

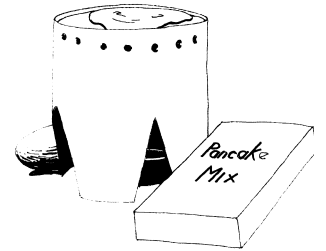
Pancake Challenge

Safety Operating Procedure (SOP)



1. Purpose

This SOP outlines the safe planning and delivery of the Pancake Challenge activity to ensure risks associated with navigation, outdoor cooking, food preparation, and the use of hobo stoves are effectively managed while providing an enjoyable and educational team-building experience.



2. Scope

This SOP applies to all AOEC staff, supervising adults, and participants involved in the Pancake Challenge activity.

3. Description of Activity

The Pancake Challenge is an instructor-led outdoor activity that combines basic navigation, teamwork, problem solving, and outdoor cooking.

Participants work in small teams to locate the components of a hobo stove and the ingredients required to prepare pancakes. Using a map and designated checkpoints, each team collects the required items before assembling and safely operating their stove to cook pancakes.

Teams are encouraged to demonstrate cooperation, organisation, safe food preparation, and effective communication throughout the activity. Pancakes are presented for judging before being eaten, with optional toppings awarded as part of the challenge.

The activity generally runs for approximately 1½–2 hours depending on group size and weather conditions.

Activities take place within designated outdoor areas and involve walking over uneven ground, handling cooking equipment, lighting fuel tablets, and preparing food.

Risks are inherent in outdoor cooking activities; however, these are actively managed through experienced staff, appropriate supervision, safety briefings, emergency procedures, and ongoing dynamic risk assessment.

4. Roles & Responsibilities

AOEC Instructors/Group Leader - Lead and manage the activity safely - Conduct risk assessments and make go/no-go decisions - Deliver safety briefings and monitor conditions - Teaching basic map navigation, demonstrate safe assembly and operation of

hobo stoves - Supervise lighting of fuel tablets and cooking activities - Monitoring participant wellbeing throughout the activity - Coordinate emergency response if required

Supervising Adults (Teachers/Parents) - Retain duty of care for students at all times - Actively supervise assigned students (max 1:4-5 ratio) - Assist with safe food preparation and cooking - Monitor participants for injuries, burns, allergies, or other concerns - Assist with risk management and emergency response if required.

Supervising adults must understand that active participation is required throughout this activity. Responsibility for participant supervision remains shared and does not rest solely with the instructor.

Participants - Follow all instructions - Handle equipment safely - Working cooperatively with their team - Respect other teams and the environment - Disclose relevant medical or behavioural conditions

5. Instructor Requirements

- Recommended instructor ratio: 1 trained AOEC instructors up to 32 participants.
- New instructors receive training from experienced staff before independently delivering the activity.
- Returning & Seasonal Instructors are updated with new safety practices and procedures
- Risk Management Workshops are held on a regular basis for all instructors.
- Instructors must be familiar with:
 - Outdoor cooking safety, safe operation of hobo stoves and fire safety procedures.
 - Basic First Aid
 - Emergency procedures
 - Risk management systems (RAMS)

6. Ratios

- Recommended instructor ratio: One instructor for up to 32 participants.
- Supervising adult ratio: minimum 1 adult per 4-5 students
- Ratios may be increased depending on participant age and ability, group size, medical or behavioural considerations or risk level

7. Pre-Activity Requirements

7.1 Risk Disclosure & Medical Information

- All participants and their caregivers must have completed risk disclosure forms prior to activity, which includes the acceptance of Risks of this activity disclosed by AOEC.
- Medical conditions, injuries, behavioural needs, fitness considerations, and medication requirements must be disclosed.
- Food allergies and dietary requirements must be identified before food preparation begins: **Groups must accommodate their own food for any food allergies eg. Gluten free pancake mix.**

- A responsible adult must be assigned for participants requiring medication

7.2 Equipment Checks

Instructors must ensure all equipment is clean, serviceable, and available before commencing the activity : Hobo stoves - Burners - Fuel tablets - Matches or BBQ lighter - Fire blanket - First aid kit - Mixing jugs - Plates - Spatulas - Trays - Maps - Recipe cards - Cooking utensils

Where AOEC is supplying equipment, instructors must confirm quantities before participants begin.

7.3 Food Preparation

Schools or groups supplying ingredients must ensure adequate quantities are available for all teams.

Special dietary requirements must be catered for, including where appropriate: Gluten Free, Dairy Free, Egg Free.

Ingredients should be transported hygienically and stored appropriately until required.

Participants should wash or sanitise their hands before handling food.

7.4 Clothing Requirements

Participants must wear: Enclosed footwear - Clothing suitable for outdoor conditions. - Warm layers during colder weather. - Waterproof clothing if required. - Long hair must be tied back before cooking - Loose clothing should be secured away from open flames.

