

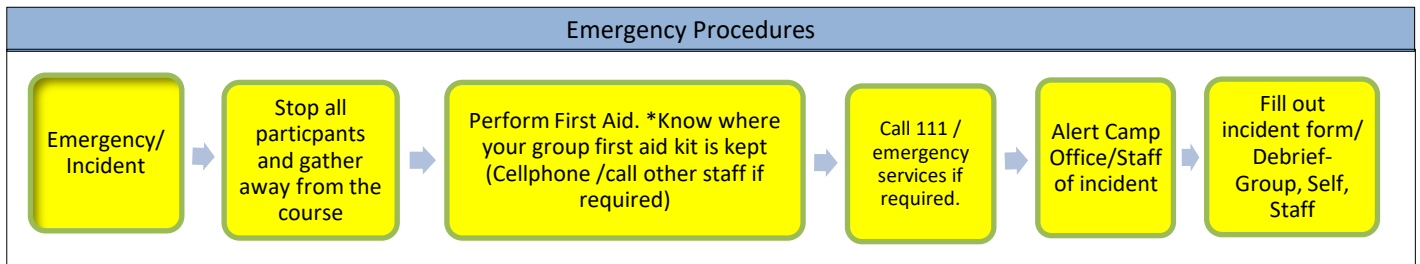


Standard Operating Procedure

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 debriefs and meetings.

Activity:	Geocaching		
Location of Activity:	Camp wide		
Site:	Taupo	Area:	Activities
Reviewed By:	Christy Breetvelt	Version:	3
Position:	Instructor	Approved:	19/04/2024. Stephen Fox. Manager.
Date Reviewed:	19/04/2024	Location of Hard copy:	Camp Office
Number of Participants:	Max Ratio:	1 Instructor or Supervisor / 10 Participants. Note: Ratio adjusted with changes in risk levels.	
Instructor Competence:	Site-specific induction and assessment of internal competencies.		
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures		
Participants Equipment & Clothing Requirements:	MiCamp Supplied: GPS, Clip sheets. Participants Supplied: Covered Shoes and appropriate Clothing for weather conditions.		
Supervisor Equipment:	MiCamp Supplied: Station Containers, Geocache information sheet & map, Spare Batteries, Supervisor Answer sheet, GPS Guide Sheet, Whistle (optional).		
Communication Procedures:	Use the Supervisor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:	Health and Safety at Work (Adventure Activities) Regulations 2016. Map-based Activities Good Practice Guide V1 2019		



Operating Procedures

Pre-activity Check

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| 1 | Attend training and safety briefing with staff. | |
| 2 | Familiarise with SOP/ equipment location. | |
| 3 | Visual check equipment and battery level of the GPSs | |

Setup

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| 1 | Collect equipment from the Office. | |
| 2 | Ensure ALL equipment is in the geocaching box as per the equipment check. | |

MiCamp Instructor Brief to Supervisors

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| 1 | Go over the SOP. | |
| 2 | Conduct training as per “Activity supervisor training and acknowledgement form”. | |
| 3 | Ensure the supervisor is aware of emergency procedures. | |
| 4 | Introduce activity. | |
| 5 | Explain and demonstrate the use of the GPSs, including common corrections and errors. | |
| 6 | Refer to guide sheet for step-by-step instructions. | |
| 7 | Ensure the supervisor is briefed on site hazards and that no waypoints are off site. | |
| 8 | Return all equipment to the office at the end of the day. | |

Supervisor Brief to Participants

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| 1 | Introduce Geocaching. Split into groups of twos or threes. | |
| 2 | Show how equipment works (On button, Where to, Waypoints, the zoom in and out function). Hand out equipment. Explain that they are to hold the GPS level and to start walking to gain GPS signal. | |
| 3 | Explain hazards/risks/boundaries. | |
| 4 | Instruct how to use the GPSs, selecting a point on the clip sheets (e.g. Aloe). Explain bonus points. | |
| 5 | Give the group a time limit and location to meet back at before the end of the session to be able to give debrief. | |
| 6 | Make known location of supervisor if help is required. | |

Debrief suggestions

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| 1 | Collect clip sheets and add up score. | |
| 2 | Give bonus points. | |
| 3 | Congratulate winners. | |

Closing Down the Activity

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| 1 | Gather all the gear and check that it is all returned. Inform MiCamp Staff of any broken or damaged gear. | |
| 2 | Ensure all GPSs are in good working order and not showing errors. Turn off GPSs. | |
| 3 | Alert staff of any breakages or missing equipment. | |

Pause points

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| 1 | Participants interfering with other activities. | |
| 2 | Pause the activity at any time conditions or people become unsafe. | |
| 3 | Pause the activity if anyone gets Injured. | |

Hazards and Risk Identification

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

All Risks must be continually monitored throughout the activity

New hazards/risks 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,	No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High	ADMIN
Long hours in the sun (Supervisors & Participants)	Apply sunscreen before activity. Bring water bottles. Program breaks. Supervisor rotations. Participants are to wait in shaded areas.	Low	Medium	PPE
Distraction from other groups	Supervisors to use good group management. Disclose risk to supervisors. Remind supervisors of other groups if necessary. Use positive communication.	Low	Medium	ADMIN
Plants and insects	Micamp Staff to be vigorous with removing poisonous plants or wasp nests. Disclose risk. Make known any allergies. Especially during high-risk seasons. (wasps/bees) Inform Micamp staff of any new hazards (nests or plant locations)	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 the Supervisor can remove Participants from the activity area or deny participation if the safety of others is compromised.	Low	High	ADMIN
Getting lost or separated	Ensure participants are aware of boundaries. Small groups are informed to stay together. Know the designated meeting point. If unsure where they are, stay put, the supervisor will come find them.	Low	Medium	ADMIN
Participants wandering into hazard areas	The Supervisor is to make clear the boundaries of the activity. Not near other activities, not in the Zipline zone, etc.	Low	Medium	ADMIN
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Looking at the GPS and walking	Participants to be well informed of risks, and to watch where they're going	Low	Medium	ADMIN
Pause Points	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participants behaviour or conditions compromise safety	Pause Activity at any time if participants or conditions become unsafe. *Instruct participant that if the siren goes, they are to return immediately.	Low	High	ADMIN

Equipment Check	
1	GPSs in working order– has batteries, correct maps and way points are loaded.
2	Enough clip sheets.
3	Geocache locations are in correct position with clippers and info plaque.

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