



Campfire Cooking Safety Operating Procedure (SOP)

1. Purpose

This SOP outlines the safe planning and delivery of the Campfire Cooking activity to ensure fire-related risks are effectively managed and all participants are supported throughout the experience.

2. Scope

Applies to all AOEC staff, instructors, supervising adults, and participants involved in the Campfire Cooking activity.

3. Description of Activity

Campfire Cooking is an instructor-led bushcraft and outdoor safety activity designed to develop teamwork, confidence, and practical outdoor skills.

Participants work together to safely prepare, build, and light a small supervised fire using fire-lighting techniques, including flint and steel. Participants then use the fire to cook food while learning about fire safety, environmental responsibility, and outdoor cooking practices.

The programme typically runs over a 3-hour session (including preparation), although timing may be adjusted to suit the needs of the group.

The activity involves working around controlled fires and requires participants to follow clear safety procedures, listen to instructions, and work within defined areas.

Fire activities are continuously supervised and managed by AOEC instructors. Risks are actively managed through trained staff, appropriate equipment, participant briefings, and ongoing assessment of environmental conditions.

Groups are responsible for supplying their own food for cooking (e.g., sausages, burger patties). All dietary requirements and allergies must be communicated prior to the activity. Where serious allergies or dietary concerns exist, alternative cooking arrangements may be required.

4. Roles & Responsibilities

AOEC Instructors - Lead and manage the activity safely - Conduct risk assessments and make go/no-go decisions - Assessing environmental conditions, including weather and fire risk - Deliver safety briefings and monitor conditions - Demonstrating safe fire-lighting and cooking practices - Ensuring appropriate fire safety equipment is available - Monitoring participant behaviour and activity hazards - Coordinate emergency response if required - Ensuring that supervising adults will fully extinguish fires and the area is left safe, if camp fires continue after scheduled session.

Supervising Adults (Teachers/Parents) - Retain duty of care for students at all times - Actively supervise assigned students (max 1:6 ratio) - Follow all instructor directions and safety procedures - Supporting instructors with participant safety and behaviour management -Assisting with fire safety monitoring and emergency response if required -Ensuring students follow clothing, medication, and safety requirements - Assist with risk management and emergency response if required

Participants - Follow all instructions - Wearing required clothing and footwear - Remaining within designated activity areas - Using equipment safely - Acting responsibly and not endangering themselves or others - Disclose relevant medical or behavioural conditions.

5. Instructor Requirements

- Minimum of 1 trained AOEC instructor per activity group.
 - Instructor requirements may increase depending on: Group size and participant needs.
 - New instructors are trained by a senior instructor, with training duration based on prior outdoor experience, fire knowledge, risk management ability, and group management skills.
 - Returning and seasonal instructors are updated with current safety practices and procedures.
 - Risk Management Workshops are held on a regular basis for all instructors.
 - Instructors must be familiar with:
 - Fire safety procedures
 - Emergency response procedures
 - Activity area and environmental requirements
 - Risk management systems (RAMS)
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6. Ratios

- Minimum instructor ratio: 1 instructors per group (max 42 participants)
 - Supervising adult ratio: minimum 1 adult per 6 students
 - Ratios may be increased depending on group needs, environment, or risk level
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7. Pre-Activity Requirements

7.1 Risk Disclosure & Medical Information

- All participants and caregivers must complete risk disclosure documentation prior to participation.
- Medical conditions, injuries, behavioural needs, allergies, dietary requirements, and medication requirements must be disclosed.
- A responsible adult must be assigned for participants requiring medication.

7.2 Equipment Checks

Instructors must ensure the group carries: - Fire blanket - Bucket of water - Leather gloves - First aid kit including burn treatment supplies - Communication device where required

7.3 Clothing Requirements & Checks

Participants must wear: Covered footwear suitable for outdoor activities - Appropriate clothing for weather conditions - Hair tied up and away from the face

Participants must not wear: Crocs or open footwear - Bare feet - Dressing gowns, onesies, or loose clothing that creates a fire risk - Participants are checked for suitable clothing and footwear before the activity begins.

7.4 Other Requirements

- Groups must provide their own food for cooking.
 - Where serious allergies exist, alternative cooking arrangements may be required.
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8. Environmental & Weather Assessment (Go/No-Go Criteria)

The activity must not proceed if:

- Wind conditions create a risk of fire spreading, our fire permit does not allow fires in wind gust above 10km/h.
- Fire restrictions prevent safe fire use, no fires allow in a fire ban.
- Weather conditions create unsafe working conditions
- The activity area cannot be safely controlled
- Guiding principle: check its alright to light.

Instructors must:

- Assess conditions before the activity begins
 - Monitor weather and environmental changes throughout the session
 - Modify or cancel activity if conditions deteriorate
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9. Safety Briefing (Mandatory for all participants)

Must include:

- | | |
|--|--|
| • Fire hazards and safe behaviour around fires | • Safe handling of equipment and cooking procedures. |
| • Required clothing and footwear | • Environment care. |
| • Designated activity boundaries | • Emergency procedures |

Supervising adults must be present and engaged during the briefing, assist with set up and pack down.

