

Bushcraft



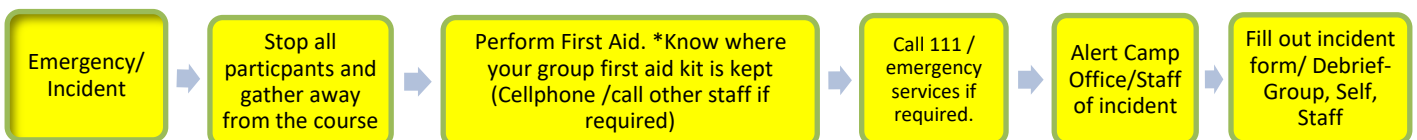
Standard Operating Procedure

This form describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed.

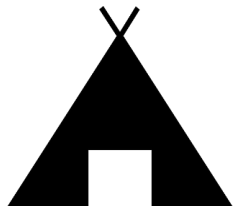
This SOP is to be used each time the activity is conducted. Any changes or suggestions to be raised in activity debriefs and meetings.

Activity:	Bushcraft		
Location of Activity:	In the bush at the reserve off the causeway behind the mailbox. Alt: in the bush on the island.		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Joana Acebey	Version:	3
Position:	Lead Instructor	Approved:	30/06/2025 HJvR. Manager.
Date Reviewed:	30/06/2025	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 of internal competencies.		
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures.		
MiCamp Equipment:	<input type="checkbox"/> Rope <input type="checkbox"/> Tarpaulin	<input type="checkbox"/> Bucket	
Participant Clothing Requirements:	<input type="checkbox"/> Covered shoes	<input type="checkbox"/> Appropriate clothing for weather conditions	
Communication Procedures:	Use the Supervisor'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, 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.



Operating Procedures	
Supervisor Induction	
1	Attend training and safety briefing with staff.
2	Familiarise with SOP/ equipment location.
MiCamp Instructor Brief to Supervisor (Staff)	
1	Go over the SOP.
2	Conduct training as per "Activity supervisor training and acknowledgement form"
3	Explain the emergency procedures.
Set up (Staff)	
1	Check area.
2	Set out equipment.
Supervisor Safety Brief to Participants	
1	Ensure the group stays together.
2	Tell participants 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.
3	The group must stay within the area and stay where the supervisor can see them.
Operating Instructions	
1	Before participants arrive, walk the area to check for fallen branches or hazards.
2	Participants will gather at the bushcraft entrance and wait for the supervisor to do a head count and lead the group into bushcraft area.
3	Show them the general area and explain limits.
4	Explain that a "storm" is coming and that they must build a bivvy for all of them to shelter under.
5	Explain how to build a bivvy. Ask them where they would build it and why. (Try not to show or tell the kids exactly how to build the bivvy. Just supervise and give hints if necessary).
6	Ensure the bivies are being built safely and be ready to step in if any of them look like it might become a risk.
Debrief suggestions	
1	Ask what they enjoyed and what they learnt.
Closing Down the Activity	
1	Do a head count to make sure that no one is missing.
2	Gather all gear up and check that it is all returned.
3	Inform MiCamp staff of any 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 activity if anyone gets Injured.
4	Pause activity if someone is missing or if group gets separated.

Equipment Check (Staff)	
1	Ensure path is clear
2	Check the rope and tarp are in suitable condition

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	
		Managed	Unmanaged
Slippery surfaces, participants running, structure hazards	No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually	Low	High
Long hours in the sun (Supervisors and Participants)	Apply sunscreen before activity. Bring water bottles. Program breaks. Participants can wait in shaded areas under supervision	Low	Medium
Distraction from other groups	Supervisors must manage the group. Remind supervisors of other groups if necessary. Use positive communication	Low	Medium
Change in weather	Ensure everyone has appropriate clothing. Supervisor must halt activity if weather compromises safety. 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 known any allergies. Especially during high-risk seasons. (wasps/bees) Inform MiCamp staff of any new hazards (nests or plant locations)	Low	Medium
Activity Specific Risks	Risk Management Strategy	Risk Level	
		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
Getting lost or separated	Ensure participants are aware of boundaries. Small groups are informed to stay together. Know the designated meeting point. If unsure of where they are, stay put, the Supervisor will come to find them	Low	Medium
Shelters are unstable	Ensure construction is made in a safe stable way. Deconstruct from the outside	Low	Medium



Bushcraft

Operating Instructions



The Challenge: (Optional story to give to the group)

You are all on a six-hour hiking trip in the Kaweka Forest, which you had expected to finish 2 hours ago! You discover that you're lost, but not only that, a storm seems to be coming right your way! You estimate that it'll be upon you in 45 minutes. As a team, you must build a shelter or two to keep your whole team dry from the rain. Luckily some of you have packed some emergency supplies.

