



Initiatives



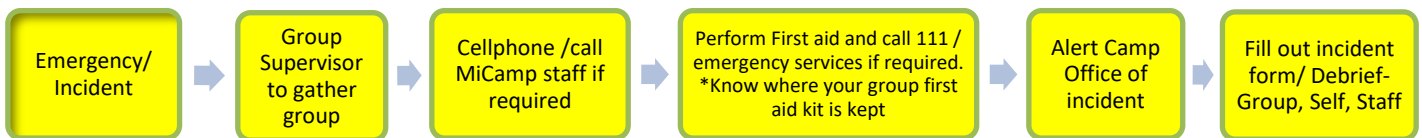
Standard Operating Procedure

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 (outside) | | |
| Location of Activity: | On the far end of sports field | | |
| 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 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 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: | Health and Safety at Work (Adventure Activities) Regulations 2016. ABL Activities Good Practice Guide V1 | | |

Emergency Procedures



Equipment Check (Staff Only)

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| 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 | Visual check of equipment and structures as per equipment check | |

Instructor Brief to other Supervisors

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| 1 | Help support teamwork and encourage participants. | |
| 2 | Try not to give groups solutions: the activities are for them to figure out how to work as a team. | |

Instructor 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 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? What could be done differently? 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 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 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 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. | |



Initiatives

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 & 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 |
| 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