10. Activity Management

During the activity:

- Instructors maintain control of the fire area
 - Participants remain within designated activity zones.
 - Fire lighting and cooking activities are supervised.
 - Fire safety equipment remains accessible at all times
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- Participants are regularly checked for: -Unsafe behaviour - Burns or injuries - Confidence levels
 - Activity must be stopped if safety is compromised.
 - Participants must not: Add unsafe materials to fires - Collect wood from the forest - leave the fire unattended
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11. Emergency Response (Summary)

In the event of an incident:

- Instructor takes control of situation
 - First aid is administered by trained person
 - Emergency services contacted via 111 if required
 - AOEC Management contacted as soon as able.
 - Group managed and kept safe by supervising adults
 - Designated person meets emergency services at access point
 - All incidents must be reported to AOEC management and recorded.
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12. Environmental Care (Reinforce this to the students)

- Follow Leave No Trace principles
- Only use approved firewood provided for the activity.
- Not collect wood from native bush areas or surrounding vegetation.
- Keep fires away from trees, shrubs, and dry vegetation
- Ensure paper or fire-starting materials do not escape into the environment.
- Remove all rubbish, food scraps, and equipment after the activity.
- Respect the environment and leave the area as it was found.

All fires must:

- Be positioned at least 3 metres away from trees, shrubs, overhanging branches, or dry vegetation.
- Leave no visible trace of fire, ash, or coal
- Be fully extinguished before leaving the area.

Campfire Cooking – Risk Disclosure



Understanding the Risks

We acknowledge that participating in Campfire Cooking involves inherent risks, including but not limited to: - Fire and heat exposure - Burns from hot surfaces, flames, or cooking equipment - Slips, trips, and falls in outdoor environments - Smoke exposure - Injury from incorrect use of equipment - Allergic reactions or food-related illness

We understand these risks cannot be completely eliminated.

Medical & Fitness Declaration

We confirm that: - Relevant medical conditions, injuries, medications, allergies, behavioural considerations, and dietary requirements have been disclosed - all participants (students & adults) are physically and mentally able to participate in this activity - We will inform staff of any changes prior to participation.

All participants have consented to receive medical treatment deemed necessary in an emergency.

Participant Responsibilities

We agree to: - Follow all instructions given by AOEC staff - That everyone will wear appropriate clothing and safety equipment at all times - Act responsibly and not endanger themselves or others

We understand that failure to follow instructions may result in removal from the activity.

Acknowledgement of Risk

We confirm that: - We understand the nature of the activity and associated risks - we have had the opportunity to ask questions - We are aware that everyone voluntarily choose to participate.

Liability

We understand that, to the extent permitted by law, AOEC is not liable for injury, loss, or damage resulting from risks inherent to the activity, particularly where instructions and safety requirements are not followed.

Additional Conditions

- We agree to care for any equipment provided and accept responsibility for damage caused by misuse
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Campfire Cooking – Risk Disclosure (continued)

Risk Disclosure Documentation

All adult participants, and the parents/caregivers of participating students, have signed the risk disclosure document, confirmed they have read the activity overview and risk management summary, and have been given the opportunity to ask questions.

In addition, the school is required to complete and return a Risk Disclosure and Emergency Management Summary document. This document includes a full list of all participants (adults and students), relevant medical information, behavioural considerations, and any injuries. It also records confirmation, by way of a checklist against each participant's name, that signed risk disclosures and activity overview documents have been received.

Consent

Name of Teacher in Charge

Signature: _____.

Date: _____

Name of Principal/Member of BOT

Position _____

Signature: _____.

