

**APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS**

Support adventure, standard 6400, 6401, 6402

**ACTIVITY OVERVIEW (INSERT)**

Learning about skills in the bush, bush survival

**LOCATION**

Adventure trail, out camp, or other area around camp

**SUPERVISION REQUIREMENTS****COMPETENCY INSTRUCTOR**

- a) Supervision category: FP instructor required
- b) Min instructor age: 18 years or older
- c) Minimum Qualification/ competency: 1st aid certificate, able to manage groups, able to teach and guide group in learning
- d) Minimum experience: Outdoor experience, bivouac building experience, 1<sup>st</sup> aid experience. Experience tramping

**COMPETENCY ADULT**

Not applicable

**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. Bamboo poles
- d. 30 Litre dry bags (5x) filled with following items;
  - a. One bivouac
  - b. Two jersey/ hoodies
  - c. One drink bottle
  - d. Two ropes
  - e. Two bandages
  - f. One first aid scenario

**PARTICIPANT REQUIREMENTS****COMPETENCY**

- a) Min age: 5 years or older
- b) Min level of competency: Capable of walking short distances, follow instructions, and navigate uneven terrain.

**EQUIPMENT**

- a) Clothes: Hiking clothes (light wear), and dependent on weather conditions fleece jerseys and/ or other non-absorbing water material, and a rain coat.
- b) Foot wear: Good walking shoes or trainers.
- c) Other: Drink bottle, hats, sunblock

**SUPERVISION STRUCTURE****NUMBERS:**

Depends on group requirements such as age and competency, and adult supervision numbers.

**RATIOS:**

1:20 Adults: participants

**SUPERVISION POSITION:**

Amongst participants, where best overview is obtained.

**RATIO SUPERVISION CHANGES**

Ratios can change depending on age of participants, their capability and competency of supervising adults

**SPECIFIC SUPERVISION INSTRUCTIONS FOR ADULT HELPERS**

Adults must actively encourage and engage participants in the activity and lead by example.

**GENERAL EMERGENCY PROCEDURES AND RESCUE SCENARIOS  
SUPPLEMENTARY INFORMATION**

- 1) Minor incidents (scale 1 – 5):
  - a) Pause the activity if needed
  - b) Administer first aid (kit provided, or first aid room)  
Note: All groups are notified to bring their own first aid supplies.
  - c) Assess whether victim can continue or needs to return to camp
  - d) Assess whether activity can continue
  - e) Fill out incident form and notify senior staff as soon as possible
- 2) Serious harm incidents (scale 6 – up)
  - a) Stop the activity
  - b) Ensure the safety of yourself and the participants.
  - c) Administer first aid
  - d) Contact senior staff immediately for extra assistance and/ or contact emergency services
  - e) With senior staff fill out incident report and investigation
- 3) Flooding:
  - a) Move group to higher ground ASAP
  - b) Account for all staff and participants
  - c) Inform senior staff of situation and plan an alternative route.
  - d) Return to camp or if not possible to nearest exit point
- 4) High winds/ cyclone:
  - a. Move group to more sheltered position and/ or
  - b. Contact senior staff for rescue if unable to move
  - c. Account for all staff and participants
- 1) Earth quake:
  - a) Move group away from lake, streams, big trees and cliff faces
  - b) Report to senior staff ASAP and account for all staff and participants.
- 2) Fire:
  - a) Move group away from imminent danger ASAP and find best possible safe zone
  - b) Report to senior staff ASAP and account for all staff and participants.
  - c) Choose alternative route
  - d) Contact emergency services

RESCUES

OTHER

HAZARD REGISTER

Activity		Bush Hike		Supervision category	Adult supervision required!	
Area				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)
Sun	Sunstroke	Environment	Medium	Participants are informed to wear hats, bring drinking bottles, and adequate sun protection like sun block.		FP staff / Supervising adults
Sun	Sun burn	Environment	Medium			
Weather	Dehydration	Environment	Medium			
Land contour	Rolled ankle	Environment	Medium	Participants are informed to wear proper shoes (jandals and other types of recreational shoes that do not provide protection and grip are not allowed)		Participants and supervising adults
Cliff face	Fall of cliff	Environment	Medium	Participants are instructed to stay on the well-marked tracks, and adults are spread out amongst the group for group control (1:10 ratio)		FP staff / Supervising adults
Electric fence	Electric shock	Environment	Low	Participants are informed not to touch fences where possible but if a fence does need crossing group is informed on how to do that.		FP staff / Supervising adults
Pokai stream	Flooding	Environment	High	Bush hike leads passed the stream but not through, Stream can easily be checked for flooding before group is lead passed the stream		FP staff / Supervising adults
weather	hypothermia	Environment	Medium	Participants are required to dress for the weather and have adequate rain protection. However, the duration of the walk is a maximum of 2 hours and contact with main camp is maintained through the telecom phone network in case of emergencies		FP staff / Supervising adults
participant	Getting lost	people	Medium	Adult to child ratio 1:10. Clear instructions are given to follow the path and a supervising adult is always placed at the back of the group		Supervising adult
Bulls	Livestock attack	Environment	Medium	If live stock is encountered the route is altered to take a paddock where no live stock is present.		FP staff / Supervising adults

traffic	Crossing road	people	High	Road is only to be crossed when the all clear is giving by the supervising adults. The road shall be crossed at once by all participants and the paddock at the other end shall be opened beforehand	FP staff / Supervising adults
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## VERSION

Version	Date	Changes	Authorized by
1.0	18 Feb 2016	Implemented version graph	Gus
1.1	11 July 2017	Changes made to emergency procedures	Gus
1.2	3 July 2018	Changes to SOP layout and supervision management	Gus
1.3	23 Feb 2023	Adjusted scenarios according to the new gear which is now in use	Gus
1.4	1 July 2024	Created new SOP	Kowie