



# Swimming



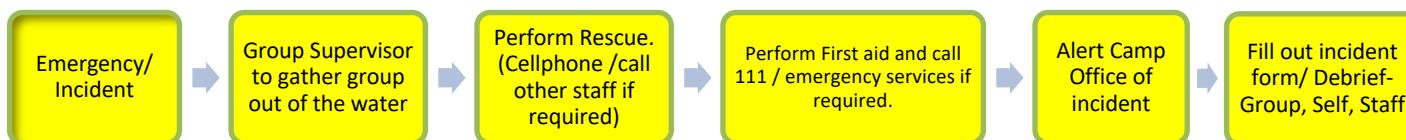
## Standard Operating Procedure

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 debrief and meetings.

<b>Activity:</b>	Swimming		
<b>Location of Activity:</b>	In the lagoon by the fire pit		
<b>Site:</b>	Whakamaru	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Christy Breetvelt	<b>Version:</b>	3
<b>Position:</b>	Instructor	<b>Approved:</b>	
<b>Date Reviewed:</b>	15/05/2024	<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>	Must be a competent swimmer and over the age of 16.		
<b>Participant Equipment &amp; Clothing Requirements:</b>	MiCamp Supplied: Life buoy by water (For rescues only) Participant Supplied: (suggested) Water bottle, Hat, Sunblock, Appropriate swimming clothes, Towel and change of warm clothing.		
<b>Communication Procedures:</b>	Use the supervisor'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>	Met Service Lake Whakamaru recreational marine forecast. 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. (if necessary, walk to location prior to starting activity) |  |

#### Setup

- |   |   |  |
|---|---|--|
| 1 | Check area for hazards and wind/ wave conditions.                                   |  |
| 2 | Set up supervisors in key spotting areas. Ensure they have the life floaty by them. |  |
| 3 | Select appropriate location/ boundaries for swimmer's ability.                      |  |

#### 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: No rough play, no more than 8 on the pontoon, only swim in daylight hours and always have sufficient supervision.</b> |  |
| 3 | When the whistle is blown, they must stop and look to the supervisor for instructions.   |  |

#### Operating Instructions

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|---|---|--|
| 1 | A supervisor is to be on the shore and watching at all times. |  |
|---|---|--|

#### Closing Down the Activity

- |   |  |  |
|---|--|--|
| 1 | Walk the area for lost property and rubbish. |  |
|---|--|--|

#### Pause activity if

- |   |   |  |
|---|---|--|
| 1 | Participant starts to struggle.   |  |
| 2 | Beware of temperature and the symptoms of cold/hypothermia or heat.                             |  |
| 3 | Halt the activity at any time conditions or people become unsafe. (Including emotional safety!) |  |
| 4 | Pause the activity if anyone gets Injured.  |  |

**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.**

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*		Hierarchy of Control
		Managed	Unmanaged	
Long hours in the sun (Supervisors & Participants)	Apply sunscreen before the activity. Bring water bottles. Program breaks/ supervisor and instructor rotations. Participants are to wait in shaded areas.	Low	Medium	PPE
Distraction from other groups	Supervisors are to use good group management. Disclose risk to supervisors. Remind supervisors of other groups if necessary. Use positive communication.	Low	Medium	ADMIN
Wildlife	Instruct participants to watch wildlife only and not to chase any.	Low	Medium	ADMIN
Other boating traffic	Participants instructed not to swim around boats in the water.	Low	Medium	ADMIN
Trees / other obstructions	Supervisors are to make themselves familiar with the area before the group arrives and to disclose risks of trees or rocks before and during activity	Low	Medium	ADMIN
Winds and currents	Participants are to stay in the area the instructor has marked out for them. Call off the activity if conditions deteriorate.	Low	Medium	ADMIN
Change in weather	Ensure everyone has appropriate clothing. The supervisor is to halt the activity at any time if weather compromises safety (e.g. Electrical storm, high wind). Weather Risk assessed continuously.	Low	Medium	ADMIN
Activity Specific Risk	Risk Management Strategy	Risk Level		
		Managed	Unmanaged	
Head under water causing drowning	Advise group no rough play or holding people under water. If struggling to swim, rescue with life floaty immediately.	Low	Extreme	PPE
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisors can remove participants from the activity area or deny participation if the safety of others is compromised	Low	High	ADMIN
Shallow water and rocks causing trips and falls	The supervisor is to be aware of risk areas and water depth. Instruct participants that they are only allowed to jump or dive in the water where the instructor permits.	Low	Medium	ADMIN
Waves or activity causing the pontoon to sink or capsize	Activity site based on weather conditions and forecast. Only 8 people allowed on the pontoon at once. Brief the risk of capsizing and instruct the group to swim clear if pontoon begins to tip. Participants are not to try tip it back over or climb on top of an up-side-down pontoon.	Low	Medium	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