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| **Activity: Camp Cooking & Fires** | Version: | 1.0 | Date: | 1 June 2020 | Next review date: | 1 June 2021 |

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| **Value of this activity – what do we hope to achieve?** | |  |
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| **Harm**  What could go wrong? | **Hazard**  Why would this happen? | **Risk Rating?**  How serious? | **Controls**  How can it be prevented?  First try to eliminate, then minimise the risk  Who is responsible for implementing the control? | **Check**  Controls implemented?  Reviewed? | **Residual Risk Rating?** |
| Serious Injury &/or Damage -  Uncontrolled Fire | Combustibles catch fire | **High** | **Organisation**  Check fire risk, fire restrictions & ensure you have appropriate permissions (m)  Provide access to designated fireplaces, barbeques, appropriate cooking stoves, trays handling equipment e.g. tongs and oven mitts etc (m)  Ensure you have sufficient fire extinguishers, suppressants and defence (m)  Check accommodation buildings have fire escapes and smoke alarms where appropriate and fire evacuation procedures are known by all participants (m)  **Leader**  Identify high risk areas and conditions i.e. dry vegetation, wind, - don’t light if high risk (e)  Only use designated fireplaces, barbeques, appropriate cooking stoves (m)  Check & clear site of:  - combustible materials on ground for at least 1m around fire/cooker &/or place cookers on non-combustible surface i.e. cooking tray (m)  Avoid areas with overhanging vegetation (e)  Show participants how to set up cooking area (m)  Provide direct supervision while cooker/fire alight (m)  Have fire defences in place (fire extinguisher, blanket, water &/or sand bucket), and know how to use (m)  Participants briefed re fires safety and a fire drill is programmed  Ensure participants are not wearing loose &/or flammable clothing, and have long hair tied up (m)  Ensure participants are wearing covered footwear (m)  Carefully consider the use of stoves and candles in buildings (m) |  |  |
| Stove knocked over, fire kicked |  |  |
| Stove / fire / BBQ flare up | **High** | Keep spare fuel, and refill extinguished stoves, at least 3m away from fire/cooker or naked flame (e)  Ensure no accelerants added to fire (e) |  |  |
| Wind blows sparks | Check weather forecast/signs & actual wind strength & direction & ensure is manageable before lighting fire/cooker (m)  Immediately extinguish fire/cooker if wind blowing sparks (e) |  |  |
| Fire / stove not extinguished properly | Ensure fire fully extinguished and cold to touch (e)  Ensure cooker is cold enough to pick up and remove fuel cannister before packing away (e) |  |  |
| Serious Injury – Burns | Inattention, distraction, misbehaviour around fire /stove | **High** | **Leader**  Set up fire/cooking area, avoid thoroughfares, have clear boundaries (m)  Provide safety brief – including:   1. Set clear ‘rules’ & boundaries (m) 2. Consequences of distraction & misbehaviour around cooker/fire (m) 3. Actions to take if something goes wrong (m)   Minimise unstructured free time (m)  Provide direct supervision while cooker/fire alight (m)  Instruct & supervise participants when using stoves and handling hot food/water (m)  Ensure covered footwear is being worn (m) |  |  |
| Reaching over fire / stove |  |  |
| Spilling boiling water/hot food |  |  |
| Clothing catches alight | Ensure participants not wearing loose &/or flammable clothing, and have long hair tied up (m) |  |  |
| Serious Injury - cuts | Knives | **Medium** | **Organisation**  Depending on age, provide as much pre-cut food as possible (e)  Provide adequate good quality knives, cutting boards & can openers (m)  Avoid providing canned food (e)  **Leader**  Advise participants of risks and monitor (m)  Instruct on correct use of sharp knives (m) |  |  |
| Inadequate surface for cutting |  |  |
| While opening tin cans |  |  |
| CO poisoning | Cooking in poorly ventilated spaces. | **High** | **Leader**  Advise participants on importance of adequate ventilation whilst cooking (m)  If indoors ensure ventilation with window or door open (m)  Ensure no cooking in tents or other enclosed spaces (e)  Leader and participants are aware of signs of CO poisoning (m) |  |  |
| Illness - due to poor hygiene, food or water quality | Participants not washing hands before preparing and eating food | **High** | **Organisation**  Provide clear protocols for:   1. food safety (menu selection, food storage, preparation & temperature, sanitising surfaces, dish washing) 2. toileting and personal hygiene (hand washing, sanitising) 3. water safety (is it safe to drink?, how do you know?, how do you treat & manage?) (m)   and ensure have appropriate resources available (m)  **Leader**  Instruct participants and monitor adherence to food safety, personal hygiene and clean water procedures (m)  Be aware of water sources and advise participants to treat/boil if concerned (m) |  |  |
| Drinking ‘dirty’ water |  |  |
| Food contaminated |  |  |
| Medical Incident | Allergic reaction to food | **Medium** | **Organisation**  Collect accurate medical information, discuss known food allergy action plan, ensure info tagged to right person (m)  Ensure participant carries appropriate medication & that others know how to administer (m)  Ensure appropriately competent staff know how to recognise and respond to anaphylaxis (1st Aid certificate min) (m)  **Leader**  Minimise exposure to food allergy triggers - manage food preparation, clearly labelled food, prevent cross contamination, personal hygiene (m) |  |  |
| Emotional distress | Pyrophobia (Fear of fire) | **Low** | **Organisation**  Collect accurate medical/behavioural information, discuss with participant and/or caregiver (m)  **Leader**  Implement appropriate strategies to support the participant(s) (m) |  |  |
| Religious/cultural Observances | Inappropriate food offered or consumed  Inappropriate food prepared on communal surfaces | **Medium** | **Organisation**  Collect accurate information on religious observance requirements as it pertains to food, food storage and preparation areas, and cooking requirements (m)  Do not include inappropriate food in camp menu (e)  **Leader**  Implement appropriate strategies (m) |  |  |
| Environmental Damage | Fireplace, damage to trees/plants, | **Medium** | **Organisation**  Provide clear protocols re/ environmental impact, i.e. Leave No Trace (m)  **Leader**  Minimise effects of fire use:   * Fire/cook on durable ground – consider long term impacts on site (m) * Leave No Trace principles (m)   Pack it in, pack it out’ – including kitchen/food waste (e)  Minimise detergent use and/or use strainer and soak pit well away from water ways (m)  Inspect site before depart for rubbish or spilled foods (m) |  |  |
| Food waste – impact on waterways, &/or temptation to weka, keas, possums | **Low** |  |  |

