



Burma Trail

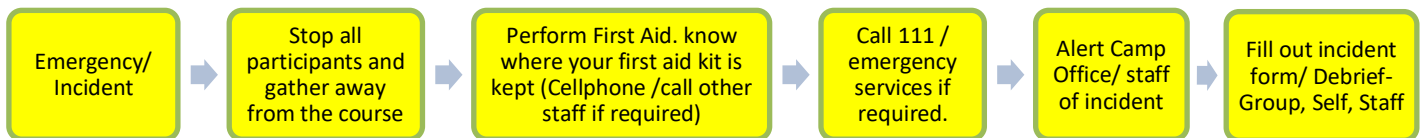


Standard Operating Procedure

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.

Activity:	Burma Trail (day/night)		
Location of Activity:	Amongst trees in the reserve across the causeway.		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Christy Breetvelt	Version:	3
Position:	Instructor	Approved:	02/05/2024. Stephen Fox. Manager.
Date Reviewed:	02/05/2024	Location of Hard copy:	Office
Number of Participants:	Max Ratio:	1 Supervisor / 15 Participants. Note: Ratio adjusted with changes in risk levels.	
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures.		
Equipment & Clothing Requirements:	MiCamp Supplied: Blind Folds (daytime). Participants Supplied: Covered Shoes and appropriate Clothing for weather conditions.		
Communication Procedures:	Use the Supervisor's cell phone to contact emergency services and /or staff. Alternative communication; Send runner to office (work hours only).		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:	Health and Safety at Work (Adventure Activities) Regulations 2016.		

Emergency Procedures



Equipment Check	
1	Staff to ensure ropes are appropriately connected
2	Track clear of dangerous debris

Operating Procedures

Operating Procedures	
Pre-activity Check	
1	Attend training and safety briefing with staff.
2	Walk the track to check for fallen branches, branches at eye level or thorns on the track.
MiCamp Instructor Brief to Supervisor	
1	Go over the SOP.
2	Conduct training as per “Activity supervisor training and acknowledgement form”.
Operating Instructions	
1	Team walks through the bush holding the rope, they must move slowly so they don't trip or fall. The rope is a guide only, it is not designed to be pulled or leant on.
2	Encourage them to communicate what's ahead with those behind them. e.g. low branches, roots sticking out, big steps, branches at eye level.
3	If during the day, send them through in pairs, one blindfolded the other guiding them.
4	Space extra supervisors around the course for safety (If available).
Supervisor Brief to Participants	
1	Gather the group together and show them the start and the end.
2	Team is always to stay together.
3	Be aware of others around you as you move, keep a slow steady pace.
4	Always keep a hand on the rope.
5	One supervisor will be at the start/end of the track as well as at key points along the trail.
Closing the Activity	
1	Do a count to ensure that no one is missing.
2	Gather all the gear and check that it is all returned. Note any broken or damaged gear- Report these to MiCamp Staff.
3	Collect all blindfolds if used and return to the office.
Pause activity if these happen:	
1	Pause the activity at any time conditions or people become unsafe.
2	Pause the activity if anyone gets Injured.

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.

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	PPE
Long hours in the sun (Supervisors & Participants)	Apply sunscreen before the 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. The Supervisor is to halt the activity at any time weather compromises safety (e.g. Electrical storm, high wind). Weather Risk is to be 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 Supervisors can remove participants from the activity area or deny participation if the safety of others is compromised.	Low	High	ADMIN
Multiple tracks	Participants to follow rope only, supervising adults to be along the track with torches to guide group if needed.	Low	Medium	PPE
Frightened participants	Supervisors to check on each participant as they pass.	Low	Medium	ADMIN
Fallen branches, thorns	Track walked by staff and supervisors beforehand to check for risks, remove hanging branches and clearing the path. Covered shoes must be worn. Group warned of obstacles and risks.	Low	Medium	ADMIN
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Loose Ropes	Walk the track before the activity to ensure the ropes are connected and in good order.	Low	Medium	PPE
When to stop Activity	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Group is separated	Stop, do a head count. If someone is missing keep group together and send adults out to search	Low	Medium	ADMIN
Halt activity at any time conditions or people become unsafe				