



# Spa Pools

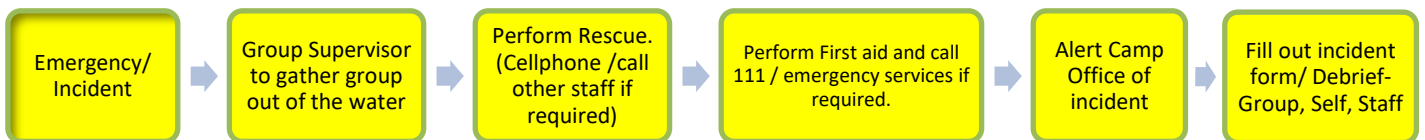


## Standard Operating Procedure

*This form in conjunction with the SMS 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.*

<b>Activity:</b>	Spa Pool		
<b>Location of Activity:</b>	Up the stairs from the courtyard in fenced area.		
<b>Site:</b>	Whakamaru	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Joana Acebey	<b>Version:</b>	1
<b>Position:</b>	Instructor	<b>Approved:</b>	30/06/2025. HJvR. Manager.
<b>Date Reviewed:</b>	30/06/2025	<b>Location of Hard copy:</b>	Office
<b>Number of Participants:</b>	<b>Max Ratio:</b>	1 Supervisor / 10 Participants Note: Ratio adjusted with changes in risk levels	
<b>Supervisor Competence:</b>	Be <b>16</b> years old or over. <b>Minimum 2 people. Children must be accompanied by 2 adults.</b>		
<b>MiCamp Equipment:</b>	<input type="radio"/> Spa pools		
<b>Participant Equipment &amp; Clothing Requirements</b>	<input type="radio"/> Appropriate swimming clothes <input type="radio"/> Towel		
<b>Communication Procedures:</b>	Use Supervisors 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>	Swim Safe.		

### 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/activity location.         |  |

### Setup(Staff)

- |   |   |  |
|---|---|--|
| 1 | Staff must check spa pool water quality regularly and treat as needed 1hr before use. |  |
| 2 | Unlock the gate. Check area for hazards.  |  |
| 3 | Remove spa pool covers using two people, place to the side.                           |  |

### Supervisor Brief to Participants

- |   |   |  |
|---|---|--|
| 1 | Gather participants and show them the general area. Disclose and discuss key risks. |  |
|---|---|--|

- |   |  |  |
|---|--|--|
| 2 | <p><b>Please follow posted rules:</b></p> <p><b>Wash off dirt/grass with hose before entering the spa pool</b></p> <p><b>No rough play</b></p> <p><b>No splashing</b></p> <p><b>No playing with the spa pool controls</b></p> <p><b>No running in the spa area</b></p> |  |
|---|--|--|

### Operating Instructions

- |   |   |  |
|---|---|--|
| 1 | Check activity area for risks. (Walk to location prior to starting activity).           |  |
| 2 | A Supervisor must always be inside the spa area, watching to ensure rules are followed. |  |

### Closing Down the Activity

- |   |   |  |
|---|---|--|
| 1 | Walk the area for lost property and rubbish.          |  |
| 2 | Place covers back on using two people. Lock the gate. |  |

### Pause points

- |   |  |  |
|---|--|--|
| 1 | Beware of temperature and the symptoms of cold/hypothermia or heat exhaustion. |  |
| 2 | Pause the activity if anyone gets Injured.                                     |  |

Hazards and Risk Identification			
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies.			
<b>*All risks must be continually monitored throughout the activity*</b>			
New hazards/ risks must be reported or resolved appropriately as soon as possible.			
Environment Specific Risks	Risk Management Strategy	Risk Level*	
		Managed	Unmanaged
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
Change in weather	Ensure everyone has appropriate clothing. Supervisor must halt activity at any time if weather compromises safety (e.g. Electrical storm, high wind). Weather Risk must be assessed continuously.	Low	Medium
Change in weather	Ensure everyone has appropriate clothing. Supervisor must halt the activity at any time weather compromises safety (e.g. Electrical storm). Weather Risk must be assessed continuously.	Low	Medium
Activity Specific Risk	Risk Management Strategy	Risk Level*	
		Managed	Unmanaged
Head under water causing drowning	<b>Keep gate closed when not supervised.</b> Advise group no rough play.	Low	Extreme
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
Chemical imbalance	MiCamp Staff must check both spa pools daily and multiple times during busy times using the test sticks. If water becomes too unbalanced, pools will be drained and re-filled with new chemicals. No one can use spas within one hour of chemicals being added.	Low	High
Slippery surfaces	Ensure participants don't run in the spa area. Watch footing. Walk carefully up and down the steps. NO running.	Low	Medium
Participants get injured	PAUSE: First aid kit must be available and stocked properly. Whole group to be brought out of the pools if someone requires first aid. Use available shelter/warm environment.	Low	Medium
Equipment Damage	Always remind the participants not to play with controls. Always use two people to lift the pool covers on and off.	Low	Medium