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| **Reviewed by:** |  | **Date:** |  | **Approved by:** |  | **Date:** |  |

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| **Site Specific Hazard Analysis:** | By: |  | Date: |  |

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| Site Specific Hazards  - What else could go wrong (at this site)? | Management - How can we control this? |
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| Specific Hazards on the Day  - What could go wrong at this site:  1. On this day (weather, ground surface etc)  2. With these people (participants, staff etc)? | Management - How can we control this? |
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| Past Incidents  - Any learnings to note? | Management - How can we control this? |
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| **Leadership and Supervision plan:** | By: |  | Date: |  |

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| Supervision Requirements | Consider the staff required to manage this activity safely | Contact details (mobile phone no./radio no. etc |
| Who is in charge of the activity? (The Leader) |  |  |
| Who is assisting the leader? |  |  |
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| Staff Competency  Names: | Are there any designated roles based on skills/competency (e.g. first aider, fuel manager etc) |  |
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| **Group members requiring specific management strategies:** Provide **specific management strategies** for participants requiring special attention |
| **Health** (e.g. asthma, allergies, medical conditions, current injury) |
| **Behaviour** (e.g. poor listeners, ADHD, socially inept, short tempers, disobedience/untrustworthy) |
| **Capabilities** (e.g. swimming ability, physical disability) |

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| **Staffing and Supervision Structure:** Specifically describe the **supervision structure** required for the event |
| Supervision structure (includes allocation of roles and allocation of students to supervisors)  (e.g. Number of groups and size, number of supervisors/leaders per group, leaders not directly supervising a group and their role) |

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| **Emergency Communication Plan:** | By: |  | Date: |  |