Date: _____

Fire lighting, Camp Fire, Outdoor Cooking - Risk Analysis & Management

	Reviewed: Karen Tobich & Emily Underwood Approved: Board of Trustee - Nisha Duncan		Date: 30/07/2026	Next Review: 30/07/2027	
	Risk Rating System: Likelihood (1–5) x Consequence (1–5): 1–5 Low - 6–10 Moderate - 11–15 High				
	What would cause someone to get hurt?	What could happen?	Risk Rating	Risk Management Control Measures	Risk Rating
	Hazards/Harm	Risk	Initial	What can be prevented? By Whom?	Post Control
People	• Supervising Adults not familiar with activity instructions, responsibilities & risks i.e. not enforcing the safety rules	• Major Injury • Minor Injury • Damage to Equipment • Damage to Environment	12	• Activity Leaders / Adult Supervisors familiarise themselves with Activity Instructions, Responsibilities and RAMS prior to camp/ activity.	4
	• Poor Safety Instructions	• Major Injury • Minor Injury • Damage to Equipment • Damage to Environment	9	• Thoroughly cover instructions, environment care/safety guidelines & risks/hazards. • Explain consequences of ignoring environmental hazards. • Firmly enforce safety rules. • No running around camp fire.	3
	• Not sufficient Supervision	• Major Injury • Minor Injury • Damage to Equipment • Damage to Environment	9	• Adequate adult supervision, additional support for participants with behaviour issues or disabilities.	3
	• Too larger group	• Major Injury • Minor Injury • Damage to Equipment • Damage to Environment • Boredom/Frustration	6	• Provide adequate adult supervision, adjust activity to the group, taking turns to cook on the fire, split group and use as a rotation etc	2
	• Handling and throwing firewood on fire	• Major Injury • Minor Injury • Damage to Equipment • Damage to Environment	6	• Take care handling firewood - consider using leather gloves. • No throwing firewood on the fire, carefully lay wood on fire to avoid sparks.	4
	• Using Paper to light fire. Burning Paper escaping in the breeze	• Major Injury • Minor Injury • Damage to Environment	6	• Burning Paper can escape in the breeze, secure with wood - do not use too much paper	3
	• Not listening & Unruly behaviour	• Major injury • Minor Injury • Damage to equipment • Damage to Environment	9	• Brief group on safe behaviour • Stop activity and sit any participants that are not following the rules out.	4
	• Special Needs not identified	• Major injury • Minor Injury	6	• Risk Disclosure forms with Disabilities must be discussed before or on arrival of camp. Ensure extra adult support is met	3
	• Student/Group Leader/Supervising Adult becomes incapacitated (Injury, heart attack, asthma, etc)	• Death • Major injury • Minor Injury	10	• Know medical conditions/behaviour issues of students & adults. Who is the nominated knowledgeable person to deal with known medical/behavioural issues • Other Adults in Group must know what to do in an emergency	8
Equipment	• Poor Clothing & Footwear	• Major injury • Minor Injury	9	• Check that everyone in group (students and adults) are wearing appropriate clothing and foot ware. No jandals, or bare feet, must wear covered shoes. No Oodles or dressing gowns etc.	3
	• Inappropriately using flint&steel or fire bowls	• Major injury • Minor Injury Damage to Equipment	4	• Use flint & steel as per instructions - show participants how to correctly use flint & steel. Carry fire bowls with 2 people, do not handle while hot - store in a clean & dry condition	2
	• Unsafe use of kindling cracker	• Major injury • Minor Injury Damage to Equipment	9	• Ensure children are sitting on bench provided when using kindling cracker to avoid hitting knees with hammer. Safety glasses must be worn	3
	• No means to deal with minor burns	• Major injury • Minor Injury	6	• Ensure bucket of cold water and first aid kit is handy for minor burns	1
	• Games being played on the field - sports equipment around fires	• Major injury • Minor Injury Damage to Environment Damage to Equipment	9	• No games played with sports balls, on the field while fires are lit • Only controlled games with clear boundaries away from the fires.	3
	• No means to extinguish fire in an emergency	• Major injury • Minor Injury • Major damage to Environment • Damage to Equipment	10	• Ensure bucket of water and a fire blanket is handy to extinguish fire that reach outside of the fire bowls.	2
	• No first aid kit on site	• Major injury • Minor Injury	8	• Ensure First Aid kit is on site	4

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	What would cause someone to get hurt?		What could happen?		Risk Rating	Risk Management Control Measures	Risk Rating	
	Hazards/Harm		Risk		Initial	What can be prevented? By Whom?	Post Control	
Environment	• Weather unsuitable for session		• Minor injury • Major Injury • Damage to the environment		10	• Do not light fire in windy conditions. If in doubt, check with AOEC Management or don't light. Better safe than sorry)		3
	• Is it safe to light a fire? Prohibited fire season?		• Minor injury • Major Injury • Damage to the environment		10	• Ensure you have a fire permit. No permit not fire! No fires in a fire ban.		2
	• Sourcing firewood from surrounding forest/bush		• Damage to the environment		9	• Do not collect firewood from surrounding bush/ forest, it affects the eco system, provide your own firewood		2
	• Firewood sparking and burning paper escaping in a breeze		• Minor Injury • Major injury • Damage to Environment		6	• Do not throw firewood onto the fire, place carefully. Secure paper with wood. Do not use too much paper		3
	• Field surface - uneven, slippery in place		• Minor injury • Major Injury		6	• Wear close toe shoes, no running near fire lighting.		3

Emergency Plan	First Aid	Medical Treatment	Serious Injury
	• Who is the trained and nominated First Aider	• Follow Emergency Action Plan Discussed at Pre Activity Safety Talk and at Safety Stations	• See Emergency Action Plan discussed at Safety Talks and at Safety Stations
	• First Aid Kit - Instructors have this	• Katikati Medical Centre 07 549 0411 4 • Clive Road, Katikati	• Call 111 or activate PLB
	• Know medical conditions/behaviour issues of students & adults and knowledgeable person to deal with it	• Tauranga Hospital, Cameron Road, Tauranga • 07 579 8000	• Nominate someone to meet Emergency Services at Gate
	• Incident & Accident Reporting	• Report to AOEC Management • Incident & Accident Reporting on Safety Log at Kitchen Safety Station	• Report to AOEC Management • Incident & Accident Reporting on Safety Log at Kitchen Safety Station