8. Environmental & Weather Assessment (Go/No-Go Criteria)

The activity must not proceed if:

- Severe weather creates unsafe cooking conditions
- Strong winds create unacceptable fire risks
- Environmental conditions increase risk beyond acceptable levels

Instructors must:

- Assess conditions before activity
- Monitor weather and participant wellbeing throughout the activity
- Modify activities or cancel if conditions deteriorate

9. Safety Briefing (Mandatory for all participants)

Must include:

- | | |
|---|--------------------------------------|
| • Activity expectations | • Clean and tidy cooking stations |
| • Behaviour expectations, team work, staying with their group | • Appropriate clothing and equipment |
| • Use of navigation map and the boundaries. | • Emergency procedures. |
| • Safe use of cooking equipment and fuel tabs. | • Environmental care expectations |

Supervising adults must be present and engaged during the briefing.

10. Activity Management

During the activity:

- Participants work in teams of approximately 3–4 students. Teams collect only the items allocated to them.
- Matches and fuel tablets are controlled by supervising adults where required
- Hobo stoves must be placed on stable surfaces.
- Each fuel tablet burns approximately 9 minutes.
- Use leather gloves when handling hot equipment.
- Ensure fires are completely extinguished before moving equipment.
- Ensure equipment is cleaned and dried before storage to prevent rust.
- Check all maps, recipe cards, and tokens are accounted for.
- Activity must be stopped if safety is compromised.

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 is notified
- 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.
- A first aid kit and suitable first aid support must be available during the activity.

12. Environmental Care (Reinforce this to the students)

- Respect the activity area and surrounding environment.
- Leave no food scraps behind.
- Respect nature and its wildlife.

Pancake Challenge Resources		Received	Returned
Instructions	1		
Recipes	12		
Green Maps (Long Version)	12		
White Maps (Short Version)	8		
Butter Tokens with Rubber Bands	12		
Match Tokens with Rubber Bands	12		
Milk Tokens with Rubber Bands	12		
Location Post Numbers & Blue Ice Cream Containers			
Gold Ice Cream Containers and post number 6	3		
Mixing Jugs	12		
Spatulas	12		
Hobo Stoves	12		
Hobo Burners	12		
Trays	12		
Storage Crates	3		
Fire Blanket	1		
BBQ Lighter			
Gloves (pair)	1		
Scrubbers & Brushes			
Cleaning Instructions	1		
Fuel Tabs			

At the completion of the activity:

- The group is responsible for returning all Pancake Challenge resources to the resource room in a clean, tidy, and complete condition.
- All equipment, including maps, recipe cards, tokens, and cooking resources, must be checked and returned.
- The activity checklist must be completed before leaving the activity area.
- The return of any group deposit may be dependent on resources being returned

Pancake Challenge – Group Leader Guide

Before Camp

Each group is responsible for supplying their own pancake ingredients, including:

- Bulk pancake mix or flour, baking powder, sugar, and milk powder
- Butter or oil
- Milk (if not using milk powder)
- Toppings (e.g. maple syrup)
- Any ingredients needed for dietary requirements

Set Up (30–45 minutes)

1. Prepare the groups

- Count the number of participants:
- Divide them into teams of 4 people.
- Total number of teams:

2. Prepare the pancake mix

For each team, make one pancake mix bag containing:

- 1 cup flour
- 1 teaspoon baking powder
- 1 tablespoon sugar
- 1 tablespoon milk powder (if using)

If using butter:

- Divide butter into team portions.
- Place each portion into a plastic cup.
- Keep refrigerated until needed.

Prepare one cup of:

- Water (if using milk powder), or
- Milk (if using fresh milk)

Set Up the Map Challenge

Choose which map to use:

1. 12-piece Green Map (up to 12 groups)

- Longer set-up.
- Longer activity for participants.

2. 8-piece White Map (up to 8 groups)

- Shorter activity.
- Place any extra required items on each team's tray before starting.

Prepare the numbered containers

- Place each challenge item into the matching numbered ice cream container. Example: Pancake recipe goes into Container #1.
- Place each container at the matching location on the map.
- Containers should be easy to find but not in the way.

If your recipe does not require eggs: Cross eggs off the map or tell the groups that there are no eggs to collect.

At Base:

- Set out one tray for each team.
- Teams will return collected items to their tray.

Running the Activity

Explain the challenge

Split everyone into teams.

Give each team:

- One map
- One tray that stays at the base

Explain:

- Collect one item from each numbered location.
- Follow the numbers in order.
- Return each item to your team's tray.
- Stay together as a group.

Safety boundaries

Participants must:

- Stay with their team.
- Not go into the forest.
- Not go down the road.

When teams have collected everything:

- Exchange any tokens for milk, butter and matches.
- Assign an adult to supervise each cooking group.

Making the Pancakes

Using the jug and a fork, mix together:

- Pancake mix
- Water or milk
- Egg (if required)
- Not the butter!

Mix until most of the lumps have disappeared.

