

**Blue Lagoon Christian Camp and Conference Centre**



**Campfire**  
**Standard Operating Procedure**  
**and**  
**Risk Management Plans**



**Chill time, Damper, Marshmallows,**

## **OVERVIEW**

The campfire area is designed to be used for both cooking and bonding activities.

## **OUTCOMES**

That participants might learn about safe conduct around a fire. It is an activity that encourages group bonding. Development of skills in monitoring and cooking items in and open fire.

## **PRE-REQUISITES FOR INSTRUCTORS**

Supervision by a responsible and capable adult

## **LOCATION**

In the designated campfire area at Blue Lagoon or in a safe vessel that is able to confine the fire

## **PRIOR TO COMMENCING**

Fire restrictions and bans should be checked and the TFS should be notified of the intent to have a fire and a permit obtained. The number to call is 1800 000 699.

The fire will need to be set and lit prior to the activity commencing so that coals for cooking have a chance to form in the base of the pit.

Area should be cleared of any trip hazards such as rocks or sticks.

Appropriate sticks or utensils for cooking will need to be supplied or collected.

## **INITIAL INTRODUCTION AND PARTICIPANT BRIEFING**

Participants should be briefed on safe conduct around the fire pit and warned of the potential for burn injuries.

Instructions should be given on the safest and most effective way to cook food over the fire. Food should be managed according to food handling guidelines.

## **SPECIFIC ACTIVITY SAFETY AND INSTRUCTIONS**

The potential for harm when working with fire is high.

Participants must be under constant supervision and must be made aware of the risks involved.

When cooking over the fire ensure that participants take turns and do not over crowd the perimeter of the pit

### Marshmallows

Marshmallows are cooked by skewering them on the end of a long stick and rotating them over the fire. Being made of sugar when they get hot they can burn quite severely if they drip onto bare skin. Care must be taken in the cooking and handling of cooked marshmallows. If the marshmallow catches fire the participant will need to blow it out and let it cool before it can be consumed or handled. If marshmallows are not stuck securely to the end of the stick they will drop off the stick into the fire as the insides soften and melt.

### Damper

Damper can be cooked in two ways, either on a stick or on a hotplate.

Participants should be allowed to wind their damper onto their cooking stick or mould it into the shape they wish it to be cooked on the hot plate. If using the hotplate, participants may place their damper onto the hotplate however the instructor should be responsible for flipping it and removing it from the heat.

If using a stick the participant can cook their own damper by holding it over the fire and rotating it slowly. Coals are the best part of the fire to use to effectively cook the damper as they give out more heat.

Care should be taken when removing damper from the heat and when handling the cooked item. The outside of the damper will be very hot and may cause burns if not handled properly and carefully.

If you are making damper it is advisable to set up a table nearby with the spreads, knives and dough on it but this should be out of the way of smoke and ash for food handling purposes.

## **PACK UP AND DEBRIEF**

Before leaving the fire unattended ensure that the fire has burned down enough that it will not start up again or that embers will blow out from it. If the fire is offsite it must be extinguished entirely before it can be left.

## **INSTRUCTOR RESPONSIBILITIES**

To ensure the safety and safe conduct of the participants.

To administer first aid when required

To prepare, set and light the fire. Supervise the use of the fire and extinguish the fire at the conclusion of the session.

## ASSESSING THE LEVEL OF RISK

Once risks are identified, they are evaluated on a 2 dimensional matrix using a qualitative rating of the likelihood of the event occurring and the scale of the possible consequences. When risks have been identified, they are analysed by combining the consequences and likelihood to produce a level of risk. This form of evaluation provides a good graphical representation of how serious the risk is or where it lies within a group of risks. The risk analysis provides information critical to determining what risks need to be treated and what risks are accepted.

The following matrices have been utilised for the assessment process;

**Table 1. Primary Risk Category. (the primary risk is the most immediate or likely risk).** Risks may technically fall under several categories eg. A student who has their leg trapped under a falling mast on a sailboard may suffer a physical injury (primary Risk), such as a broken leg, however there may be legal action at some point in the future (secondary risk).

