

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)

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.
-