



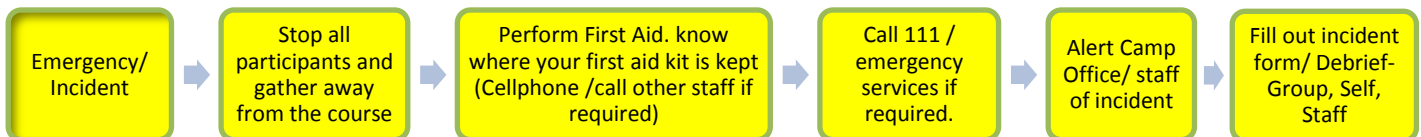
Standard Operating Procedure

This form describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed

This SOP is to be used each time the activity is conducted. Any changes or suggestions to be raised in activity debrief and meetings.

Activity:	BMX		
Location of Activity:	BMX track		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Zoanna Lamond	Version :	2.0
Position:	Activity Co-ordinator		
Date Reviewed:	25/05/2018	Location of Hard copy:	Office
Number of Participants:	Max Ratio: 1:10	Ratio adjusted with changes in risk levels	
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures		
Equipment / Clothing Requirements:	Bikes Helmets	BMX obstacles	
Activity Requirements:	Covered shoes Loose clothing tucked in	Supervisor cell phone	
Communication Procedures:	Use Supervisor cell phone to contact emergency services and /or staff. Alternative communication; Send runner to office		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:			

Emergency Procedures



Equipment Check	
1	Bikes – Check: Tyre pressure, breaks, cranks, chains, pedals
2	Helmets – Check outer shell and inner padding, buckles
3	Track clear of dangerous debris
4	Obstacles are whole and in a tidy useable state.

BMX

Operating Procedures

Operating Procedures	
Pre-activity Check	
1	*Attend training with host / familiarise with SOP
Set-Up	
1	Check course over to make sure it is ready for participants (no rocks or sticks on the track)
2	Bikes and helmets out from shed and have been checked over by staff
Supervisor Brief to Participants	
1	Gather the group together and show them the general area
2	Do not go outside the BMX track area with the bike
3	Always ride in the same direction
4	Helmets must be worn at all times on BMX and covered footwear worn
5	Only those riding bikes are allowed on the track
Operating Instructions	
1	Fit participants with helmets.
2	Participant first to ride on the flat in a circle (off the track), when riding well practise breaking (biggest skid competition) After which have a slow race to teach balance.
3	When confident move onto BMX obstacles (easy to hard) Watch for pedal placement and speed, arm brace and bottoms off seats.
4	When competent participants get their "licence" for the track. Take caution around corners, slow down while getting used to the track.
5	Once everyone has had a turn on the track have some competitions (time trials, 1vs1, highest bunny hop etc.)
Closing Down the Activity	
1	Bikes and helmets left tidily, at the end of each day take back to shed
2	General area clean of rubbish or personal belongings
3	Any damage or incidents reported to camp staff
Pause activity if these happen:	
1	*Pause activity at any time if conditions or people become unsafe
2	*Reckless riding, sit out till calmed down

*Safety points: Ensure this is done

This Standard Operating Procedure (SOP) is approved for use at sites operated by MiCamp Trust. As at the time of approval this SOP meets all known regulations (Adventure Activity regulations, Safety Audit Standards etc) and current industry good practice

BMX

Hazards and risk Identification

This section describes some reasonably foreseeable risk, its potential level and suggested management strategies.

All Risk must be continually monitored throughout the activity

New hazards/ risk must be reported or resolved appropriately as soon as possible.

Environment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Slippery surfaces, participants running, structure hazards	No running on track. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High	ADMIN
Long hours in the sun (Supervisors & Participants)	Apply sunscreen prior to activity. Bring water bottle. Program breaks/ Supervisor & Instructor rotations. Participants to wait in shaded areas.	Low	Medium	PPE
Change in weather	Ensure everyone has appropriate clothing. Supervisor to halt activity at any time if weather compromises safety (e.g. Electrical storm, high wind). Weather Risk assessed continuously.	Low	Medium	PPE
Activity Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisor can remove participant from activity area or deny participation if safety of others is compromised.	Low	High	ADMIN
Distraction from other activities	Supervisor to use effective group management techniques.	Low	Medium	PPE
Loose clothing snagging	Loose clothing to be tucked in and participant warned of the risk of clothing snagging	Low	Medium	PPE
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Equipment Failure	Bikes are serviced regularly and equipment check done prior to activity commencing	Low	Medium	ADMIN
Incorrect use of Equipment	Closed shoes to be worn while riding. Supervisors to monitor correct use of equipment throughout activity. If needed pause and re demonstrate correct technique	Low	Medium	ADMIN
When to pause Activity	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant injured falling off bike	Stop all other riders, gather group away from incident, alert first aider and contact office and emergency services if needed	Low	High	ADMIN
Bike is not functioning properly	Stop all riders, remove bike from use and inform host of damage. Do not try to fix the bike yourself	Low	Medium	PPE
Halt activity at any time if conditions or people become unsafe				