

Standard Operating Procedure

Activity: Go Karts

APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

1. Go karts are a class 2 in accordance with the table 2.1 of AS 3533.1 : 2009
2. Instructors are trained according to Finlay Park Competency and assessment standards

ACTIVITY OVERVIEW (INSERT)

Combustion engine vehicle on a concrete track in a paddock, operated by two participants.

LOCATION

110 Finlay Road, Left rear paddock

SUPERVISION REQUIREMENTS

COMPETENCY INSTRUCTOR

- a) Supervision category: FP staff member / instructor required
- b) Min supervision age: 17 years or older
- c) Min Qualification/ Competency: No qualification required/ Competent to instruct and organise a group in an assertive and friendly manner. Able to communicate rules and guidelines to a group. Able to understand and implement safety requirements for Go Karts
- d) Min experience: Co instruct Go karts for a min of three sessions. Experience servicing and maintaining Go karts. Experience with emergency scenario's

COMPETENCY ADULT

FP instructed 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) High Vis vests
- d) Booster seats for smaller drivers
- e) Fire extinguishers

PARTICIPANT REQUIREMENTS

COMPETENCY

- a) Minimum age: 5 years or older (passenger), 8 years or older to drive Go kart
- b) Minimum level of competency: Able to follow instructions and control the Go kart. Able to reach throttle and brake pedal.
- c) Other: No participants who are pregnant or have head, neck or back injuries
- d) Participants unable to reach pedals or under the age of 8 should not drive
- e) Participants between the ages 5 – 8 can be passengers, Children under the age of 5 cannot participate (See engineers report)

EQUIPMENT

- a) Clothes: No loose clothing (due to possibility of getting caught in moving parts). Clothing dependent on conditions
- b) Foot wear: Closed shoes

SUPERVISION STRUCTURE

NUMBERS

Maximum of 30 participants

RATIOS

1:10 (adults: participants)

SUPERVISION POSITION

Adults should be placed in the pit lane. Adults must be behind the barrier (tires) at all times.

SPECIFIC SUPERVISION INSTRUCTIONS FOR ADULT HELPERS

Supervising adults are expected to help with controlling the boundaries for spectators, track observation, and helping participants with helmets and seat belts. Adults must wear a high vis vest.

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 or needs to return to camp
- Assess whether activity can continue
- Fill out incident form and notify senior staff as soon as possible

- 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/ or
- Contact senior staff for rescue if unable to move
- Account for all staff and participants

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

Earth quake:

- Move group away from Go Kart paddock and toward top of Finlay Road ASAP, or 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 (see scenarios below):
Flooding:
EMERGENCY PROCEDURES

- Where track rules have been broken, give a warning. The second warning will ban that driver from the track
- If Go kart gets stuck, have adult assist Go kart or leave Pit Lane and assist yourself. Always keep eye on other Go kart going around. Leave someone in charge of Pit Lane....
- If Go kart brakes down (on track, off track or pit lane);
 - i. Stop other Go kart
 - ii. Remove go kart off the track into an area where you can safely work on it and see other Go karts coming
 - iii. Supplement with spare Go kart, and get broken Go kart fixed ASAP.
- In case of oil and/ or fuel leak
 - i. Stop the activity, and remove all participants from the area of the leaking Go kart
 - ii. Approach Go kart with fire extinguisher, turn of fuel valve, and remove go kart from track without starting it.
 - iii. Notify senior staff and have Go kart removed from site as it is a fire hazard.
- Go kart roles over
 - i. Stop other Go Karts
 - ii. Approach with fire extinguisher
 - iii. Turn off Go kart and turn of fuel tap
 - iv. Remove occupants from kart
 - v. Have go kart removed from track, checked and repaired
- Go Karts and or person(s) on fire
 - i. Stop activity
 - ii. Locate nearest fire extinguisher (3 available unit at Go kart paddock)
 - iii. Remove all persons from fire if possible, and extinguish fire ASAP.
 - iv. Cordon hazardous area
 - v. Administer first aid and contact senior staff
- Go kart out of control or coming in to fast
 - i. Pull red cord on back of Go kart (kills engine), from a safe position

