



# Swimming



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 debrief and meetings.

|  |   |  |                                    |
|--|---|--|------------------------------------|
| <b>Activity:</b>   | Swimming  |  |                                    |
| <b>Location of Activity:</b>   | In the Swimming pool.   |  |                                    |
| <b>Site:</b>   | Taupo   | <b>Area:</b>   | Activities                         |
| <b>Reviewed By:</b>  | Christy Breetvelt   | <b>Version:</b>  | 1                                  |
| <b>Position:</b>   | Instructor  | <b>Approved:</b>   | Ted Muir & Alex Bennett (25/08/22) |
| <b>Date Reviewed:</b>  | 03/05/2022  | <b>Location of Hard copy:</b>  | Activity Shed                      |
| <b>Number of Participants:</b>   | <b>Max Ratio:</b>   | 1 Supervisor / 10 Participants<br>Note: Ratio adjusted with changes in risk levels |                                    |
| <b>Supervisor Competence:</b>  | Competent swimmer.<br>Over 16 years old.  |  |                                    |
| <b>Participant Equipment &amp; Clothing Requirements:</b>                                | Participant Supplied: (suggested) Water bottle, Hat, Sunblock, Appropriate swimming clothes, Towel & change of warm clothing.     |  |                                    |
| <b>Communication Procedures:</b>   | Use Supervisors cell phone to contact emergency services and /or other staff.<br>Alternative communication; Send runner to office |  |                                    |
| <b>Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:</b> | Swim Safe, Water Safety NZ  |  |                                    |

## Emergency Procedures



### Operating Procedures

#### Pre-activity Check

- |   |   |  |
|---|---|--|
| 1 | Attend training and safety briefing with staff. |  |
| 2 | Familiarise with SOP/ equipment location.       |  |
| 3 | Activity area is checked for risks.             |  |

#### Setup

- |   |   |  |
|---|---|--|
| 1 | Set up supervisors in key spotting areas. |  |
|---|---|--|

#### 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.                              |  |

#### Supervisor Brief to Participants

- |   |   |  |
|---|---|--|
| 1 | Gather participants and show them the general area. *Disclose and discuss key risks.                              |  |
| 2 | Give clear instructions of what you expect from them.<br><b>Please follow rules: That are posted at the pool.</b> |  |
| 3 | Pool Hours from 7am to 10pm but not after dark.   |  |
| 4 | Children under 13 need Adult Supervision.   |  |
| 5 | Maximum of 25 people in the pool.   |  |
| 6 | No food in the pool Area.   |  |
| 7 | No bombing or jumping into the pool.  |  |
| 8 | No diving.  |  |
| 9 | No Running around the area.   |  |

#### Operating Instructions

- |   |                                   |  |
|---|-----------------------------------|--|
| 1 | Supervisor to be watching always. |  |
|---|-----------------------------------|--|

#### Closing the Activity

- |   |  |  |
|---|--|--|
| 1 | Collect any lost property and rubbish. |  |
|---|--|--|

#### Pause activity if

- |   |   |  |
|---|---|--|
| 1 | Participant's start to struggle.                                    |  |
| 2 | Beware of temperature and the symptoms of cold/hypothermia or heat. |  |
| 3 | Pause activity if anyone get Injury.                                |  |

**This Standard Operating Procedure (SOP) is approved for use at sites operated by MiCamp Trust.  
As at the time of approval this SOP meets all known regulations  
(Adventure Activity Regulations, Safety Audit Standards etc) and current industry good practice**

### 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                  |
| Activity Specific Risk                                     | Risk Management Strategy  | Risk Level  |           |                      |
|  |   | Managed     | Unmanaged |                      |
| Head under water causing drowning                          | Advise group no rough play or dunking people.   | Low         | Extreme   | PPE                  |
| 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                |
| Participants is injured/cold                               | PAUSE: first aid kit to be available and stocked properly. Whole group to be brought ashore if someone requires first aid. Use available shelter/ warm environment. | Low         | Medium    | PPE                  |