

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

Land use

**ACTIVITY OVERVIEW**

Bush camp experience where participants learn to build a camp site, experience adventure and learn new bush type skills in a seemingly remote area.

**LOCATION****SUPERVISION REQUIREMENTS**

This activity is organised and set up by FP staff. Responsibility for the participants at all times other than FP instructed activities lies with the groups own supervisors unless otherwise agreed upon by FP management and the visiting groups management team.

This SOP covers only the out-camp group management part of Out-camp but does not include the activities run at out camp like; Bush hike, Bush cooking, bridge building, stream float, etc.

Groups who want to run their own activities at out camp must supply their own SOP and risk management for each activity they run and instruct.

**COMPETENCY INSTRUCTOR**

- a) Supervision category: FP instructor requires X
- b) Min supervision age: 18 years or older
- c) Min Qualification/ Competency: First Aid, able to organise and instruct groups larger than 28 people. Assertive and good relational and people skills,
- d) Min experience: Experience walking the out-camp bush tracks, able to start and manage fires, experience using first aid in real live scenarios, able to swim, able to skipper a boat through the Pokai whenua stream

**COMPETENCY ADULT (ONLY STATE IF VISITING ADULTS SUPERVISES ACTIVITY)****EQUIPMENT**

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

**PARTICIPANT REQUIREMENTS****COMPETENCY**

- a) Minimum age: 8 years or older
- b) Minimum level of competency: Able to walk for at least 1 hour unassisted. Able to understand natural boundaries and cooperate with instructions.

**EQUIPMENT**

- a) Clothes: Outdoor clothing (avoid cotton) rain gear, warm ling pants, socks, etc
- b) Foot wear: Good walking shoes, no jandals or sandals
- c) Other:
  - a. Insect repellent
  - b. Sleeping bag
  - c. Big plastic bag
  - d. Water bottle
  - e. Torch
  - f. Snacks

**SUPERVISION STRUCTURE****NUMBERS**

80 Maximum

**RATIOS ADULTS: PARTICIPANTS**

1:10

**SUPERVISION POSITION**

Amongst participants

---

## RATIO SUPERVISION CHANGES

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

Adult helpers should support and encourage participants in their efforts to create their camp site. Adult helpers should help with all general tasks around out camp.

HAZARD REGISTER

Activity		Out Camp		Supervision category	Adult supervision required!
Area	Beside Pokai whenua stream			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)
Pokai Whenua Stream	Drowning	Environment	High	The out-camp side is near a stream (stream is located down a 5-meter bank north of camp (see act map). Participants are advised not to go down to stream unless supervised by adults. There will be no crossing the stream or swimming in the stream unless it is an organised activity (see bridge crossing and stream rafting hazard register).	Supervising adults
Weather	Hypothermia	Environment	High	Participants are required to dress appropriately with adequate rain gear to keep themselves dry. A marquee is provided in case bivouacs get wet. In case of Hypothermia camp will be contacted and person will be picked up and removed from site.	Supervising adults
Weather	Heat exhaustion/ sun stroke	Environment	Medium	Ample shade cover is provided at the site in form of trees and big marquee	Supervising adults and FP staff
Fires	Burns	People	Medium	All fires are made in a brazier which is clearly marked in an open area. All fires are supervised by adults. For specific hazards see the Bonn fire hazard register	Supervising adults
Terrain	Rolled ankles	environment	High	Participants are required to wear proper outdoors walking shoes.	Supervising adults
Terrain	Getting lost	Environment	Medium	Camp area is clearly marked and surrounded by either fence or the stream.	FP staff and 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	13 Nov 2018	Changes to supervision structure	Gus
1.3	11 Feb. 2020	Instructions for setting up the out-camp tent	Erin
1.4	2 July 2024	Created new SOP	Kowie



Version 1.4