

APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

- Adult Supervision Training and Adult Supervision Assessment and Agreement
- Supervising adults under surveillance by Finlay Park staff at random times.

ACTIVITY OVERVIEW (INSERT)

A challenging obstacle course designed for team work or the individual challenge, broken up into two areas'; the Island crossing and the obstacle course

LOCATION

At 117 Finlay Park Road, down by the lake

SUPERVISION REQUIREMENTS**COMPETENCY INSTRUCTOR**

No instructor required

COMPETENCY ADULT

- a. Supervision category: Adult supervision required
- b. Min supervisor age: 16 years or older
- c. Minimum Qualification/ competency: Must have completed Finlay Park training to supervise confidence course
- d. Minimum experience: able to manage groups in an assertive manner

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. Lifejackets (see lifejacket shed and only for the island crossing)

PARTICIPANT REQUIREMENTS**COMPETENCY**

- a. Min age: 5 years or older
- b. Min level of competency: Reasonable balance, use of limbs and willingness to engage. Must be able to hold own body weight with arms. Able to swim in a lifejacket (Island crossing only)

EQUIPMENT

- a. Clothes: Comfortable clothing appropriate for weather conditions, including togs
- b. Foot wear: Shoes or bare feet
- c. Other: Sun screen, hat, life jackets

SUPERVISION STRUCTURE**NUMBERS:**

40 participants maximum but can change if enough supervision is available. Maximum of two participants per obstacle

RATIOS

1 adult to oversee island crossing

1 adult to oversee the confidence course (does not include low ropes course. See for information Low ropes SOP)

SUPERVISION POSITION

Adults should be placed where best possible overview of activity and participants can be obtained. One adult must supervise the Island crossing if the crossing and the confidence course are in action at the same time.

SPECIFIC SUPERVISION INSTRUCTIONS FOR ADULT HELPERS

Supervising adults should engage participants and encourage them. Supervising adults must be able to check life jackets of participants for the Island crossing.

RULES/ MANAGEMENT**1) Island Crossing**

- a) This is a time trail. The time starts when the first member of the groups starts and ends when the last member of the groups finishes.
- b) The group is supposed to work as a team to overcome the challenge.
- c) The group has to make their way over the floating pontoons to the Island. There can be no running or taking jumps. They have to carefully use the pontoons and not fall in the water whilst stepping over the pontoons with the use of a plank.
- d) If someone falls in the water they will have to start again at the start.
- e) They make their way over the Island and toward the Rope Crossing.
- f) No more than two people at a time on the Rope Crossing.
- g) Last person back on land stops the Time.
- h) Alternatively, the group can be given tyres or other objects to make the crossing more challenging.

2) The confidence course

- a. Max of two participants per obstacle
- b. No climbing structures, ropes, or posts above the actual obstacle
- c. 200 kg's max per obstacle
- d. Spectators must not stand in fall areas
- e. Obstacles must only be used in such a way as to make it to the next obstacle
- f. Ropes must not be wound around body parts
- g. Debrief and pack up

GENERAL EMERGENCY PROCEDURES AND RESCUE SCENARIOS AND 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
- 4) High winds/ cyclone:
 - a) Move group to more sheltered position
 - b) Account for all staff and participants
- 5) Earth quake:
 - a) Move group away from lake and toward top of Finlay Road ASAP, or move group to assembly area ASAP if activity is within camp grounds. (If within camp grounds set off fire alarm system)
 - b) Report to senior staff ASAP and account for all staff and participants.
- 6) Fire:
 - a) Move group away from imminent danger ASAP and find best possible safe one or if within camp boundaries, raise the alarm and move toward assembly area ASAP.
 - b) Report to senior staff ASAP and account for all staff and participants.
 - c) Contact emergency services

HAZARD REGISTER: 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)
Equipment	Failure resulting in a variety of injuries like splinters, cuts, bruises, etc	equipment	Medium	Confidence course checked and recorded monthly by FP staff for structural integrity, decay of material, wear and tear areas, cables and cable clamps, ground anchors, etc. Clear signage stating how activity must be used	FP staff
Environmental conditions	Sunburn	environment	low	Groups informed to bring own sunblock, and hats.	Supervising adults
	hypothermia	environment	low	Course located at Finlay Park with shelter a minute away	Supervising adults and FP staff
Heights	Fall resulting injury	equipment	medium	Confidence course user height (heights point for participants feet) is a max of 600mm above ground, to minimise impact of falls and trips. Fall material used is grass which is maintained weekly. All structural material including timber has rounded edges where possible and bolts and nuts are not exposed. Ropes and holds are provided in all areas to prevent participants from having to balance without support.	FP staff
Physical exertion	Strains and sprains Falls	people	Low	Participants to warm up before using the course	Supervising adults and participants
Special needs, high risk behaviour and medical conditions	Various	people	Medium	Activity has clear signage in place which explains how activity must be used. FP requires 2 supervising adults to be present at all times. Visiting group must obtain all relevant information in regards to participants medical, physical and emotional needs.	FP staff, supervising adults, participants
Supervision		people	Medium	Activity supervised by adults' part of the visiting group. Chosen adults receive on line training, and training on site. FP has adult supervision requirements (please see group risk disclosure). FP staff survey the activity from time to time during a session.	FP staff, Supervising adults

ANCILLARY SERVICE

OTHER

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VERSION

Version	Date	Changes	Authorized by
1.0	13 Sept 2022	Confidence course SOP new format, and removed old confidence course material	Gus
1.1	11 May 2023	Changed adult supervision to 1 adult for confidence course	Gus
1.2	1 July 2024	Created new SOP	Kowie