



Initiatives



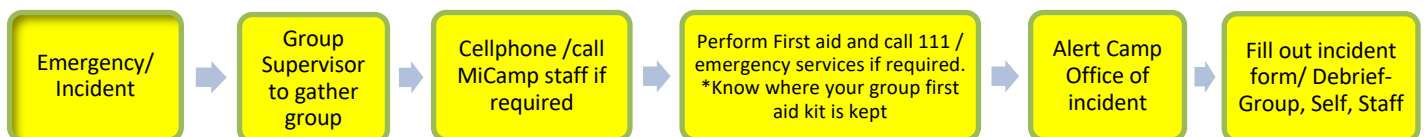
Standard Operating Procedure

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 debriefs and meetings.

Activity:	Initiatives (outside)		
Location of Activity:	On the far end of the sports field		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Christy Breetvelt	Version:	3
Position:	Instructor	Approved:	15/05/2024. Stephen Fox. Manager.
Date Reviewed:	15/05/2024	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 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 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:	Health and Safety at Work (Adventure Activities) Regulations 2016. ABL Activities Good Practice Guide V1		

Emergency Procedures



Equipment Check (Staff Only)

1	Area is clear of debris.
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Initiatives

Operating Procedures

Pre-activity Check

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| 1 | Attend safety briefing (discuss weather). | |
| 2 | Re-familiarise with SOP. | |
| 3 | Visually check the equipment and structures as per equipment check. | |

MiCamp Instructor Brief to Supervisors

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| 1 | Go over the SOP. | |
| 2 | Conduct training as per “Activity supervisor training and acknowledgement form”. | |
| 3 | Ensure the supervisor is aware of the emergency procedures. | |
| 4 | Communicate how to help support teamwork and encourage each other. | |
| 5 | Try not to give groups the solutions: the activities are for them to figure out how to work as a team. | |

Supervisor Brief to Participants

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| 1 | Gather the group together and show them the general area, disclose appropriate Risks. | |
| 2 | The aim for initiatives is to improve teamwork, communication and leadership within the group and for them to think outside the box to solve the challenges set. | |
| 3 | It may help to discuss what good and bad examples of teamwork. | |
| 4 | During the session if the teamwork or group dynamics deteriorate, stop the activity, and have a talk about what is happening. Ask what could be done differently and what is 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

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| 1 | Gather group together and see what they have learnt, what was challenging, what do they want to do to practice more. (3 Questions) | |
| 2 | What? What happened, 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 could take away and use in your life. | |

Closing down the activity

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| 1 | Check that all equipment is returned appropriately. Inform MiCamp staff of any broken or damaged equipment. | |
| 2 | Return all gear used to office. Collect all belongings. | |

Pause activity if:

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| 1 | Halt the activity at any time conditions or people become unsafe. | |
| 2 | At any time, people are not lifted or lowered appropriately. | |
| 3 | Pause activity if anyone gets Injured. | |

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	ADMIN
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
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 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
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 conditions or people become unsafe				