



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. Burns from hot chocolate or marshmallows

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: 1:48 plus 1 additional person per campfire for lighting, supervision and involvement

1. Equipment Requirements:

Required for staff

- Torch
- Fire Lighters, scrap paper, cardboard
- Dry non treated wood (In various sizes) free of nails and other hazards
- Fire Extinguisher (water)
- Bucket of water
- Matches/Lighter
- First Aid Kit

Required for Guests

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

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Required for Hot Chocolate (If provided)

- Insulated drinks dispenser (size dependant on venue capacity)
- Reusable cups – 1 per guest
- Catering thermometer

Required for Marshmallows (Optional)

- Appropriate skewer or stick at least 30cm long
- Marshmallows (provided by group)

2. Activity: Preparation

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

3. Activity: Instruction

- a. 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.
- b. 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)
- c. Each section of the activity, where necessary is demonstrated and practiced.
- d. Use of equipment is supervised.
- e. Suitable developments for the group can be added into the activity.
- f. Ensure that the area remains safe and suitable for use throughout with continuous dynamic risk assessments being completed.

Hot Chocolate (If provided)

- a. Hot chocolate must be between 65°C and 70°C when prepared.
- b. Hot chocolate must be between 63°C and 65°C when served.
- c. Hot chocolate must be temperature checked before serving to guests.
- d. Correct manual handling process to be followed when transporting hot chocolate to Campfire venue.

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- e. Ensure that dietary requirements and allergens are checked prior to serving hot chocolate.
- f. Staff or appropriate adults to pour and serve hot chocolate to guests.
- g. Guests must be seated to be served hot chocolate.
- h. Guests to remain seated while drinking hot chocolate.
- i. Guests must not engage in any other physical activity whilst holding hot chocolate – i.e. toasting marshmallows, or actions for songs.
- j. Drinks dispenser and cups to be cleaned after use.

Marshmallow Toasting (If requested by Party Leader)

- a. PGL staff or appropriate adult guests to supervise guests toasting marshmallows.
- b. GL to inform supervising adult guest of PGL marshmallow process
- c. Person toasting marshmallow must:
 - i. Kneel down a safe distance away from the fire.
 - ii. Not be allowed to lean over the fire.
 - iii. Maintain a distance greater than their arm length plus skewer/stick between each person.
- d. Process to be followed when eating marshmallows to ensure they are cool enough:
 - i. Remove marshmallow from skewer/stick using fingers if it's too hot don't eat it
 - ii. Hold marshmallow close to your lips, if you can feel heat then its too hot to eat
 - iii. Never put a whole marshmallow in your mouth at once, always take bites
 - iv. Guests must remain seated while eating marshmallows.
 - v. Guests must not engage in any other physical activity whilst toasting or eating marshmallows – i.e. toasting marshmallows, or actions for songs.

Marshmallow Toasting (Indies)

- a. GL or attach to supervise maximum of **four** Indies toasting marshmallows
- b. There must always be a minimum of one GL or attach supervising the rest of the group (not involved in marshmallow toasting)
- c. Person toasting marshmallow must:
 - i. Kneel down a safe distance away from the fire.
 - ii. Not be allowed to lean over the fire.
 - iii. Maintain a distance greater than their arm length plus skewer/stick between each person.
- d. Process to be followed when eating marshmallows to ensure they are cool enough:
 - i. Remove marshmallow from skewer/stick using fingers if it's too hot don't eat it
 - ii. Hold marshmallow close to your lips, if you can feel heat then its too hot to eat
 - iii. Never put a whole marshmallow in your mouth at once, always take bites
 - iv. Guests must remain seated while eating marshmallows.
 - v. Guests must not engage in any other physical activity whilst toasting or eating marshmallows – i.e. toasting marshmallows, or actions for songs.

4. Activity: Conclusion

- a. Cool-down, reduce level of activity and encourage quieter behaviour.
- b. Ensure the activity is reviewed against objectives at a relevant level for the age and ability of the guests.
- c. Ensure guests are aware of what to do next.

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- d. Ensure all areas that have been used are left clear, tidy and in a safe condition.
 - e. Ensure that the fire is put out completely (to be done after guests have left the area to avoid them being engulfed in smoke)
 - f. Report and remove any broken, damaged or faulty equipment.
 - g. Log any incidents.
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FOR CENTER USE ONLY:

The risk assessment procedure has been completed by:

DATE	PRINT NAME	SIGNAITURE

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