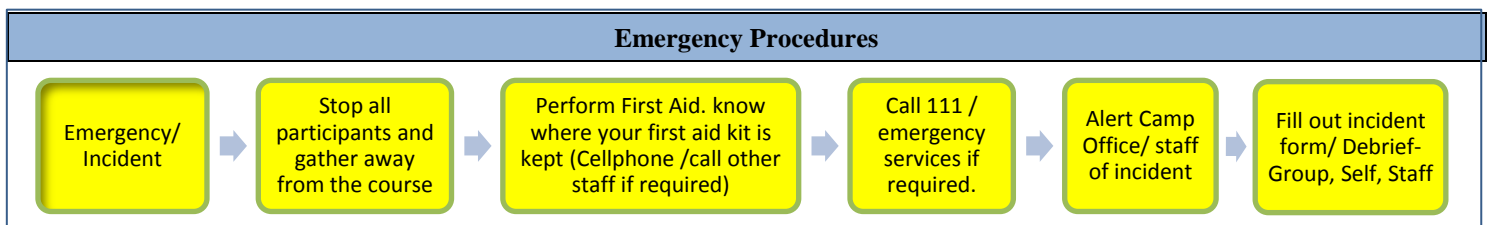


Standard Operating Procedure

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:	Burma Trail (day/night)		
Location of Activity:	Amongst trees in reserve, across causeway		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Zoanna Lamond	Version :	2.0
Position:	Activity Co-ordinator		
Date Reviewed:	10/05/2018	Location of Hard copy:	Office
Number of Participants:	Max Ratio:	1:15	Ratio adjusted with changes in risk levels
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures		
Equipment / Clothing Requirements:	Blind folds (day time)		Torches for safety (night time)
Activity Requirements:	Covered shoes		Supervisor cell phone
Communication Procedures:	Use Supervisor cell phone to contact emergency services and /or staff. Alternative communication; Send runner to office (work hours only)		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:			



Equipment Check	
1	Staff to ensure ropes are appropriately connected
2	Track clear of dangerous debris

Burma Trail

Operating Procedures

Pre-activity Check	
1	*Attend training with host / familiarise with SOP
2	*Walk track to check for fallen branches or branches with thorns on track
Operating Instructions	
1	Team walks through the bush holding the rope, they must move slowly so they don't trip or fall. The rope is a guide only, it is not designed to be pulled or leant on
2	Encourage them to communicate things to those behind them eg low branches, roots sticking out, big steps
3	If during the day send them through in pairs, one blindfolded the other guiding them
4	Space extra supervisors around course for safety (If available)
Supervisor Brief to Participants (Suggested)	
1	Gather the group together and show them the start and the end
2	Team is to stay together at all times
3	Be aware of others around you as you move, keep a slow steady pace
4	Keep two hands on the rope at all times
5	One supervisor will be at the start/end of the track as well as at key points along the trail
Closing Down the Activity	
1	Gather all gear up and check that it is all returned. Note any broken or damaged gear- Report these to MiCamp Staff
2	Collect all blindfolds if used and return to the office
Pause activity if these happen:	
1	*Pause activity at any time if conditions or people become unsafe

*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

Burma Trail

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. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High	PPE
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
Multiple tracks	Participants to follow rope only, supervising adults to be along track with torches to guide group if needed.	Low	Medium	PPE
Frightened participants	Supervisors to check on each participant as the pass	Low	Medium	ADMIN
Falling branches, thorns	Track walked by staff and supervisor from group beforehand to check for Risks, remove hanging branches and clear path. Covered shoes must be worn. Group warned of obstacles and Risks.	Low	Medium	ADMIN
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Loose Ropes	Pre walk track ensuring ropes connected in good order	Low	Medium	PPE
When to stop Activity	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Group is separated	Halt all, do a head count. If someone is missing keep group together and send adults out to search	Low	Medium	ADMIN
Halt activity at any time if conditions or people become unsafe				