

APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

H&S at Work act NZ

ACTIVITY OVERVIEW (INSERT)

The special feature of this go-kart is that you steer with your body! Belly, leg and thigh muscles are trained while pedalling. So not only is it great for you, but for your parents too.

LOCATION

Concrete floor like big gym or old rec hall

SUPERVISION REQUIREMENTS

COMPETENCY INSTRUCTOR

COMPETENCY ADULT (ONLY STATE IF VISITING ADULTS SUPERVISES ACTIVITY)

- a) Supervision category: Adult supervision required
- b) Min supervision age: 15 years
- c) Min Qualification/ Competency: Able to control individuals and small groups. Good communication skills
- d) Min experience: none required

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) Balanz bikes
- d) Equipment to set up a course

PARTICIPANT REQUIREMENTS

COMPETENCY

- a) Minimum age: 5
- b) Minimum level of competency: none required

EQUIPMENT

- a) Clothes: normal clothes, not lose fitting cloths
- b) Foot wear: shoes
- c) other

SUPERVISION STRUCTURE

NUMBERS

Numbers: depended on number of Bikes. 6 bikes available at moment

RATIOS

Adult helpers: Ratio 1 adult to 10 children

SUPERVISION POSITION

In a safe zone where overview of the course is possible

RATIO SUPERVISION CHANGES

SPECIFIC SUPERVISION INSTRUCTIONS FOR ADULT HELPERS (WHEN ADULT HELPERS ARE UNDER SUPERVISION OF FP INSTRUCTOR)

Maintain a safe zone for spectators, organise equal turns for participants, instruct participants on operation of Bike

**GENERAL EMERGENCY PROCEDURES AND RESCUE SCENARIOS
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
- 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 as per emergency policies
- Account for all staff and participants
- Inform senior staff of situation

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 to assembly area ASAP. (If within camp grounds set off fire alarm system)
- Report to senior staff ASAP and account for all staff and participants.

FIRE:

- Move group away from imminent danger ASAP, raise the alarm and move toward assembly area ASAP.
- Report to senior staff ASAP and account for all staff and participants.
- Contact emergency services

HAZARD REGISTER

Activity		Balanz Bikes		Supervision category		FP Instructor required X	
Area	Big Gym or Rec Hall			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)
Concrete floor	Skin grazes	environment	Medium	Bikes can tip over and grazes are a common occurrence. Group will be advised to bring gloves or accept that they might graze some skin on hand, arms or legs.			participants
collision	Bruises and / or skin grazes	people	Medium	Participants are advised to always bike the same direction and never go against the flow. Parking area for driver swap as off the main track to the side.			FP instructor

VERSION			
Version	Date	Changes	Authorized by
1.0	20/2/2020	Changed to new format	Gus
1.1	29 July 2024	New SOP created	Kowie