Cooking

On each tray:

- Place the small burner on the tray.
- Put one fuel tab into the burner.

Explain:

- The fuel tab is not a marshmallow.
- Do not touch it or eat it.
- An adult supervises lighting the fuel tab.

Once lit:

- Place the hobo stove tin over the burner.
- Wait 10 seconds for it to heat up.
- Do not touch the stove while it is hot.

Cooking:

- Add a small amount of butter on top on the hobo stove.
- Pour on some pancake mixture.
- Cook, flip and enjoy.
- Encourage everyone in the group to take turns.

Fuel tabs only last 7-8mins. If a fuel tab runs out:

- An adult wearing gloves should remove the hot tin.
- Place and light new fuel tab into the burner if needed.

Pack Up

When all the mixture has been used:

- Remove the burner and place it somewhere safe to cool.
- Scrape leftover batter and food scraps into the pig bin.
- Take all cooking equipment to the dishwashing area.
- Wash, rinse and dry everything.
- Wipe down the cooking area if required.

Finally:

- Collect all numbered containers from around camp.
- Return all equipment.
- Check that everything is accounted for.
- Report any missing or damaged equipment.

Pancake Challenge - Risk Analysis & Management

	Reviewed: Karen Tobich & Emily Underwood Approved: Board of Trustee - Nisha Duncan		Date: 05/08/2026		Next Reviewed by: 05/08/2027	
	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	• Major Injury • Minor Injury • Damage to Equipment • Damage to Environment	6	• Activity Leaders / Adult Supervisors familiarise themselves with Activity Instructions, Responsibilities and RAMS prior to camp/ activity.	4	
	• Poor Safety Instructions/Briefing/ Observation	• Major Injury • Minor Injury • Damage to Equipment • Damage to Environment	6	• Thoroughly cover instructions, environment care/safety guidelines & risks/hazards. • Explain consequences of ignoring environmental hazards. • Firmly enforce safety rules. • No running around hobo stoves	3	
	• Not sufficient Supervision	• Major Injury • Minor Injury • Damage to Equipment • Damage to Environment	6	• Adequate adult supervision, additional support for participants with behaviour issues or disabilities. 1 Adult per Hobo stove	3	
	• Improper use of fuel tabs	• Major Injury • Minor Injury	9	• Use fuel tabs according to directions, do not ingest (touch and lick fingers) • If ingested call poison Hotline	2	
	• Hobo Stoves not set up or handled correctly	• Major Injury • Minor Injury • Damage to Equipment • Damage to Environment	6	• Make sure stoves are stable on tray. • Ensure group is sitting safety far enough back incase of grease fires from oil or butter	4	
	• Failure to respect equipment & fire	• Major Injury • Minor Injury • Damage to Environment	9	• Thoroughly go through fire risks, environment care and cooking outdoors instructions. Give an appropriate and thorough fire talk • Exercise caution when handling flame & hot equipment • No running around stations	3	
	• Grease Fire/Splash	• Major Injury • Minor Injury	6	• Thoroughly go through grease fire safety, add only a small amount of butter or oil to the stove. Do not add water to a grease fire. • Fire blanket on hand. Run burns under lukewarm water for 20mins.	4	
	• Contaminated Food or food allergies	• Death • Major injury • Minor Injury	8	• Practice food safety & hygiene clean all equipment thoroughly after use • Ensure any allergies are disclosed and adjust the food/drink to suit on a separate station.	3	
	• Group too big	• Major injury • Minor Injury • Damage to equipment • Damage to Environment	6	• 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	6	• Check that everyone in group (students and adults) are wearing appropriate clothing and foot ware. No jandals, or bare feet, must wear covered shoes.	3	
	• Inappropriately use of stoves and tabs	• Major injury • Minor Injury • Damage to Equipment • Damage to Environment	6	• Use equipment as per instructions • Place tray under hobo stoves • Handle hot equipment with care use leather gloves or wait to cool • Clean, dry and store all equipment thoroughly after use	2	
	• No Fire Blanket or leather gloves handy	• Major injury • Minor Injury • Damage to Equipment • Damage to environment	9	• Be prepared, have Fire blanket ready as well as leather gloves for handling hot stoves	2	
	• No First Aid Kit or Cold Water handy (for burns)	• Major injury • Minor Injury	9	• Have first aid kit and a bucket of cold water handy for minor burns	3	

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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 environment		6	• Give an appropriate and thorough fire safety talk • If windy reconsider where to have stoves / activity or cancel activity - Consult with AOEC management when in doubt. Better safe than sorry		3
	• Sourcing firewood from surrounding forest/bush		• Damage to the environment		9	• Use only fuel tabs provided. Do not collect firewood from surrounding bush/forest, it affects the eco system.		2
	• Ground surface - uneven, slippery, tripping hazards		• Minor injury • Major Injury		6	• Wear close toe shoes, no running near Hexi stove. • Choose a flat surface to set up station.		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