

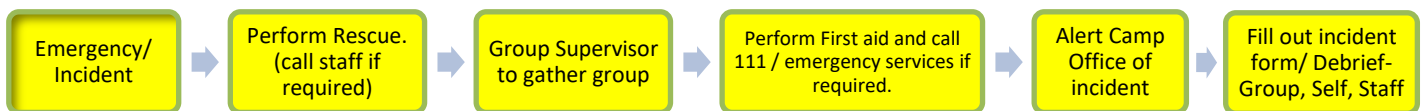
Standard Operating Procedure

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 debrief 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:	Ted Muir & Alex Bennett 12/07/2023
Date Reviewed:	10/07/2023	Location of Hard copy:	Activity Shed
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: Bridge Building equipment (Ropes, Inner Tubes, Bamboo) Participant Supplied: (suggested) Water bottle, Hat, Sunblock, Appropriate swimming clothes, Towel & change of warm clothing.		
Communication Procedures:	Use 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		
1	Attend training and safety briefing with staff.	
2	Familiarise with SOP/ equipment location.	
3	Activity area is checked for risks.	
Setup		
1	Set up equipment for participant arrival.	
2	Set up supervisors in key spotting areas.	
MiCamp Instructor Brief to Supervisor		
1	Go over SOP's.	
2	Conduct training as per "Activity supervisor training and acknowledgement form".	
3	Ensure supervisor is aware of emergency procedures.	
Supervisor Brief to Participants		
1	Gather participants and show them the general area. *Disclose and discuss key risks.	
2	Give clear instructions of what you expect from them and what they can expect from the session. Please follow rules: That are posted at the pool.	
3	Determine participants swimming abilities.	
4	Instruct participants on how to attach the materials provided to each other using the ropes.	
Operating Instructions		
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 bride. No standing/walking	
3	Supervisor to be watching always.	
4	Deconstruct bridge and return equipment.	
Debrief suggestions (when possible)		
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		
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		
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		
1	All equipment is accounted for and nothing is missing.	
2	Equipment is in good order.	

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	ADMIN
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	ADMIN
Activity Specific Risk	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant unable to keep head above water	Supervisor to ensure group stays close so you can assist anyone quickly.	Low	Extreme	PPE
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
Entanglement in equipment	Stop activity and have everyone else get out to the pool. Assist in keeping the participant's head above the water and untangle them from equipment.	Low	High	PPE
Pause Activity If:	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant falls in the water and cannot swim	Participants instructed on how to help others get out of the pool. Supervisor to be watching at all times for anyone who may need assistance.	Low	High	PPE
Participants is injured/cold	Whole group 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 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 at the time of approval this SOP meets all known regulations (Adventure Activity Regulations, Safety Audit Standards etc) and current industry good practice