit
- Enquire if leaders are planning on doing marshmallows and if so explain that the responsibility is on the party leader.

3. Activity: Instruction

- Guests given outline of the plan, safety rules, including boundaries and hazards, explanation of activity, how and when to start and stop, emergency procedure, desired outcomes.
- A mixture of suitable Campfire songs & games should be delivered to the group (variations to be planned and in place for older groups, additional needs etc)
- Each section of the activity, where necessary is demonstrated and practiced.
- Use of equipment is supervised.
- Suitable developments for the group can be added to the activity.
- Ensure that the area remains safe and suitable for use throughout with continuous dynamic risk assessments being completed.

4. Activity: Conclusion

- Cool-down, reduce level of activity and encourage quieter behaviour.
- Ensure the activity is reviewed against objectives at a relevant level for the age and ability of the guests.
- Ensure guests are aware of what to do next.
- Ensure all areas that have been used are left clear, tidy and in a safe condition.
- Ensure that the fire is put out completely (to be done after guests have left the area to avoid them being engulfed in smoke)
- Report and remove any broken, damaged or faulty equipment.
- Log any incidents.

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FOR CENTER USE ONLY:

The risk assessment procedure has been completed by:

| DATE | PRINT NAME | SIGNATURE |
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