



Orienteering



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 debrief and meetings.

Activity:	Orienteering		
Location of Activity:	Entire camp site.		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Christy Breetvelt	Version:	3
Position:	Instructor	Approved:	17/06/2024. Stephen Fox. Manager.
Date Reviewed:	17/06/2024	Location of Hard copy:	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 on internal competencies.		
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures.		
Participants Equipment & Clothing Requirements:	MiCamp Supplied: Clip sheets, Orienteering Maps (easy and hard). Participants Supplied: Covered Shoes, Appropriate Clothing for weather conditions.		
Instructor & Supervisor Equipment & Clothing Requirements:	MiCamp Supplied: Station Containers, Answer sheet.		
Communication Procedures:	Use the supervisor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office or kitchen		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:	Health and Safety at Work (Adventure Activities) Regulations 2016. Map-based Activities Good Practice Guide V1 2019		

Orienteering



Operating Procedures

Pre-activity Check

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| 1 | Attend training and safety briefing with staff. | |
| 2 | Familiarise with SOP/ equipment location. | |
| 3 | Ensure there are enough clip sheets for all the groups. | |

Setup

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

MiCamp Instructor Brief to Supervisors

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| 1 | Introduce the activity. | |
| 2 | Explain and demonstrate how to read the maps, including common corrections and errors. | |
| 3 | Refer to guide sheet for step-by-step instructions. | |
| 4 | Ensure supervisor is briefed on site hazards and activity boundaries. | |
| 5 | Return all equipment to the office at the end of the day. | |

Supervisor Brief to Participants

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| 1 | Introduce Orienteering. Split into groups of twos or threes. | |
| 2 | Get group together and explain the aim of the activity and how to read the maps. | |
| 3 | Explain hazards/risks. | |
| 4 | Explain the boundaries of the activity (That is: not out of camp, or in STOP areas). | |
| 5 | Explain when they hear the bell to return to the start point or at allocated time. | |
| 6 | Teams must stay together at all times. | |

Operating Instructions

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| 1 | Groups use the maps to try and find the orienteering points marked. | |
| 2 | Supervisor to stay at the start point and assist where necessary, if another supervisor is available one can wander around and check that the groups are in the right areas. | |
| 3 | Orienteering - once team has found a point on the map, they use the clipper to make a mark on their clip sheet. | |
| 4 | Once finished, return the maps to the supervisor and get the answers checked. | |

Debrief suggestions

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| 1 | Debrief any comments from participants, if relevant report this to MiCamp Staff. | |
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Closing Down the Activity

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| 1 | Gather the gear and check that it is all returned. Note any broken or damaged gear. | |
| 2 | Collect all maps and clip/answer sheets in. | |
| 3 | Return folders to the activity shed. | |
| 4 | Inform host of any broken/missing clippers or if more clip sheets need to be printed. | |

Points to pause activity.

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| 1 | Halt the activity at any time conditions or people become unsafe. | |
| 2 | Pause the activity if anyone gets Injured. | |

Orienteering



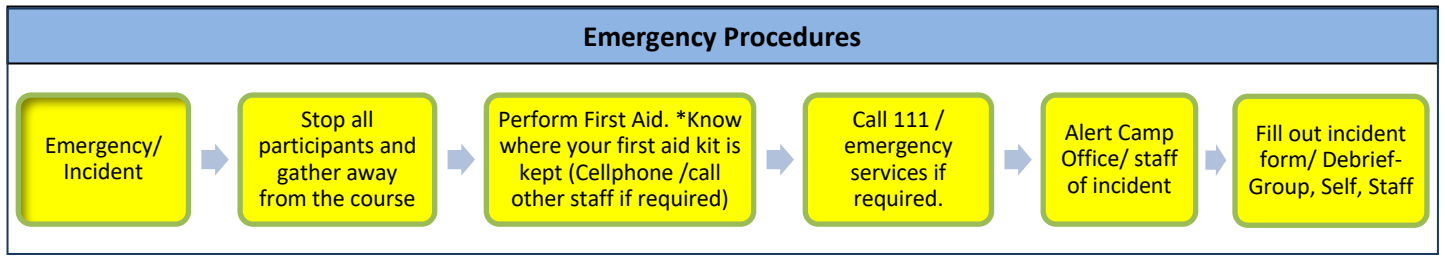
Hazards and Risk Identification

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	PPE
Long hours in the sun (Supervisors & Participants)	Apply sunscreen before activity. Bring water bottles. Program breaks/Supervisor rotations. Participants to wait in shaded areas.	Low	Medium	PPE
Distraction from other groups	Supervisors to use good group management. Disclose risk to participants. Remind participants of other groups if necessary. Use positive communication.	Low	Medium	ADMIN
Change in weather	Ensure everyone has appropriate clothing. Supervisor to halt the activity at any time weather compromises safety (e.g. Electrical storm, high wind). Weather Risk assessed continuously.	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 Supervisor can remove the participant from the activity area or deny participation if the safety of others is compromised.	Low	High	ADMIN
Crossing driveway	Risk disclosed to group, instructed to check driveway before crossing. Group reminded of speed limits around camp and signs up around driveway.	Low	High	ADMIN
Reading map while walking	Sensible footwear to be worn. Participants briefed and warned of dangers and to take care while moving and looking at map	Low	Medium	ADMIN
Participants leave grounds	Camp boundaries are explained, and participants briefed that they must stay within these. Head count of group before and after the activity. Participants to stay in groups of 2-3, every group to have a site map.	Low	Medium	ADMIN



Equipment Check	
1	Clippers are in working order and in correct location.
2	Sufficient maps (Easy/Hard) for the group in a tidy state.
3	Sufficient clip sheets for the group (If not print more and put into folder).

**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.**