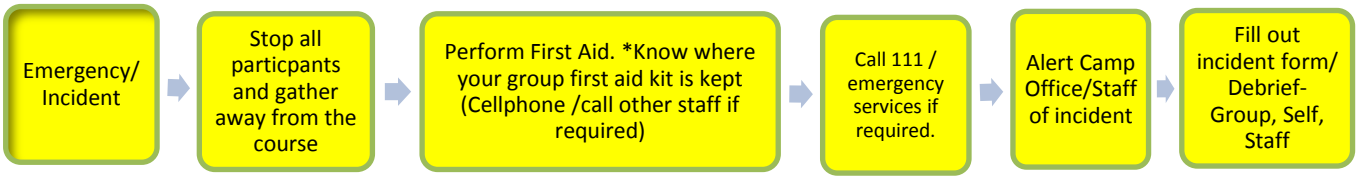
Bush Craft

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:	**Bush Craft**			
Location of Activity:	In the bush on the lower boundary of camp, off the driveway			
Site:	**Taupo**	**Area:**	Activities	
Reviewed By:	Kris Schollum, Zoanna Lamond	**Version :**	2.2	
Position:	Admin, Activity coordinator	**Approved:**		
Date Reviewed:	8/5/2019	**Location of Hard copy:**	Activity Shed	
Number of Participants:	**Max Ratio:** 1:10	Ratio adjusted with changes in risk levels		
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures			
Equipment / Clothing Requirements:	Bush Craft Box	Optional: Bucket Tarpaulin		
Activity Requirements:	Covered Shoes	Warm Jersey Water Bottle		
Communication Procedures:	Use instructor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office			
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:	Leave no trace, skilledsurvival.com, mountain safety council, NZOIA Bush 1, Skills active Leader award			

Emergency Procedures



Operating Procedures		
Pre-activity Check		
1	Attend safety briefing (discuss weather)	
2	Re-familiarise with SOP	
3	Make aware Micamp staff of the location/tracks in which the lesson will take place	
4	Walk the track to check for fallen branches or blackberry on the track	
Supervisor Brief to Participants		
1	Gather the group together and show them the general area	
2	Group to stay together at all times	
Operating Instructions		
1	Participants are to gathering at site in the bush and go through the Bush Craft work book together.	
2	*Ensure group stays together	
3	Make known what to do if separated from group: Stay put, we will come to you. If you are on the track/driveway meet at the office.	
Debrief suggestions		
1	Ask what was a highlight and what they learnt	
Closing Down the Activity		
1	Gather all gear up and check that it is all returned. Inform Micamp staff of any broken or damaged gear	
Pause points		
1	*Pause activity at any time if conditions or people become unsafe	

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.

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 rotations. Participants to wait in shaded areas.	Low	Medium	PPE
Distraction from other groups	Supervisors to use good group management. Disclose risk to supervisors. Remind supervisors of other groups if necessary, use positive communication.	Low	Medium	ADMIN
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
Plants and insects	Micamp Staff to be vigorous with removing poisonous plants or wasp nests. Disclose risk. Make known any allergies. Especially during high risk seasons. (wasps/bees) Inform Micamp staff of any new hazards (nests or plant locations)	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
Getting lost or separated	Ensure participants are aware of boundaries. Small groups are informed to stay together. Know the designated meeting point. If unsure where they are to stay put, Supervisor will come find them.	Low	Medium	ADMIN
Shelters are unstable	Ensure construction is made in a safe stable way. Deconstruct from the outside.	Low	Medium	ADMIN
Pause Points	**Risk Management Strategy**	**Risk Level**		**Hierarchy of Control**
		Managed	Unmanaged	
Group gets Separated	Halt all, 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				