



Initiatives

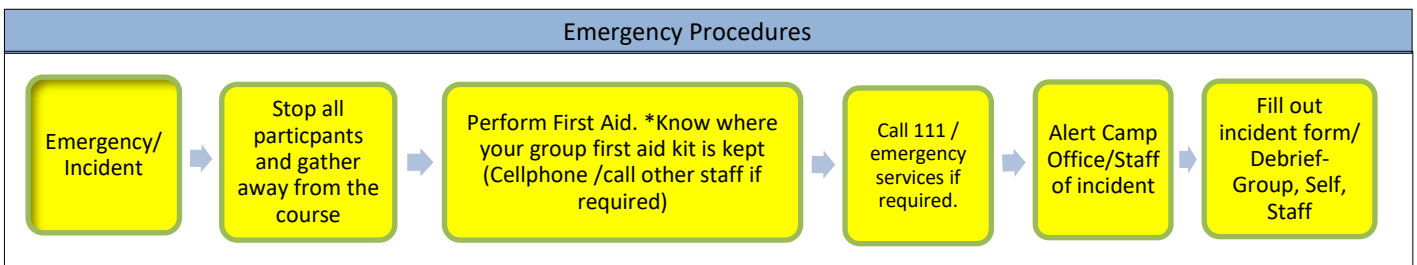


Standard Operating Procedure

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:	Initiatives		
Location of Activity:	DOC Paddock		
Site:	Taupo	Area:	Activities
Reviewed By:	Christy Breetvelt	Version :	3
Position:	Instructor	Approved:	Ted Muir & Alex Bennett (25/08/22)
Date Reviewed:	03/05/2022	Location of Hard copy:	Activity Shed
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		
Equipment & Clothing Requirements:	MiCamp Supplied: Optional equipment: Rope, Blindfolds, Balls, Hula hoop, Tarpaulin, debrief tools, Other ABL equipment etc Participants Supplied: Covered Shoes, Appropriate Clothing for weather conditions.		
Communication Procedures:	Use 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:	Health and Safety at Work (Adventure Activities) Regulations 2016. ABL Activities Good Practice Guide V1		



Equipment Check (Staff Only)	
1	Check over each element: wires are tight, bolts intact, bark is spread evenly
2	Area is clear of debris



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Operating Procedures		
Pre-activity Check		
1	Attend training and safety briefing with staff.	
2	Familiarise with SOP/ equipment location.	
3	Visual check of equipment and structures as per equipment check.	
MiCamp Instructor Brief to Supervisor		
1	Go over SOP's.	
2	Conduct training as per "Activity supervisor training and acknowledgement form".	
3	Ensure supervisor is aware of emergency procedures.	
4	Communicate how to help support team work and encourage participants.	
5	Try not to give groups solutions: the activities are for them to figure out how to work as a team.	
Supervisor Brief to Participants		
1	Gather the group together and show them the general area, disclose appropriate Risks.	
2	The aim for initiatives is to improve team work, communication and leadership within the group and to think outside the box to solve the challenges set.	
3	It may help to discuss what good and bad examples of team work are.	
4	During the session if the teamwork or group dynamics deteriorate, stop the activity and have a talk about what is happening? What could be done differently? What's already working well etc.	
5	Run a debrief after the activity.- This process helps to improve group dynamics.	
6	Covered shoes must be worn.	
Debrief suggestions		
1	Gather group together and see what they have learnt,	
2	What?: What happen, What was the Challenge, What went wrong.	
3	So What?: How did it effect the team/goal, Why was it a bad/good thing.	
4	Now What?: How is this going to change what you do next time. Is there anything that you learnt that you can take away and use in your life.	
Closing down the activity		
1	Check that all equipment is returned appropriately (Tyres stacked, planks away etc.) Inform MiCamp staff of any broken or damaged equipment.	
2	Return all gear used to activity shed. Collect all belongings.	
Pause activity if:		
1	Halt activity at any time if conditions or people become unsafe	
2	At any time people are not lifted or lowered appropriately	
3	Pause activity if anyone get Injury.	3



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Hazards and risk Identification				
<p>This section describes some reasonably foreseeable risk, its potential level and suggested management strategies.</p> <p>*All Risk must be continually monitored throughout the activity*</p> <p>New hazards/ risk must be reported or resolved appropriately as soon as possible.</p>				
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 & Instructor 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
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
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Lifting , people planks and tyres	Participants instructed to lift tyres from the outside and not to drop them. Shoes and appropriate clothing to be worn by participants. Participants warned to be wary of team mates when shifting planks around.	Low	High	ADMIN
Hold Activity if:	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Incorrect lifting technique	Stop the group, make sure the participant being lifted is let down gently. Explain what was unsafe about the situation then continue.	Low	High	ADMIN
Halt activity at any time if conditions or people become unsafe				