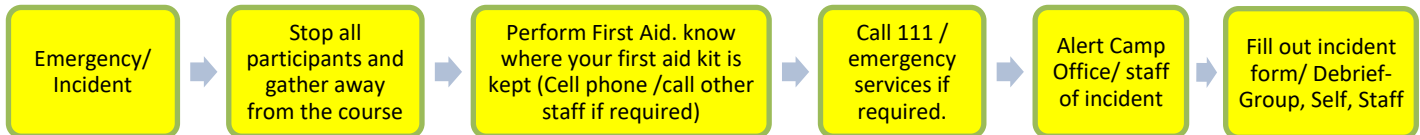


### Standard Operating Procedure

*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>	Burma Trail		
<b>Location of Activity:</b>	Amongst trees in the reserve across the causeway.		
<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 Supervisor / 15 Participants. Note: Ratio adjusted with changes in risk levels.	
<b>Supervisor Competence:</b>	Supervisor competent in group management and trained on SOP/ Emergency Procedures.		
<b>MiCamp Equipment:</b>	<input type="checkbox"/> Blind Folds (If needed)		
<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 (work hours only).		
<b>Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:</b>	Health and Safety at Work (Adventure Activities) Regulations 2016.		

#### 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.**

# Burma Trail



## Operating Procedures

### Supervisor Induction

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

### MiCamp Instructor Brief to Supervisor (Staff)

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 Safety Brief to Participants

1	The teams/pairs must always stay together.	
2	Be aware of others around you as you move, keep a slow steady pace.	
3	Always keep a hand on the rope.	

### Operating Instructions

1	Before the group arrives, walk the track to check for fallen branches, branches at eye level or thorns.	
2	Gather the group together and show them the start and the end.	
3	Team walks through the bush holding the rope, they must move slowly so they don't trip or fall.	
4	Encourage them to communicate things to those behind them, e.g. low branches, roots, big steps.	
5	If during the day send them through in pairs, one blindfolded the other guiding them.	
6	One supervisor should be at the start/end of the track as well as at key points along the trail.	
7	Space extra supervisors around course for safety (If available).	

### Closing Down the Activity

1	Do a head count to ensure that no one is missing.	
2	Gather all blindfolds, if used, and return to staff.	
3	Inform staff of any incidents/broken or damaged gear.	

### Pause Points

1	Pause the activity at any time if conditions become unsafe.	
2	Pause the activity if participant behaviour compromises group safety.	
3	Pause the activity if someone is missing or if the group gets separated.	
4	Pause the activity if anyone gets injured.	

### Equipment Check (Staff)

1	Ensure ropes are appropriately connected.	
2	Check that the track is clear of dangerous debris and eye level branches.	

<b>Hazards and Risk Identification</b>			
<p>This section describes some reasonably foreseeable risk, its potential level and suggested management strategies.</p> <p style="text-align: center;">*All risks must be continually monitored throughout the activity*</p> <p style="text-align: center;">New hazards/ risks must be reported or resolved appropriately as soon as possible.</p>			
<b>Environment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>	
		Managed	Unmanaged
Slippery surfaces, participants running.	No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High
Change in weather	Ensure everyone has appropriate clothing. Supervisor must halt activity at any time if weather compromises safety (e.g. Electrical storm, high wind). Weather Risk must be assessed continuously.	Low	Medium
Plants and insects	MiCamp Staff must be vigorous to remove poisonous plants or wasp nests. Disclose risk. Make any allergies known. (wasps/bees/plants). Inform MiCamp staff of any new hazards (nests or plant locations).	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 supervisor can remove participants from the activity area or deny participation if the safety of others is compromised.	Low	High
Participant loses the rope or gets lost	Participants should hold of the rope only. Supervising adults should be along the track with torches to guide the group if needed.	Low	Medium
Frightened participants	Supervisors must check on each participant as they pass.	Low	Medium
Falling branches, thorns	A supervisor from the group must walk the trail the day of use, and check for risks, remove hanging branches and clear path. Covered shoes must be worn. The group is warned of obstacles and risks.	Low	Medium
<b>Equipment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>	
		Managed	Unmanaged
Loose Ropes	Check trail before the activity ensuring ropes are connected in good order.	Low	Medium
<b>When to stop Activity</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>	
		Managed	Unmanaged
Group is separated	Stop the activity and do a head count. If someone is missing keep the group together and send adults out to search.	Low	Medium