*This component should help users of the guide to consider site specific characteristics of their activity including details about evacuation procedure, communications (cell coverage), emergency resources and options that are available at the site.*

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| Assistance | | | |
|  | Detail | Location | Phone |
| Emergency | **Police, Fire or Ambulance** |  | 111 |
| Police | **Non-emergency** |  | 105 |
|  | from **Sat Phone** | North Comms (covers New Zealand north of Turangi): | +64 9 571 2800 |
| Central Comms (covers North Island south of Turangi): | +64 4 381 2000 (ask for Comms) |
| South Comms (whole of the South Island): | +64 3 363 7400 (ask for Comms). |
| Xxxx Hospital |  |  |  |
| Nearest Medical Centre | Open hours? |  |  |
| 24 Hour Surgery | 24 hrs |  |  |
| Urgent Pharmacy |  |  |  |
| Poison Centre |  |  | 0800 POISON (0800 764 766) |

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| Organisation contacts | | | |
|  | Name | Email | Phone |
| Organisation | Office Ph  Sat Phone |  |  |
| Duty Manager | Names of people who will need to know about an emergency (who are not next of kin) |  |  |
|  | On Call Phone |  |  |
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| **Participant details/register:**  All participants including leaders, assistants, parents, helpers | | | | | | | By: |  | | Date: |  |
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| Participant Name | Role | Emergency Contact (next of kin, guardian, spouse etc) | Address | Phone | | | Critical Personal information | | |
|  | | e.g. participant, leader, parents/guardians. |  |  |  | | | Allergies, disabilities, medical conditions, medications carried etc | | |
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| **Site/Area Map:** | By: |  | Date: |  |

**Site/Area Map.** *Draw, paste or attach in a map, diagram or photo of your site and note the following if relevant: Access Points, Hazard/out of bounds areas, emergency evacuation/exit points, key locations, locations of landline phones/areas with/without cell reception, emergency service access points and addresses/heli landing area, traffic/parking areas, toilets, water sources, emergency meeting areas, activity areas, drinking water sources, flammable storage areas.*

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| **Resources and Equipment:** | By: |  | Date: |  |

*A summary of the resources and equipment that are essential for running the activity safely and distinct from generic outdoor activity equipment. Add to these for the specific event.*

* Participant
  + Sun/insect protection – hat, long sleeved shirt, trousers, sunblock/lip balm, repellent
  + Weather protection - Raincoat
  + Appropriate footwear – closed toed active shoes/running shoes,
  + Personal medications
  + Cutlery- bowls, plates, cups, knives, forks, spoons
  + Personal torch or headlamp/spare batteries
  + Adequate cold/wet weather clothing – as determined by your area or context
  + Personal hygiene items – (as appropriate)
  + Water bottle
* Group
  + Adequate clean drinking water/water containers/water treatment supplies if relevant
  + Safe and clean cooking equipment, utensils, fuel/gas, lighter, matches
  + Appropriate food storage
  + Area lighting as appropriate (candles, gas lantern, electric lanterns, torches)
  + Hygiene supplies (washing up stations, bins, hand sanitiser)
  + Adequate food for participants, activities and dietary requirements/allergies of participants
  + Adequate waterproof shelter for bad weather
* Leader
  + Site access and information (keys, door codes, directions, maps)
  + Participant and helper lists, medical information, dietary requirements and family/next of kin contact details and critical phone numbers
  + Communications (cell phone, sat phone, radio, access to landline phone as appropriate)
  + Personal equipment
  + Means of evacuation if appropriate or required (e.g. a vehicle to take non critically injured or ill participants to the doctor/home if required)
* Emergency
  + Emergency only communications (PLB or other means if appropriate)
  + Fire extinguisher & Fire blanket
  + First aid kit/resources appropriate for burns, wounds, sprains/minor fractures, minor-moderate pain, rashes, splinters
  + Extra warm layers
  + Ready supply of water such as a billy or water bottle near to any open flame (fire or stove).

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| **Post Event Review:** | By: |  | Date: |  |

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| Post Event Review  Critical learnings from this event and previous events. |  |
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