

APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

Monthly check

ACTIVITY OVERVIEW (INSERT)

A small bush hike loop track following a stream with a variety of different obstacles to overcome (logs, mud, stream crossings, climbs, etc). Great for teaching your group self-confidence, trust in each other and having some old-fashioned fun with dirt and water. Glow worms present at night.

LOCATION

Bottom of the hill on Finlay Road

SUPERVISION REQUIREMENTS**COMPETENCY INSTRUCTOR**

No instructor required. However competent adults must be present, and must be trained by FP staff.

FP staff must take supervising adults through the Adventure trail prior to the activity, and cover the following;

- Direction of travel
- Risk and high-risk areas
- Management of participants in those high-risk areas
- Ensure adults are competent to supervise the activity

COMPETENCY ADULT

- a) Supervision Category: This is an Adult supervised activity
- b) Min supervision age: 16 years or older
- c) Min qualification/ competency: Assertive, competent in leading a group, basic knowledge of the risk and hazard in bush type areas. Should have 1st aid certificate.
- d) Min experience: Must be shown the area and trail by an FP staff member.

EQUIPMENT

- a) Cell phone
- b) First Aid kit (groups are required to supply their own first aid needs, however FP does have supplies available)
- c) Torches (if walk is done at night time)

PARTICIPANT REQUIREMENTS**COMPETENCY**

- a. Min age: 5 years or older. At night times min age: 10 years or older
- b. Min level of competency: Must be able to navigate rocky, uneven terrain, listen to instructions, use hands and feet for climbing steep terrain. Must be fit and able.

EQUIPMENT

- a. Clothes: Old clothes as participants can get wet and/ or muddy
- b. Foot wear: Walking shoes
- c. Torches: If trip is done at night time

SUPERVISION STRUCTURE**NUMBERS:**

Can vary from small to large groups. It needs to be taken into account that in some areas the participants must be in a single file formation, so access to them could be restricted.

RATIOS:

- a) Day time trips: 1:10 (Adults: participants)
- b) Night time: 1: 10 plus extra adults covering certain high-risk areas where falls could potentially be a hazard. 5 fall areas have been identified.

SUPERVISION POSITION

Supervisors are best placed at the head and tail of each group. Supervisors are advised to do a head count at the start and finish of the trail. Some supervisors must be placed at High-risk areas which the FP instructor will point out.

RATIO SUPERVISION CHANGES

At night time adults must be also stationed at high risk fall areas with torches.

GENERAL EMERGENCY PROCEDURES AND RESCUE SCENARIOS SUPPLEMENTARY INFORMATION

Minor incidents (scale 1 – 5):

- Pause the activity if needed
- Administer first aid (kit provided, or first aid room)
Note: All groups are notified to bring their own first aid supplies.
- Assess whether victim can continue or needs to return to camp
- Assess whether activity can continue
- Fill out incident form and notify senior staff as soon as possible

Serious harm incidents (scale 6 – up)

- Stop the activity
- Ensure the safety of yourself and the participants.
- Administer first aid
- Contact senior staff immediately for extra assistance and/ or contact emergency services
- With senior staff fill out incident report and investigation

Flooding:

- Move group to higher ground ASAP
- Account for all staff and participants
- Inform senior staff of situation
- Return to camp or if not possible to nearest exit point

High winds/ cyclone:

- Move group to more sheltered position and/ or
- Contact senior staff for rescue if unable to move
- Account for all staff and participants

Earth quake:

- Move group away from banks and toward top of Finlay Road ASAP, Report to senior staff ASAP and account for all staff and participants.

Fire:

- Move group away from imminent danger ASAP and find best possible safe one Report to senior staff ASAP and account for all staff and participants.
- Contact emergency services

HAZARD REGISTER

Activity		The Adventure Trail		Supervision category	Adult supervision required!	
Area	Next to Finlay Road before going up the hill, left hand side, 500 meters from camp			Date reviewed	July 2024	
Hazard (what poses the threat)	Poss. Risk (injury outcomes)	Category (environment, people, equipment)	Risk Rate	Controls in place (What we do to either eliminate, minimise or isolate the hazard or risk)		Responsible (who is responsible for dealing with this hazard during activity)
Uneven terrain	Minor injuries (like rolled ankles, bruises, cuts, and scrapes)	People	Medium	All participants are required to wear walking shoes, and to stay on track. Supervising adults are spread out between participants up to a 1:10 ratio. The nature of the adventure trail is a bush experience where participants crawl, climb and walk over branches, logs, through streams, etc. Some minor injuries could be part of this experience.		Participants and adult supervision
Branches/ rocks		Environment	Medium	Track is checked and cleared before activity commences		FP staff and adult supervision
Cars on road	Major injuries	People	High	Groups making their way to the adventure trail are required to walk of the road on a generous grass strip running alongside it.		Groups supervising adults
Falling of steep slopes or rock area's		Environment	Medium	All participants are required to go single file up the hill to give supervising adults good control. A rope ladder and chain are used to guide participants up parts of the track. Part of the track has netting in place to protect from slips. At night the fall areas should be covered with lights from individual torches or head lights. Adults must be stationed with a torch at the specific high-risk spots. Not advisable for young children at night (<10)		Groups supervising adults
Poor supervision	Injuries ranging in severity	People	High	FP staff pre walk track with supervising adults in order to familiarize them with the risk areas and the direction. Time is also spend instructing adults what to look for and how to manage the short walk well.		FP staff and groups supervising adults
Trees / branches/ debris from top of hill	Struck by debris	Environment	Medium	Track is checked monthly and cleared if essential before activity commences.		FP staff
Rope ladder / chain	Equipment failure	equipment	High	Rope ladder and chain are checked before activity commences. Rope ladder is equipped with a breakaway security chain.		FP staff
Weather	Participants getting to wet or cold	Environment	Medium	Participants are informed beforehand to dress for the forecast. As the location is in close proximity to the main camp the threat of hypothermia is minimal.		FP staff and groups supervising adults

VERSION TABLE

Version	Date	Changes	Authorized by
1.0	18 Feb 2016	Implemented version graph	Gus
1.1	3 Feb 2016	Added use of a torch or head light in the dark Participants requirements c	Gus
1.2	21 July 2016	Added pass the Log climb if surface slippery	Gus
1.3	11 July 2017	Added reviewed emergency scenarios	Gus
1.4	23 Feb 2018	Master doc changes	
1.5	3 July 2018	Changes to structure SOP, added min age and clearer instruction regarding supervision	Gus
1.6	16 Nov 2018	Changes made to supervision during day time, changes to rules and management.	Gus
1.7	12 June 2020	Rules / Management g (buddy up). Changes to hazard register. Added Poor supervision. Added in Competency instructor what FP staff must cover with supervising adults prior to activity	Gus
1.8	29 July 2024	New SOP Created	Kowie