



# Road Crossing

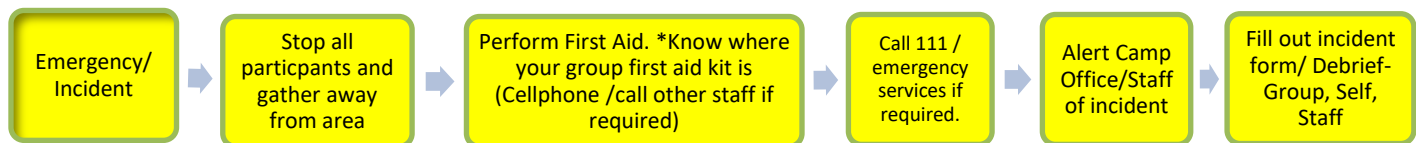


## Operating Procedure

*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.*

<b>Activity:</b>	<b>Crossing the Road</b>		
<b>Location of Activity:</b>	State Highway 1 Mission Bay		
<b>Site:</b>	<b>Taupo</b>	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Amy Brunt + Alex Bennett	<b>Version :</b>	1
<b>Position:</b>	Activities	<b>Approved:</b>	Ted Muir
<b>Date Reviewed:</b>	20/12/2022	<b>Location of Hard copy:</b>	Office
<b>Number of Participants:</b>	<b>Max Ratio:</b>	1:6 (Minimum 2 Supervisor)	Ratio adjusted with changes in risk levels
<b>Supervisor Competence:</b>	Supervisor competent in group management and trained on SOP/Emergency procedures. Supervisor must be 18 or over.		
<b>Supervisor Equipment</b>	Hi-Vis Jacket, Footwear		
<b>Equipment/ Clothing Requirements:</b>	Footwear		
<b>Communication Procedures:</b>	Use instructor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office		
<b>Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:</b>	NZTA Pedestrian Doc, Road Safety NZ POLICE, School Traffic Safety Team Manual 2016 NZTA		

### Emergency Procedures



## Operating Procedures

Operating Procedures		
<b>Micamp Instructor Brief to Supervisors</b>		
1	Attend safety briefing with staff	
2	Familiarise with SOP	
3	Conduct training as per “Activity supervisor training and acknowledgement form”	
4	Ensure Supervisors are aware of emergency procedures	
<b>Setup</b>		
1	Supervisors to wear Hi-Vis Jacket.	
2	Have supervisors waiting on each side of the road. (At no point there is to be participant left by themselves at the side of the road.)	
<b>Instructor Brief to Participants</b>		
1	Stay behind Supervisors	
2	We will cross the road in groups of 6 (1 Supervisor to 6 Participants)	
3	Do not run across the road but walk fast.	
4	Once on lake side, go straight down to the meeting point.	
5	Listen to Supervisors only.	
6	Participants to wait at least two metres away from the road.	
<b>Instructions</b>		
1	Use stop, look, and listen to identify where cars are coming from.	
2	Use simple word like stop and go.	
<b>Closing Down the Activity</b>		
1	Do a count to ensure no one is missing	
2	Return Hi-Vis jacket to office	
<b>Pause points</b>		
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.**

### 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	Disclose risks and hazards as appropriate. Monitor continually.	Low	High	ADMIN
Activity Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Vehicles	Give safety brief. Supervisors to actively monitor for vehicles.	Low	High	ADMIN
Participants behaviour	Supervisors to use good group management.	Low	High	ADMIN
<b>Pause activity at any time if conditions or participants become unsafe</b>				