SUPPLEMENTARY INFORMATION

HAZARD REGISTER

Activity		Go Karts		Supervision	FP Instructor required X
Area	110 Finlay Road			Date reviewed	August 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)
Driver going of track	Go kart crash into object, possible injuries	People	High	Track is designed in such a way that all fences are at least 5 meters or more away from the track. The spectator area is fenced of and protected by tires as a buffer zone. All participants are shown before activity starts on how to operate the brake pedal properly.	FP staff
Driver losing control or no brakes	Go kart crash into person, possible injuries	people	High	All participants are seated in the Grant stand which is surrounded by fence and rail and obstructed by tires which are placed in such a way to provide a safe buffer zone for all participants. No participant is to leave that zone unless otherwise directed by the instructor. All participants are advised to walk behind a parked Go karts when it is parked. No people other than the instructor and supervising adults are allowed on the track at any time. Instructor and supervising adults wear high vis jackets. Go Karts are also fitted with kill switches for instructor to use when kart gets out of control. This stops the engine in order to stop the kart.	FP staff and supervising adults
Track/ driver	Go kart rolls, multiple injuries	People/environment	High	The tires around the track and the contour of the track have been placed in such a way as not to increase the likelihood of a Go kart rolling. Go karts are equipped with roll bars, three point harnesses, and wrist straps to keep hands and arms inside a rolling kart at all times. The maximum weight restriction on a kart is 150kg max. We also put sand in some corners to make the go kart slide and reduce grip.	FP staff
Equip/ fuel leak	Go karts on fire, burns	Equipment/ people	High	All karts are refuelled at the Go kart shed by the instructor. All karts are checked and maintained every day they are used which is logged in the activity folder. There are three fire extinguishers around the Go kart track in obvious positions. Staff is trained to respond in case of emergency	FP staff
Lose clothing, long hair	Hair or clothing caught	people	Medium	Participants are advised to tuck in loose clothing and tie up long hair. GO karts are also equipped with guards around the wheel wells and guards around the chain.	FP staff, supervising adults, participants
Driver unable to reach pedals or incompetent	Go kart out of control	people	High	All drivers are tested for braking capacity before going on the track. If a driver cannot reach the pedals, he/ she cannot operate a Go Kart	FP staff
Tree	Falling out of tree at site	Environment	High	Our rules state that the tree next to the grand stand shall not be climbed by anyone.	FP staff, supervising adults, participants
weather	Sun burn	environment	Medium	Participant are advised to wear sun block at all times on exposed skin	Supervising adults

VERSION			
Version	Date	Changes	Authorized by
1.0	18 Feb 2016	Implemented version graph	Gus
1.1	11 July 2017	Changes to emergency procedures	Gus
1.2	23 Feb 2018	Changes to rules. Tree climbing	Gus
1.3	6 June 2018	Small change to wording and added booster seats	Gus
1.4	23 July 2018	Changes to supervision structure and SOP layout	Gus
1.5	19/10/2018	Changes to wording in the Rules section	Gus
1.6	10/3/2019	Reworded Rules/ Management i), 3a, b, c. Added rule around Go kart maintenance in emergencies	Gus
1.7	14/8/2019	Added no tree climbing. Added cone operated by adults	Gus
1.8	29 April 2020	Changes ratio from 4 adults to 1:10	Gus
1.9	13 October 2023	Add sand in first corner to help reduce risk of go kart rolling	Kowie
2.0	5 May 2024	Changes to supervising adult placement in pitlane, also added that brake tests must be completed on command.	Kowie
2.1	2 July	Created new SOP	Kowie
2.2	9 September 2024	Removed amusement devices from legislation. Also changed min age of instructor from 17 years to 18 years	Kowie