Bush skills quiz

Q. If you're ever lost in the bush, what are some things that you can do to be found?

A. Stay where you are!! If you need to move, it might be a good idea to mark your path.

Q. If you were to make a fire, what should you do to keep it from spreading?

A. Clear a spot on the ground. Keep away from anything flammable. Keep your fire small. Stay with your fire.

Run the Activity: (Always ask before you tell)

Build a bivy – Supervisor questions to the group:

- Choose the best area to build.

Q. Is it better to build somewhere open, or sheltered? Why?

A. Sheltered. Make the most of the shelter already there!

Q. Should you build on high ground or low? Why?

A. High ground because of flooding

Q. Which way should your opening be facing?

A. The back of the bivy should face against the wind and rain

- Build the skeleton of the bivy first.

Q. How do you build a bivy skeleton?

A. Have a branch (spine) leaning against a tree and lean other branches on it using them as “ribs.”

- Waterproofing the bivy with leaves and foliage.

Q. Should you use plants and branches that are dead or alive?

A. Only use broken plants and branches. (Please ensure the group knows to look after anything that’s still alive).

- Testing their bivies.

Once their time is up, have the group get inside to prepare for the “storm”, then throw a bucket of water onto the bivy and see who stays dry!

Another dry option is to test that they can survive a “bear attack”.

Make a stretcher:

- Find two straight, strong poles and use the rope, tarp and anything on you to make a stretcher to carry one of your teammates out of the bush.

Supervisor Responsibilities:

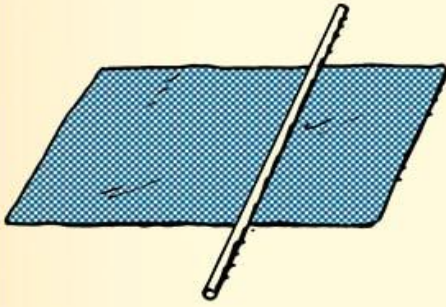
- Count all the participants before they enter the bushcraft area and ensure you have the same number at the end of the rotation.
- Ensure all participants are wearing covered footwear.
- Communicate the purpose of the activity and the health and safety rules.
- Ensure the group knows the boundaries; you must always be able to see them.
- Ensure the bivy structures are being securely placed.
- Closely supervise the handling of large branches, ensuring their safe transportation and use.
- Actively supervise the lifting and transport of participants on a stretcher.
- Inform the office of any incidents, near misses or damage to equipment.

7 Leave No Trace Principles

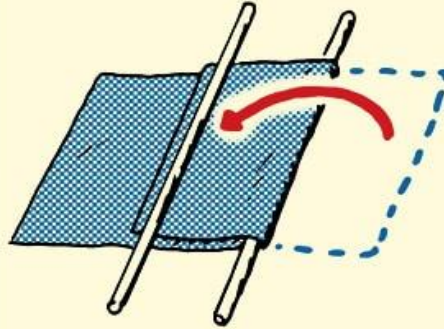
1. Plan ahead and prepare
2. Travel on durable surfaces
3. Dispose of waste properly
4. Leave what you find
5. Minimize campfire impacts
6. Respect wildlife
7. Be considerate of others



Tarp Stretcher



1. Spread out a tarp and lay a pole down at a position about 2/3 of the distance between the edges.



2. Fold the short side of the tarp back over the pole, then lay the other pole down on top of the previous fold, at the edge.



3. Fold the remaining section of tarp over the second pole. Don't worry about securing final fold, the weight of your victim on the stretcher will hold it in place.

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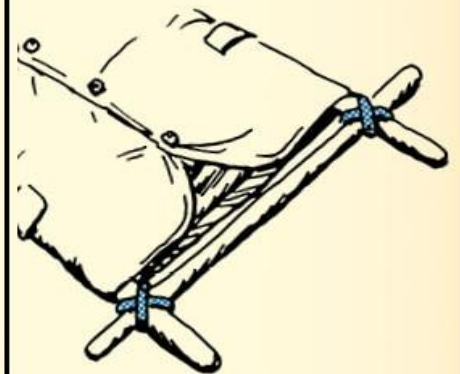
Jacket Stretcher



1. Invert the sleeves of 2-3 jackets (depending on the size of your victim and what's available) so that they run along the inside of the jacket.



2. Thread your poles through the jacket sleeves.



3. Use diagonal lashings to attach cross members at the end of the stretcher to keep the jackets taut and add stability.

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