

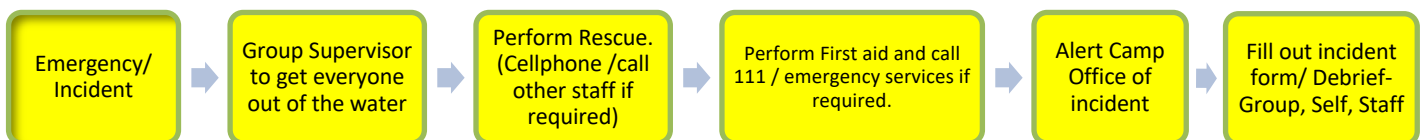


Standard Operating Procedure

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.

Activity:	Swimming		
Location of Activity:	In the Swimming pool.		
Site:	Taupo	Area:	Activities
Reviewed By:	Christy Breetvelt	Version:	1
Position:	Instructor	Approved:	01/05/2024. Stephen Fox. Manager.
Date Reviewed:	01/05/2024	Location of Hard copy:	Camp Office
Number of Participants:	Max Ratio:	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 the Supervisor's 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, Water Safety NZ.		

Emergency Procedures



Operating Procedures

Pre-activity Check

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

Setup

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| 1 | Set up supervisor/s in key spotting areas. | |
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MiCamp Instructor Brief to Supervisor

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| 1 | Go over the SOP. | |
| 2 | Conduct training as per “Activity supervisor training and acknowledgement form”. | |
| 3 | Ensure supervisor is aware of emergency procedures. | |
| 4 | The pool is not to be used in thunderstorm weather. | |

Supervisor Brief to Participants

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| 1 | Gather the 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 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 10 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

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| 1 | Supervisor to be watching always. | |
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Closing the Activity

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| 1 | Collect any lost property and rubbish. | |
| 2 | Put back anything brought in by the group. E.g. Chairs, balls, floaties, etc. (Chairs must not be left inside the pool area while not in use) | |

Pause activity if

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| 1 | Participant’s start to struggle. | |
| 2 | Beware of temperature and the symptoms of cold/hypothermia or heat. | |
| 3 | Pause activity if anyone gets Injured. | |

Hazards and Risk Identification				
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies.				
All Risks must be continually monitored throughout the activity				
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	
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 before the activity. Bring water bottles. Program breaks/ supervisor and instructor rotations. Participants are to wait in shaded areas.	Low	Medium	PPE
Change in weather	Ensure everyone has appropriate clothing. 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	Tell the group that no rough play or dunking people is allowed. The supervisor is to be ready to get in and help at any sign of struggle.	Low	Extreme	PPE
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisor can remove participants from the activity area or deny participation if the 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 out of pool if someone requires first aid. Use available shelter/ warm environment.	Low	Medium	PPE

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