

APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

ACTIVITY OVERVIEW (INSERT)

Cycling along the Waikato River trails, with hired bikes.

LOCATION

Between Arapuni and Finlay Park

SUPERVISION REQUIREMENTS

COMPETENCY INSTRUCTOR

- a) Supervision category: FP instructed activity X
- b) Min supervision age: 18 years or older
- c) Min Qualification/ Competency: First aid, able run instructed and manage large groups over a spread out area
- d) Min experience: Experience running lower risk activities like Go Karts, Paintball, and/ or shooting

COMPETENCY ADULT (ONLY STATE IF VISITING ADULTS SUPERVISES ACTIVITY)

EQUIPMENT

- a) Cell phone or VHF radio
- b) First Aid kit (groups are required to supply their own first aid needs, however FP does have supplies available)
- c) Bicycles (hired)
- d) Helmets

PARTICIPANT REQUIREMENTS

COMPETENCY

- a) Minimum age: 8 years or older
- b) Minimum level of competency: Must be able to ride a bicycle unassisted. Must be able to use brakes confidently. Must be able to manoeuvre a bicycle in a "8" configuration exercise

EQUIPMENT

- a) Clothes: Normal wear, but must include rain coat if weather is suspect
- b) Foot wear: closed shoes
- c) Other: Sun block

SUPERVISION STRUCTURE

NUMBERS

28 participants' max

RATIOS

1:5 ratio for groups 8 – 10-year-olds

1:10 ratio groups 11 plus (depending on riding ability)

SUPERVISION POSITION

Instructor position should be at back of group

Other supervising adults should be spread along group with one leading group.

RATIO SUPERVISION CHANGES

Ratios must change with the competency level of the group. See ratios.

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

Adult helpers should be able to confidently cycle. Adults should help monitoring, encouraging and keeping group together.

GENERAL EMERGENCY PROCEDURES AND RESCUE SCENARIOS

Minor incidents (scale 1 – 5):

- Pause the activity if needed
- Administer first aid (kit provided) 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 stay there until high winds have passed.
- Contact senior staff for rescue if unable to move
- Account for all staff and participants

Earth quake:

- 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)
- 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 or if within camp boundaries, raise the alarm and move toward assembly area ASAP.
- Report to senior staff ASAP and account for all staff and participants.
- Contact emergency services

SUPPLEMENTARY INFORMATION

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)
Sun	Sunburn, heatstroke	Environment	Medium	Encourage participants to wear a hat and take water with them	FP Staff and supervising adults
Cars	Hit by car. Broken bones and/or death	Environment/people	High	Stay off the road and remain on the cycle track at all time. All participants must wear a helmet	FP Staff and supervising adults
Other cyclists	Collisions causing bruising, fractures	People	Medium	Maintain a safe distance from other cyclists. Signal when passing. Follow track rules and guidelines.	FP Staff, all participants and supervising adults.
Track	Slippery or uneven surfaces causing falls	Environment	High	Inspect track before use. Warn participants of known hazards	FP Staff
Wildlife	Bites or stings from insects	Environment	Medium	Advise participants to wear appropriate clothing. Provide first aid for bites and stings.	FP Staff and supervising adults
Weather	Severe weather causing hyperthermia, dehydration	Environment	High	Check weather forecast before activity. Postpone or halt in severe conditions. Ensure participants are dressed appropriately.	FP staff
Equipment Failure	Mechanical failure causing accidents	Equipment	Medium	Regular equipment checks and maintenance. Provide safety briefing on equipment use.	FP Staff
Fatigue	Increase risk of accidents	People	Medium	Schedule regular breaks. Ensure participants are fit for the activity.	FP Staff and supervising adults

VERSION

Version	Date	Changes	Authorized by
1.0	19 July 2017	Created SOP	Gus
1.1	13 Nov 2018	Sop amended supervision structure	Gus
1.2	1 July 2024	Created new SOP	Kowie
1.3	1 July 2024	Created hazard register	Kowie