Primary Risk Category	Brief Risk Description
Physical	Injury risk to person - including <ul style="list-style-type: none"> <li>➤ Participants</li> <li>➤ Instructors</li> <li>➤ Community members</li> </ul>
Property and Equipment	Damage risk to campsite property/equipment.
Environmental	Includes risk factors that may impact upon the activity. <ul style="list-style-type: none"> <li>➤ Climatic eg. Thunder and lightening, strong winds.</li> <li>➤ Marine eg. Tidal or current flow.</li> <li>➤ terrain</li> </ul>
Medical and Disease	Includes risk factors associated with: <ul style="list-style-type: none"> <li>➤ Pre-existing medical condition eg. Epilepsy, asthma.</li> <li>➤ Loss of required medication eg. Asthma inhaler.</li> <li>➤ Disease transmission. From person or environment eg. Influenza.</li> </ul>
Psychological	Risk associated with trauma or fear/stress.
Legal, Moral and Ethical	Risk associated with: <ul style="list-style-type: none"> <li>➤ Legal action and/or litigation.</li> <li>➤ Breach of legal obligations.</li> <li>➤ Damage to DECS reputation.</li> <li>➤ Criminal activity.</li> </ul>

**Table 2: Likelihood Matrix**

Level	Descriptor	More Detail
A	Almost certain	Will occur. Expect frequent/regular occurrences.
B	Likely	The event will probably occur more than once
C	Possible	The event might occur at some time
D	Unlikely	The event is not expected to occur
E	Rare	The event may occur only in highly exceptional circumstances

**Table 3: Consequence Matrix** – relate to the *most probable* outcome.

Eg. A fall from a windsurfer is most likely to result in **no or minimal injury and therefore be rated as 1-2 ie. insignificant/minor.**

Level	Descriptor	More Detail	Injuries	Potential Operational Impact
1	Insignificant	Low Impact, no injuries/damage, low profile.	None	Student still able to participate.  Little impact <30min
2	Minor	Minor Injuries/damage sustained.  Low impact, possible public embarrassment.	First Aid Treatment	Student able to participate after treatment. Low impact <30min
3	Moderate	Significant injuries/damage sustained. Public embarrassment possible.	Medical Assistance Required	Student unable to continue with activity. Instructor impact whilst treatment given.
4	Major	Extensive injuries/damage sustained. Loss of instructional capabilities, public embarrassment, 3 <sup>rd</sup> party action, high news impact	Extensive Injuries. Medical Treatment	Loss of instructor/s whilst treatment/medical aid given. Extended rehabilitation of injury/damage repair.
5	Catastrophic	Public embarrassment, 3 <sup>rd</sup> party action, high news and media impact.	Deaths	Loss of instructor/s, closure of centre whilst investigation conducted.

Table 4: Level of Risk – consideration of both likelihood and consequence.

		Consequence				
		1	2	3	4	5
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	A Almost Certain	High	High	Extreme	Extreme	Extreme
	B Likely	Medium	High	High	Extreme	Extreme
	C Possible	Low	Medium	High	Extreme	Extreme
	D Unlikely	Low	Low	Medium	High	Extreme
	E Rare	Low	Low	Low	High	High

**Important Note:** Following the identification and implementation of risk management control measures it is assumed that all Risk Descriptions will be reconsidered as having a “low risk” factor. If the re-assessed level of risk remains at “Extreme” or “High” following implementation of control measures serious consideration should be given to not proceeding with this activity. Risk vs Reward for this specific activity should be carefully considered!!

Table 5. Risk Priority – an indication of how quickly/frequently an identified risk needs to be addressed and/or monitored.

Rating	Description
Low	Low priority.
Medium	Medium priority.
High	High Priority. Requires immediate action to redress risk. Additionally, risk should be closely monitored to ensure management strategies to reduce risk are effective.

**Important note:** The assessment and identification of Risk Priority should not be solely based upon the likelihood or frequency of an event occurring, but more a consideration of a number of factors, including: *frequency, likelihood, consequences (particularly the possibility of serious personal injury or death) and risk of litigation or legal exposure!* A student competing in a bicycle tour event on a controlled public road is very unlikely to be involved in a collision with a motor vehicle, however the consequences may well be most serious, with the possibility of a serious injury and possible legal exposure. Therefore a Risk Priority rating of **High** should be applied, with appropriate risk management.

## Table 4 : Risk Register/Risk Management

Function/Activity:

**CAMPFIRE**

Compiled by:.....

