



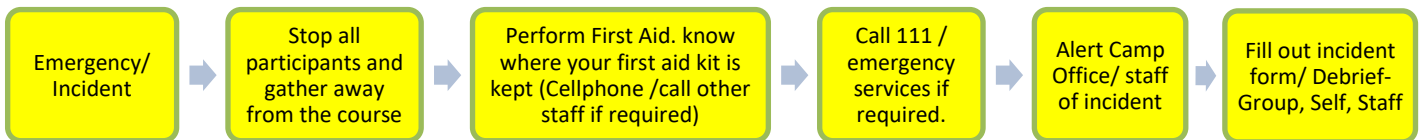
Standard Operating Procedure

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:	Burma Trail (day/night)		
Location of Activity:	Amongst trees in reserve, across causeway		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Chris & Keziah Muir	Version:	3
Position:	Site Managers	Approved:	Ted Muir (20/12/22)
Date Reviewed:	20/12/22	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 (day time) Participants Supplied: Covered Shoes, Appropriate Clothing for weather conditions.		
Communication Procedures:	Use Supervisor 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

Burma Trail

Operating Procedures

Pre-activity Check

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| 1 | Attend training and safety briefing with staff. | |
| 2 | Walk track to check for fallen branches, branches at eye level or with thorns on the track. | |

MiCamp Instructor Brief to Supervisor

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| 1 | Go over SOP's. | |
| 2 | Conduct training as per Activity supervisor training and acknowledgement form" | |

Operating Instructions

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| 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 things to 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 course for safety (If available) | |

Supervisor Brief to Participants (Suggested)

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| 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 | |
| 6 | Do a count to ensure that no one is missing. | |

Closing the Activity

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| 1 | Gather all gear up and check that it is all returned. Note any broken or damaged gear- Report these to MiCamp Staff | |
| 2 | Collect all blindfolds if used and return to the office | |

Pause activity if these happen:

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|---|--|--|
| 1 | Pause activity at any time if conditions or people become unsafe | |
| 2 | Pause activity if anyone gets Injury. | |

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.

Burma Trail

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 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	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 participant from activity area or deny participation if safety of others is compromised.	Low	High	ADMIN
Multiple tracks	Participants to follow rope only, supervising adults to be along 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 supervisor from group beforehand to check for risks, remove hanging branches and clear 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	Pre walk track ensuring ropes connected 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 if conditions or people become unsafe				