



# BMX



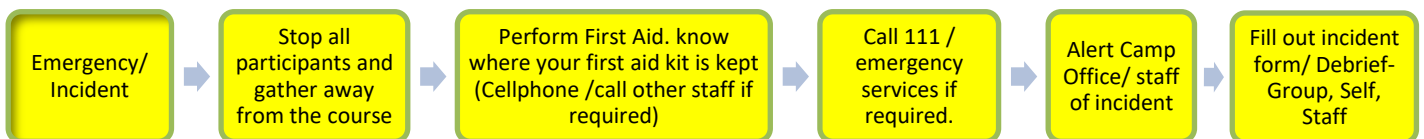
## Standard Operating Procedure

*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.*

<b>Activity:</b>	BMX		
<b>Location of Activity:</b>	BMX track		
<b>Site:</b>	Whakamaru	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Joana Acebey	<b>Version:</b>	4
<b>Position:</b>	Lead Instructor	<b>Approved:</b>	30/06/2025 HJvR. Manager.
<b>Date Reviewed:</b>	30/06/2025	<b>Location of Hard copy:</b>	Office
<b>Number of Participants:</b>	<b>Max Ratio:</b>	1 Instructor or Supervisor / 10 Participants. Note: Ratio adjusted with changes in risk levels.	
<b>Instructor Competence:</b>	Site-specific induction and assessment of internal competencies.		
<b>Supervisor Competence:</b>	Supervisor competent in group management and trained on SOP/ Emergency Procedures.		
<b>MiCamp Equipment:</b>	<input type="checkbox"/> Bikes	<input type="checkbox"/> Helmets	
<b>Participant Clothing Requirements:</b>	<input type="checkbox"/> Covered shoes	<input type="checkbox"/> Appropriate clothing for weather conditions	
<b>Communication Procedures:</b>	Use the Supervisor's cell phone to contact emergency services and /or staff. Alternative communication; Send runner to office.		
<b>Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:</b>	Health and Safety at Work (Adventure Activities) Regulations 2016. Activity Safety Guideline Mountain Biking v1		

### Emergency Procedures



**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**

## Operating Procedures

### Supervisor Induction

- 1 Attend training and safety briefing with staff.
- 2 Familiarise with SOP/ equipment location.

### Set-Up (Staff)

- 1 Visually check the equipment and structures.
- 2 Check over the track to make sure it is ready for participants (no rocks or sticks on the track)
- 3 Bring the bikes and helmets out from the shed and check them over.

### MiCamp Instructor Brief to Supervisor (Staff)

- 1 Go over the SOP.
- 2 Conduct training as per "Activity supervisor training and acknowledgement form"
- 3 Ensure supervisor is aware of emergency procedures.

### Supervisor Brief to Participants

- 1 Do not go outside the BMX area with the bike.
- 2 Always ride in the same direction.
- 3 Helmets and covered footwear must always be worn on the BMXs.
- 4 Only those riding bikes are allowed on the track.

### Operating Instructions

- 1 Gather the group together and show them the general area.
- 2 Fit participants with helmets.
- 3 Have the participants first ride on the flat (off the track), practice breaking, have a slow 'race' to teach balance.
- 4 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, etc.).

### Closing Down the Activity

- 1 Bikes and helmets left tidy at the end of each day. Take the gear back to the shed clean.
- 2 Ensure the general area is clean of rubbish and personal belongings.
- 3 Ensure that any damage or incidents are reported to camp staff.

### Pause Points:

- 1 Pause the activity at any time conditions become unsafe.
- 2 Pause the activity if participant behaviour compromises group safety.
- 3 Pause the activity if a participant is riding recklessly.
- 4 Pause the activity if anyone blocks the track by falling or walking on the track, etc.
- 5 Pause the activity if anyone gets Injured.

### Equipment Check (Staff)

- |   |  |
|---|--|
| 1 | Bikes – Check tyre pressure, brakes, cranks, chains, and pedals. |
| 2 | Helmets – Check outer shell and inner padding and buckles        |
| 3 | Ensure the track is clear of dangerous debris.                   |
| 4 | Check that obstacles are whole and in a tidy, usable state.      |

<b>Hazards and Risk Identification</b>			
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. <b>*All risks must be continually monitored throughout the activity*</b> New hazards/ risks must be reported or resolved appropriately as soon as possible.			
<b>Environment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>	
		Managed	Unmanaged
Slippery surfaces, participants running, structure hazards	No running on the track. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High
Long hours in the sun (Supervisors and Participants)	Apply sunscreen before activity. Bring water bottles. Program breaks. Participants can wait in shaded areas under supervision.	Low	Medium
Change in weather	Ensure everyone has appropriate clothing. The Supervisor must halt the activity at any time weather compromises safety (e.g. Electrical storm, high wind). Weather Risk must be assessed continuously.	Low	Medium
<b>Activity Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>	
		Managed	Unmanaged
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisors can remove participants from the activity area or deny participation if the safety of others is compromised.	Low	High
Participant injured due to falling off a bike	Stop all other riders, gather group away from the incident, alert first aider and contact office and emergency services if needed.	Low	High
Distraction from other activities	Supervisors to use good group management. Remind supervisors of other groups if necessary. Use positive communication.	Low	Medium
Loose clothing snagging	Loose clothing must be tucked in and the participants must be warned of the risk of clothing snagging.	Low	Medium
<b>Equipment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>	
		Managed	Unmanaged
Equipment Failure	Bikes are serviced regularly, and equipment check done before each activity.	Low	Medium
Incorrect use of Equipment	Closed shoes are to be worn while riding. Supervisors must ensure the correct use of the equipment throughout the activity. If needed, pause and re-demonstrate the correct technique	Low	Medium
Bike is not functioning properly	Stop the rider, remove the bike from use and inform host of damage. <b>Do not try to fix the bike yourself</b>	Low	Medium