**Activity Description:** The Campfire is group activity, cooking facility and seating area.

**General Safety consideration:** Known hazards will be identified to all participants, in particular the risks to participants when rules are not followed. Participants will be required to wear shoes when in the campfire area while a fire is lit. Running, pushing and playing near a lit fire is prohibited and should be monitored by the supervising adult. Constant adult supervision is required when a fire is lit. Permission must be granted by both the camp manager and local authorities prior to commencing this activity.

Primary Risk Category <small>(Refer Table 1.)</small>	Risk description. <small>What and how can it happen</small>	Likelihood <small>(Refer Table 2)</small>	Consequence <small>(Refer Table 3)</small>	Level of Risk <small>(Refer Table 4)</small>	Management. <small>Including existing Control measures to eliminate or reduce the risk. <b>Note:</b> Once the risk management measures listed below are f risks described in column 2 will be reconsidered as having a Level of Risk”.</small>	Priority
<b>1. Physical</b>	<b>Slip/Trip/Fall</b>	<b>B</b>	<b>2</b>	<b>High</b>	<ul style="list-style-type: none"> <li>• Maintenance of area’s surface</li> <li>• Adult supervision to ensure safe behaviour</li> <li>• Verbal warning on risks of slipping and tripping when moving around the area</li> </ul>	Medium
<b>2. Physical</b>	<b>Burn from proximity to fire</b>	<b>D</b>	<b>3</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>• Constant supervision of participants while fire is lit or coals are hot</li> <li>• Verbal warning of risk</li> <li>• Fire is not to be built too large</li> </ul>	Medium
<b>3. Physical</b>	<b>Burn to hands and feet from coals</b>	<b>C</b>	<b>3</b>	<b>High</b>	<ul style="list-style-type: none"> <li>• Shoes should be worn at all times</li> <li>• Verbal warning about coals being hot even after they are black</li> <li>• Supervision of participants</li> <li>• Fire to be contained in a vessel that will mostly prevent coals escaping.</li> </ul>	Medium

<b>Primary Risk Category</b> (Refer Table 1.)	<b>Risk description.</b> What and how can it happen	<b>Likelihood</b> (Refer Table 2)	<b>Consequence</b> (Refer Table 3)	<b>Level of Risk</b> (Refer Table 4)	<b>Management.</b> Including existing Control measures to eliminate or reduce the risk. <b>Note:</b> Once the risk management measures listed below are all risks described in column 2 will be reconsidered as having Level of Risk".	<b>Priority</b>
<b>4. Physical</b>	<b>Burns from food</b>	<b>C</b>	<b>2</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>Thorough instruction on correct cooking methods and supervision from the instructor</li> </ul>	Low
<b>5. Physical</b>	<b>Injury from cooking sticks</b>	<b>C</b>	<b>2</b>	<b>Low</b>	<ul style="list-style-type: none"> <li>Use of sticks limited to cooking only</li> <li>Strict supervision of use</li> <li>Ensure sticks are in good condition and not splintering</li> </ul>	Low
<b>6. Physical</b>	<b>Insect bite</b>	<b>C</b>	<b>2</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>Have first aid on hand</li> <li>Check area regularly for nests or insects that may pose an issue</li> <li>Verbal warning about presence of insects and recommend appropriate clothing.</li> </ul>	Low
<b>7. Physical</b>	<b>Participant suffers sunburn</b>	<b>C</b>	<b>2</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>Students briefed at the commencement of the session re. Sunsmart</li> <li>SPF 30+ be made available by both the Campsite and/or the school, with regular breaks provided to reapply.</li> <li>Participants to wear hats (preferably broad brimmed) and shirts (preferably long sleeved) and remain in the shade when possible.</li> </ul>	Low
<b>8. Physical</b>	<b>Smoke/ash in eyes</b>	<b>C</b>	<b>2</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>Verbal warning of the possibility of this occurring</li> <li>Advise participants to stand upwind of the fire.</li> <li>First Aid kit on hand with saline to flush any affected eyes</li> </ul>	Medium
<b>9. Physical</b>	<b>Food Poisoning</b>	<b>C</b>	<b>2</b>	<b>Medium</b>	<ul style="list-style-type: none"> <li>Food is to be prepared in a food handling area</li> <li>Outdoor cooking area is to be clean and disinfected prior to use</li> <li>Participants should wash their hands prior to handling food.</li> <li>Food should be kept away from the smoke and falling ash from the fire.</li> </ul>	Low

