



Beaundesert Outdoor Adventures

Standard Operating Procedure (SOP) & Risk Assessment: Campfire

Document ID: SOP-BOA-CAMPFIRE-001

Effective Date: February 2026

Review Date: February 2027

1.0 Purpose

To outline the standardized and safe procedure for conducting Campfire sessions. This activity provides a traditional, communal outdoor experience (singing, stories, and reflection) while strictly managing the inherent risks of open fires, large crowds, and low-light environments.

2.0 Scope & Leadership

This SOP applies to all Beaundesert staff, visiting leaders, and participants engaging in Campfire activities.

- **Technical Advisor:** Martin Kirby (Operations Manager).
- **Instructor Requirement:** Beaundesert instructors leading campfires must be trained in safe fire management, crowd control, and emergency burn procedures.

3.0 Location & Capacity

3.1 Reception Campfire (Up to 100 people)

- **Layout:** Central main fire with log seating in a circle, and some benches outside the circle.
- **Water Source:** The adjacent Barbeque Shelter has a tap and large buckets for immediate access to water.



3.2 Campfire Hollow (100+ people)

- **Layout:** Large amphitheatre-style rock seating.
- **Access Hazards:** Access to the Hollow is difficult due to the steep slope and uneven, slippery rock seating. Extreme care must be taken when guiding groups in and out.
- **Water Source:** There is no piped water directly at the Hollow. Large buckets of water **must** be taken down and be available to douse the fire or treat burns if required.

4.0 Equipment & Wood Management

- **Illumination:** The campfire area must be well-lit, especially during evening activities. Portable floodlights should be used for larger events/groups to prevent slips, trips, and falls. The instructor and a manager should review lighting requirements before the event and a specific risk assessment done for the event if required.
- **Wood Selection:** Anyone feeding the fire must inspect the wood. Do not burn treated wood & be aware of wood containing nails/screws (toxic fumes and sharp hazards in the ash).
- **Wood Processing:** If wood needs processing (sawing/chopping), it must be done in a designated safe area, using appropriate saws and PPE. Only trained Beaundesert staff are permitted to process wood. Heavy wood must only be carried by site staff.

5.0 Safety Briefing & Rules

Mandatory briefing as participants enter the campfire circle.

1. **Seating:** Children must be led around the *outside* of the logs to find their seats and should be bunched up safely together.
2. **The Safe Zone:** A Safe Zone must be maintained around the fire. Only the instructor/designated staff may enter this zone to feed the fire.
3. **No Throwing:** Absolutely nothing is to be thrown into the fire. Items can pop, explode, or bounce out the other side and hit participants.
4. **Log Safety (Crucial):**
 - Do not stand or walk on the seating logs; they are slippery and can result in a fall toward the fire.
 - When asked to stand up (e.g., for singing or actions to songs), participants **must stand behind their logs**, not on them.



6.0 Session Procedure

6.1 Pre-Session Checks

- **Fire Build:** Build a stable and secure campfire structure using appropriate materials and regularly check its stability.
- **Safety Gear:** Ensure water buckets are filled and placed strategically. Check that torches and/or floodlights are functioning.
- **Instructor PPE:** Instructors working near the fire must wear long trousers, long sleeves, and closed footwear to protect against burns.

6.2 Activity Management

- Guide groups safely into the area (paying special attention to the steep access at the Campfire Hollow).
- Deliver the safety briefing (Section 5.0).
- **Fire Tending:** The instructor must carefully walk close to the fire if required, remaining constantly aware of the consequences of a slip.

6.3 Session Conclusion & Handover

At the end of the Beaundesert-led session, one of two things must happen:

- **Option A (Standard):** The fire is fully dowsed with water and managed by Beaundesert staff until cold.
- **Option B (Group Handover):** If a group (e.g., Scouts/Guides) specifically requests the fire be left burning for their own use, a formal handover must occur. The Visiting Leaders must be explicitly told that *they* are now fully responsible for tending the fire, managing the group's safety, and properly extinguishing it at the end of their night.

7.0 Emergency Procedure

1. **Burns:**
 - Remove the casualty from the danger area immediately.
 - Cool the burn with running water (or water from the emergency buckets) for a **minimum of 20 minutes**.
 - Cling film is available in the Major Incident First Aid Kit (Activity Hut) to cover the burn after cooling.
2. **Structure Collapse / Uncontrolled Fire:**
 - Evacuate all participants well beyond the 5m Safe Zone.
 - Use water buckets to extinguish. If unmanageable, evacuate the area entirely and call the Fire Brigade.





8.0 Risk Assessment

Activity: Campfire (Reception & Campfire Hollow)

Review Date: February 2027

Assessment by: Martin Kirby – Operations Manager

What are the hazards?	Who might be harmed?	Controls: What are you doing to control hazards?	Risk Rating (with controls)
Burns from Fire/Embers	Group & Instructor	<ul style="list-style-type: none"> • Safe Zone enforced around the fire • Instructor feeds fire; no throwing allowed. • Minimum 20 mins water cooling and cling film available. 	Trivial
Structure Collapsing	Group & Instructor	<ul style="list-style-type: none"> • Stable structure built and regularly checked . • Participants kept behind the Safe Zone. 	Trivial
Slips, Trips & Falls (Log Seating)	Participants	<ul style="list-style-type: none"> • Strict rule: Do not walk/stand on logs. • When standing for songs, participants stand <i>behind</i> the logs. 	Tolerable
Slips, Trips & Falls (Hollow Access)	Participants	<ul style="list-style-type: none"> • Campfire Hollow has steep/slippery amphitheatre rock seating. • Groups briefed to move slowly. Illumination provided. 	Tolerable
Poor Lighting / Darkness	Group & Instructor	<ul style="list-style-type: none"> • Campfire area must be well-lit. • Portable floodlights used for large groups. 	Trivial
Wood Processing / Nails	Staff	<ul style="list-style-type: none"> • Wood processed only in safe areas by trained staff using PPE. • Wood inspected for nails/screws and chemical treatments. 	Tolerable
Instructor Injury near Fire	Instructor	<ul style="list-style-type: none"> • Staff wear long trousers, long sleeves, and closed footwear. • Heavy wood carried only by site staff. 	Tolerable
Unattended Fire at End of Session	Group, Site	<ul style="list-style-type: none"> • Fire dowsed fully by staff, OR formal responsibility handover to Scout/Guide Leaders explicitly agreed upon. 	Trivial





10.0 Document Control & Review History

Document Creation

Action	Name / Role	Date
Created By	Martin Kirby – Operations Manager	February 2026
Approved By	Martin Kirby, Luke Chance & Oliver Tombs (OM / SI / AOM)	February 2026
Technical Auth.	Martin Kirby (Operations Manager)	February 2026

Review Log

This document is to be reviewed annually or following any significant incident or change to the activity.

Date of Review	Reviewed By	Comments / Changes Made	Next Review Due
February 2026	MKirby / OTombs / LChance	Document Created (V1.0). Added specific Hollow vs Reception rules, log seating safety, wood processing, and handover protocols.	

