

## Camp Fire Procedure

### Equipment

- None provided. We recommend you bring a long metal prong or similar
- Sometimes we do have a stock of large green branches, found at rear of the car park
- If planning to use a camp fire at night then have a torch handy (not supplied)
- If needed there is a powerful garden LED light, turn on at panel in reception, turn off at end

### Preparation and Safety Considerations

- Group Leaders should undertake an assessment of suitability before starting this activity
- It is highly recommended you assess, prepare your camp fire before dusk
- Check surrounding area for trip hazards and remove/ minimize risk if found.
- **All outside doors and windows to the Centre should be closed during this activity to avoid smoke from the camp fire setting off the Centre's fire alarm. If the wind is blowing towards the garden doors, it may not be a suitable time to have a fire, or consider using the front door only. To prevent excess of smoke, start small, use firelighters or very dry kindle and keep fire compact, hot and well-managed, burn only what fuel you need, ideally, burn to nothing at finish**
- Check in daylight surrounding area for trip hazards and remove
- Log pile: Collected wood kept in a size-graded pile in the strimmed area between the pine trees outside of campfire circle and NOT ON THE GRASS as this is a trip hazard. Do not use any timber that has staples, screws or nails or other components.
- Firelighters: if using follow the manufacturer's instructions with care and ensure matches and firelighters are kept out of participants reach and away from the fire. The quantity of firelighters used should be kept to a minimum. Hands should be washed after handling. Store in your vehicle, not in the Centre
- Log benches around the camp fire circle, care should be taken that the fire should not be built higher than the distance between the fire and the participants in case it falls
- Before the fire is lit, explain the activity to your group, outlining safety rules etc. below
- Participants should be wearing closed toe shoes
- Participants should not wear excessively loose/ tasselled or synthetic clothing
- This activity should not be undertaken in an electrical storm or in high/volatile winds. It is the designated Group Leader's responsibility to ensure that if the weather conditions deteriorate and begin to compromise safety, the activity is stopped in good time and 'End of Session' procedure is followed
- There is a raised earth/grass on the west edge (nearest the garden entrance from building) to avoid tripping as your group enter into the fire circle
- Camp fires should only be lit in the designated circle
- For participants safety the only entrance is via the raised earth/ grass to avoid tripping into the fire circle, do not encourage anyone to step or jump over the benches to enter the circle.
- The camp fire should be kept small and under control, the campfire should not be taller than the distance between the participants and the campfire circle in case it falls. In any case it should not exceed 1m high. Leaders should be alert for signs of the camp fire becoming unstable and take appropriate action.

- A bucket of water should be placed next to the camp fire area. Fire should be supervised at all times, and extinguished fully before being left alone (see 'end of session' note below)
- All adults should know the location of the nearest first aid box and review before use details of how to call the emergency services found in Leaders Folder at reception
- Any participants with special needs (including emotional/behavioural difficulties) need to be closely monitored during the activity and if necessary an adult assigned specifically for their care.
- Group Leader should be aware of any participants with breathing difficulties and make appropriate arrangements
- Please do not move the seating outside of the circle, it is heavy and not designed to be moved.

#### **Supervision**

- There should be at least one adult present at all time the fire is lit
- A ratio of 1 adult for every 10 participants should be maintained during the activity to a maximum of 30
- It is important that the participants are supervised to ensure safety rules are adhered to
- Camp fires are a lot of fun and are great for team building. However there are risks associated with this activity, and group leaders should make sure that their group are aware of the following safety rules:

#### **Safety talk:**

- Do not approach the fire unless permission has been given by group leader
- Remain seated whenever possible, move away if smoke is a problem
- No running, approach the camp circle with caution
- Do not throw anything into the fire in case it bounces out/hits some one
- Do not push anyone near the fire or even pretend to do so
- If the group leader shouts "**STOP**" then you must stop what you are doing immediately and await further instruction. This will only be used in event of an emergency
- Do not kick or prod the fire

#### **End of Session**

- Please ensure you have time to end the session fully before your agreed exit time
- The campfire should be carefully closed-down by an adult after the participants have been moved away from the camp fire circle
- The ashes and any small amount of un-burnt logs can be turned out carefully can be spread towards the outside edge of the fire circle (but within the granite sets) with a large stick to help reduce the temperature and prevent re-ignition
- Do not pour bucket of water directly on to fire as it will turn to steam and could burn you or others. Instead water should be gently sprinkled on the fire to reduce the temperature gradually
- Ensure the fire is completely out and the ashes are cool before it is left unattended.
- Remove any detritus I removed from area

**If you leave without following these procedures, we reserve the right to make a re-set charge to the User**