

APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

Food Act 2015 NZ, Children's Holiday camp policies, Camp cooking and fire GPG V1 2020

ACTIVITY OVERVIEW (INSERT)

Making fire in the bush with the help of material available

LOCATION

Kevin Tylees bush property, next to Pokai Whenua, or around Finlay Park

SUPERVISION REQUIREMENTS**COMPETENCY INSTRUCTOR**

- a) Supervision category: FP instructed X
- b) Min supervision age: 18 Years or older
- c) Min Qualification/ Competency: First Aid certificate, basic knowledge of food and hygiene, leadership qualities and able to organise a group of participants.
- d) Min experience: Experience with food prep in a commercial kitchen, instruct and organise a variety of different activities with participant age group. Experience making and maintaining fires.

COMPETENCY ADULT (ONLY STATE IF VISITING ADULTS SUPERVISES ACTIVITY)**EQUIPMENT**

Equipment depends on the food cooked, and how it must be cooked.

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| 1) Must have gear: | g) hand sanitizer |
| a) Cell phone | h) Char cloth, and hand drill equipment (drill, 2 pieces of timber, rope) |
| b) First Aid kit (groups are required to supply their own first aid needs; however, FP does have supplies available) | i) Damper sticks |
| c) Fire extinguisher or buckets of water | j) Mini braziers |
| d) Matches or other source of ignition | k) Gloves |
| e) Fire wood/ kindling | l) Flints |
| f) Material to start fires easily (see below) | m) Damper |

PARTICIPANT REQUIREMENTS**COMPETENCY**

- a) Minimum age: 8 years or older
- b) Minimum level of competency: Able to follow instructions and have a good understanding of the risks associated with fires.

EQUIPMENT

- a) Clothes: Normal outdoors wear
- b) Foot wear: closed shoes
- c) Other: Sun block

SUPERVISION STRUCTURE**NUMBERS**

28 Maximum

RATIOS

2 -4 adults

SUPERVISION POSITION

Amongst smaller participant groups

RATIO SUPERVISION CHANGES

SPECIFIC SUPERVISION INSTRUCTIONS FOR ADULT HELPERS (WHEN ADULT HELPERS ARE UNDER SUPERVISION OF FP INSTRUCTOR)

To engage with participants and enjoy outdoor fire making as a team effort. To supervise participants around open fires and control the shape and size of the fires.

GENERAL EMERGENCY PROCEDURES AND RESCUE SCENARIOS

Emergency and rescue scenarios are in a separate form for Extreme Camp

MINOR INCIDENTS (SCALE 1 – 5):

- Pause the activity if needed
- Administer first aid (kit provided,) Note: All groups are notified to bring their own first aid supplies.
- Assess whether injured person can continue or needs to be picked up
- Assess whether activity can continue
- Fill out incident form and notify senior staff as soon as possible

SERIOUS HARM INCIDENTS (SCALE 6 – UP)

- Stop the activity
- Ensure the safety of yourself and the participants.
- Administer first aid
- Contact senior staff immediately for extra assistance and/ or contact emergency services. Organise for victim to be transported back to camp ASAP
- With senior staff fill out incident report and investigation

FLOODING:

- Move group away from flood area and onto higher grounds
- Account for all staff and participants
- Inform senior staff of situation

HIGH WINDS/ CYCLONE:

- Move group to more sheltered position and/ or return to base
- Contact senior staff for rescue if unable to move
- Account for all staff and participants

EARTH QUAKE:

- Return group to FP base ASAP. Move group away from lake and toward top of Finlay Road ASAP, or move group to assembly area ASAP. (If within camp grounds set off fire alarm system)
- Report to senior staff ASAP and account for all staff and participants.

FIRE:

- Move group away from imminent danger ASAP and find best possible safe zone
- Report to senior staff ASAP and account for all staff and participants.
- Return to FP base
- Contact emergency services

SUPPLEMENTARY INFORMATION

HAZARD REGISTER: DATE REVIEWED: JULY 2024

Hazard (what poses the threat)	Poss. Risk (injury outcomes)	Category (environment, people, equipment)	Risk rate (after controls in place)	Controls in place (What we do to either eliminate, minimise or isolate the hazard or risk)	Responsible (who is responsible for dealing with this hazard during activity)
Smoke	Smoke inhalation, asthma	environment	Medium	All materials sourced for fires will be as dry as possible in order to not only create better fires but also minimise smoke. However, it is not possible to completely isolate smoke. Information is sought prior to the activity if participants suffer from any breathing limitation and the participant is managed accordingly.	FP staff, participants
Fire	Finger and hand burns	People, equipment	Medium	Building and making a fire requires the maker to have tinder material in their hands in which they drop an ember and attempt to ignite their tinder material. This has a risk of burning someone's hand, however the tinder can be dropped at any one time if the maker of the fire feels like it's getting to hot. FP staff will train participants to handle the tinder and know when to deposit it.	Participant, FP staff
	General skin burns	people	Medium	Fires will be contained in small braziers thereby limiting the size of the fire. Participants will be given instructions around how to manage a fire, how to build a fire and how to put it out safely. Each fire will have a bucket with water next to it. A first aid kit is also present and an FP staff member with first aid training is present.	FP staff
	Bush fire	environment	Medium	Fires are kept in small braziers which limits their size. Where possible spark arrestors are used and areas where fires are made will be analysed for bush fire risks	FP staff
Food contamination	Food poisoning	people	Low	Damper dough is prepared by Finlay Parks own commercial kitchen and is distributed to the participants by a staff member wearing gloves. Participants will be asked to sanitize their hand prior to handling the dough. Sticks are cleaned prior to the activity starting.	FP staff, participants
	Allergies or anaphylactic shock	People, equipment	Medium	Food for people with specific dietary requirements is prepared on a separate table. Prior to bush cooking participants and / or caregivers must disclose dietary or allergy information. According to this information FP would seek advice from the caregivers and decide if the participant is allowed to join with the consumption part of the activity. Where possible, depending on the severity of the allergy a participant can be catered for in collaboration with the participant's caregivers.	FP staff, caregivers, participants
Weather	Hypothermia	environment	Low	In case of poor weather cooking will only be done under a shelter.	FP staff
Sun	Sun stroke	environment	Low	Where possible participants will be kept out of the heat and/ or hydrated in order to prevent dehydration.	FP staff

VERSION			
Version	Date	Changes made	Authorized by
1.0	8 Nov 2018	SOP created	Gus
1.1	26 May 2021	Amendments to fit making fires through bush craft	Gus
1.2	3 June 2021	Amended SOP to cover fire making only	Gus
1.3	25/5/2023	Updates to activity in operation	Gus
1.4	29 July 2024	New SOP created	Kowie