

**BOLTON SCHOOL**  
**STANDARD OPERATING PROCEDURE**

<b>Activity</b>	BUSHCRAFT ACTIVITIES
<b>Introduction</b>	Standard operating procedure and risk assessment for a campfire activity and bushcraft activities with groups from Bolton School.
<b>Instructor minimum competency</b>	IOL Bushcraft competency award, certificate or diploma. Completed statement of competence.
<b>Normal ratios</b>	1:12. Groups can be bigger if agreed with Head of Outdoor Learning
<b>Safety equipment (instructors)</b>	<ol style="list-style-type: none"> <li>1. First Aid Kit with burns gel</li> <li>2. Phone or means of communication</li> <li>3. Some way of extinguishing a fire, i.e. bucket of water or fire extinguisher</li> </ol>
<b>Safety equipment (participants)</b>	<ol style="list-style-type: none"> <li>1. Sensible clothing for the weather.</li> <li>2. Full cover footwear, in case of sparks.</li> </ol>
<b>Initial tasks on arrival</b>	It is also important to consider the location of the fire and how you are going to manage walking a large group to the venue.
<b>General safety procedures</b>	<p>A working area with boundaries to be established upon arrival at the bushcraft site.</p> <p><b>Cooking</b></p> <ul style="list-style-type: none"> <li>• Ensure that participants are aware of any allergens present in the food being prepared.</li> <li>• Ensure hands are clean prior to handing food and bread stick and other natural cooking implements are sanitised by heating in the fire.</li> </ul> <p><b>Fire lighting and fires</b></p> <ul style="list-style-type: none"> <li>• Prior to fire lighting, establish a clear, back to earth fire area. Consider using a fire pan.</li> <li>• Strike fire steels away from body, eyes and others so as to reduce danger from sparks.</li> <li>• Ensure fires are of a size appropriate for their needs and are not stepped over.</li> <li>• When working with large groups around one fire set a minimum safe distance from the fire.</li> <li>• Ensure fires are thoroughly extinguished and cooled with water before being cleared up.</li> <li>• Any remaining burnt wood should be fully wetted and placed in the metal bin.</li> <li>• When blowing on tinder bundles participants must be standing up.</li> </ul> <p><b>Shelter building</b></p> <ul style="list-style-type: none"> <li>• Ensuring the location of the shelter building area is safe and free from possible tree branch falls.</li> <li>• Try to build small rather than large to conserve natural resources.</li> <li>• Shelter should be checked for safety prior to use.</li> <li>• Dismantle after use</li> </ul>
<b>End of session</b>	<ul style="list-style-type: none"> <li>• Clean kit and return to store</li> <li>• Report and damaged kit</li> <li>• Report any accidents</li> </ul>

