



Swimming



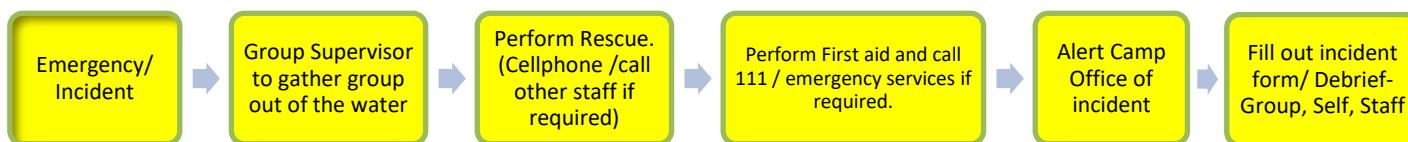
Standard Operating Procedure

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.

Activity:	Swimming		
Location of Activity:	In Lagoon by fire pit		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Chris & Keziah Muir	Version:	3
Position:	Site Managers	Approved:	Ted Muir (20/12/22)
Date Reviewed:	20/12/22	Location of Hard copy:	Office
Number of Participants:	Max Ratio:	1 Supervisor / 10 Participants Note: Ratio adjusted with changes in risk levels	
Supervisor Competence:	Competent swimmer		
Participant Equipment & Clothing Requirements:	MiCamp Supplied: Life buoy by water (For rescues only) 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:	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. Please follow rules: No rough play, no more than 8 on the pontoon, only swim in daylight hours and always have sufficient supervision.	
3	When the whistle is blown, they must stop and look to the supervisor for instructions.	
Operating Instructions		
1	A shore Supervisor is to be watching always.	
Closing Down the Activity		
1	Walk the area for 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	Halt activity at any time if conditions or people become unsafe. (Including emotional safety!)	
4	Pause activity if anyone get Injured.	

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

"I confirm that employees, subcontractors, suppliers and visitors have been shown and advised of all the Risks and controls in the operational procedure and they fully understand and acknowledge their requirements and are competent to fulfil their role "

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	
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
Distraction from other groups	Supervisors 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	Supervisor to make themselves familiar with the area before the group arrives and to disclose any tree risks before and during activity	Low	Medium	ADMIN
Winds and currents	Participants to stay in the area the instructor has marked out for them. Call off activity if conditions deteriorate.	Low	Medium	ADMIN
Change in weather	Ensure everyone has appropriate clothing. Supervisor to halt 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 recue with life floaty immediately.	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
Shallow water and rocks causing trips and falls	Instructor 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 raft to sink or capsize	Activity site based on weather conditions and forecast. Disclose to group. Brief the risk of capsizing and how to get back on the raft safely.	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