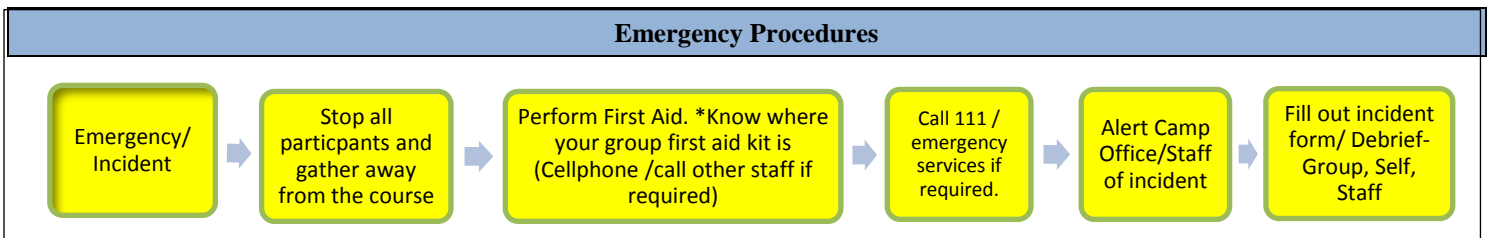




Operating Procedure

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:	Top Team		
Location of Activity:	Main Field		
Site:	Taupo	Area:	Activities
Reviewed By:	Zoanna Lamond	Version :	2
Position:	Activities Co-Ordinator		
Date Reviewed:	9/8/2018	Location of Hard copy:	Activity Shed
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:	Top Team gear		Run sheet
Activity Requirements:	Covered Shoes		
Communication Procedures:	Use instructor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:			



Equipment Check	
1	Resources are clean and in a good usable condition

Operating Procedures	
Pre-activity Check	
1	Attend safety briefing (discuss weather)
2	Re-familiarise with SOP
3	Visual check of equipment and structures as per equipment check
Setup	
1	Put out enough challenges for the size of the group. As per run sheet
MiCamp Instructor Brief to Supervisors	
1	Assist with group management and fair play
2	One score keeper per group
Instructor Brief to Participants	
1	Gather the group together and show them the general area, disclose appropriate Risks
2	Start each challenge behind the set cone
3	Listen to instructions when the whistle is blown
4	Do not interfere when it's another player's turn
Instructions	
1	Teams are to wait for the whistle to begin each activity, one person at a time from each team races following the instructions given for each piece of equipment
2	They must go around the cone at the far end (unless specified otherwise) and back to the start line to earn one point then tag the next team member
3	The teams relay race to get as many people through in the set time given (usually 5min)
4	Instructors to coordinate each round and add up scores
5	Encourage team chanting and use of groups values
Closing Down the Activity	
1	Gather all gear up and check that it is all returned. Inform Micamp staff of any broken or damaged gear
2	All gear put away tidily in workshop
3	General area clean of rubbish and lost property
4	Announce the winner
Pause points	
1	*Pause activity at any time if conditions or people become unsafe

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.

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	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 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
Participants racing close to each other	Supervisors to use good group management. Disclose risk to supervisors. Set up challenges appropriately	Low	Medium	ADMIN
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Faulty equipment	Participants briefed on proper use of each piece of equipment (ie shoes worn on trikes). All equipment checked regularly	Low	Medium	ADMIN
Pause Points	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Collision	Stop all participants and attend to those injured	Low	High	ADMIN
Pause activity at any time if conditions or participant become unsafe				