

## APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

HSWA 2015

## ACTIVITY OVERVIEW (INSERT)

A team game for 20 – 50 people which can be played in a variety of locations

## LOCATION

## SUPERVISION REQUIREMENTS

## COMPETENCY INSTRUCTOR

- a) Supervision category: Adult supervision/ Instructor required
- b) Min supervision age: 16 years or older
- c) Min Qualification/ Competency: Able to control individuals and 20 – 50 people in a group. Good communication skills
- d) Min experience: Communication with people, explaining games, etc

## COMPETENCY ADULT (ONLY STATE IF VISITING ADULTS SUPERVISES ACTIVITY)

## 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) Game gear (see list in set up)
- d) Torch

## PARTICIPANT REQUIREMENTS

## COMPETENCY

- a) Minimum age: 8
- b) Minimum level of competency: Must be able to follow instructions, navigate uneven and dark terrain.

## EQUIPMENT

- a) Clothes: normal clothes
- b) Foot wear: shoes
- c) Other: torch or flash light

## SUPERVISION STRUCTURE

## NUMBERS

Numbers: 20 – 50 people

## RATIOS

Adult helpers: Ratio 1 adult to 10 children

## SUPERVISION POSITION

At the game base

## RATIO SUPERVISION CHANGES

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

## ACTIVITY IN OPERATION

**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

**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)
Location terrain (bush like and overgrown with shrubs and trees)	Scratches	environment	low	The game is played on an island with a bush like nature; trees, shrubs, vines, mud, surrounded by water. Participants are advised to dress for these conditions	Participants/ FP staff
	bruises	environment	low		
	sprains	environment	medium	The terrain is uneven and participants are advised to wear shoes for outdoor areas	Participants/ FP staff
Tree branches and trees	Minor cuts	environment	low	Participants are advised to take care on the island and not blindly run. The game is played with a stealth attitude way of moving through the bush, instead of running or sprinting. Tackling of opponents is not allowed and communicated to participants	Participants/ FP staff
	concussions	environment	low		
	Tripping	environment	low		
Wasps	Insect bites	environment	low	Wasp nest are removed and destroyed as soon as possible	
Weather	Hypothermia	environment	medium	Participants are advised to dress for the weather conditions	Participants/ FP staff
Mud	Skin infections	environment	low	Part of the island are muddy. Participants are advised to take care in the mud	Participants/ FP staff
Darkness	Disorientation/ getting lost	environment	medium	The home base of the game is clearly marked and participants numbers are recorded and checked prior to leaving the island	FP staff
Water	drowning	environment	High	<b>Island is surrounded by water and all participants are informed not to enter the water at any time.</b>	FP staff and participants

## VERSION

Version	Date	Changes	Authorized by
1.0	7/12/2020	Changed to new format	Gus
1.1	1 July 2024	New SOP created	Kowie