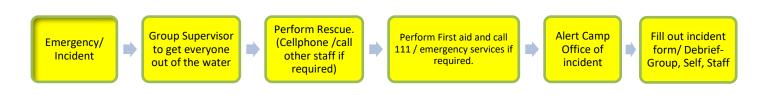


This form in conjunction with the SMS describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed

This SOP is to be used each time the activity is conducted. Any changes or suggestions to be raised in activity debrief and meetings.

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

Emergency Procedures



	Operating Procedures	
	activity Check	
1		
2	Familiarise with SOP/ equipment location.	
3	Activity area is checked for risks.	
Setu	p	
1	Set up supervisors in key spotting areas.	
MiCa	amp 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.	
Supe	ervisor 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.	
Z	Please follow rules: That are posted at the pool.	
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.	
Ope	rating Instructions	
1	Supervisor to be watching always.	
Closi	ng the Activity	
1	Collect any lost property and rubbish.	
Paus	e 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	Risk Management Strategy		Risk Level*	
Risks			Unmanaged	of Control
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	promises group from activity area or deny participation if safety of others is		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