

Bridge Building

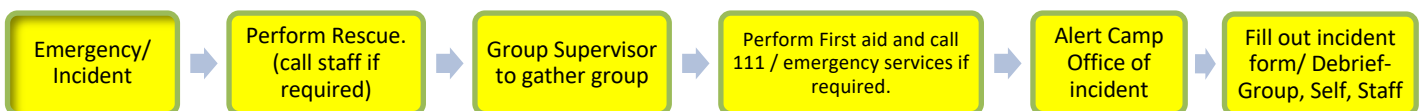


Standard Operating Procedure

This form in conjunction with the SMS 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:	Bridge Building		
Location of Activity:	MiCamp Taupo Swimming Pool		
Site:	Taupo	Area:	Activities
Reviewed By:	Christy Breetvelt	Version:	1
Position:	Instructor	Approved:	17/04/2024. Stephen Fox. Manager.
Date Reviewed:	17/04/2024	Location of Hard copy:	Camp Office
Number of Participants:	Max Ratio:	1 Supervisor / 10 Participants Note: Ratio adjusted with changes in risk levels	
Supervisor Competence:	Competent swimmer. Over 16 years old.		
Participant & Assistant Equipment & Clothing Requirements:	MiCamp Supplied: Ropes, Inner Tubes, Bamboo Participant Supplied: (suggested) Water bottle, Hat, Sunblock, Appropriate swimming clothes, Towel & change of warm clothing.		
Communication Procedures:	Use the supervisor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to the office.		
Related Documents - Qualifications / Legislation / Guideline / Permits / Consents:	Swim Safe, Water Safety NZ		

Emergency Procedures



Bridge Building



Operating Procedures

Pre-activity Check

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|---|---|--|
| 1 | Attend training and safety briefing with staff. | |
| 2 | Familiarise with SOP/ equipment location. | |
| 3 | Check the activity area for risks. | |

Setup

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| 1 | Set up equipment for participant arrival. | |
| 2 | Set up supervisors in key spotting areas. | |

MiCamp Instructor Brief to Supervisor

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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. | |

Supervisor Brief to Participants

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| 1 | Gather participants and show them the general area. *Disclose and discuss key risks. | |
| 2 | Give clear instructions on what you expect from them and what they can expect from the session.
Please follow the rules that are posted at the pool. | |
| 3 | Determine the participants swimming abilities. | |
| 4 | Instruct participants on how to attach the materials provided to each other using the ropes. | |

Operating Instructions

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| 1 | Group to create a bridge out of the materials provided to get their whole team across the length of the pool. | |
| 2 | Only kneeling/crawling across the bridge. No standing/walking | |
| 3 | Supervisor to be watching always. | |
| 4 | Deconstruct bridge and return equipment. | |

Debrief suggestions (when possible)

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| 1 | Ask participants what they learnt, what challenges they faced and what they want to practice more | |
| 2 | Reflect on any techniques learnt (knots or lashings etc) | |

Closing Down the Activity

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| 1 | Gather all gear up and check that it is all returned. Note any broken or damaged gear | |
| 2 | Get the last group of the day to help pack up the equipment | |

Pause activity if

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| 1 | Participant starts to panic. | |
| 2 | Temperature and symptoms of cold/hypothermia or heat begin to show on a participant. | |
| 3 | At any time conditions or people become unsafe (Including emotional safety) | |
| 4 | Pause activity if anyone gets Injured. | |

Staff Equipment Check

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| 1 | All equipment is accounted for and nothing is missing. |
| 2 | The equipment is in good order. |

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, structure hazards	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 & Instructor rotations. Participants are 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 is to be assessed continuously.	Low	Medium	ADMIN
Activity Specific Risk	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant unable to keep head above water	Supervisor to be ready at any time to get into the pool to assist a struggling participant.	Low	Extreme	PPE
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisor can remove a participant from the activity or deny participation if the safety of others is compromised	Low	High	ADMIN
Entanglement in equipment	Stop the activity and have everyone out to the pool. Assist in keeping the participant's head above the water and untangle them from the equipment.	Low	High	PPE
Pause Activity If:	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant falls into the water and cannot swim	Supervisor to be ready at any time to get into the pool to assist a struggling participant.	Low	High	PPE
Participant is injured/cold	The whole group is to be brought out of the pool if someone requires first aid. Send any cold participants away to get warm.	Low	Medium	PPE
Participant does not wish to continue	If unable to encourage participant to continue assist participant out of the pool.	Low	Medium	ADMIN
Weather changes	All participants are to come out if the supervisor is uncomfortable with the weather. Weather is to be continually monitored.	Low	Medium	ADMIN

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