

Standard Operating Procedure

Activity: Power station

APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

- a. Barge "Logos MNZ number 121510 under survey under the Maritime NZ legislation

ACTIVITY OVERVIEW (INSERT)

A study about the first Power station on the Waikato River

LOCATION

Finlay Park

SUPERVISION REQUIREMENTS

COMPETENCY INSTRUCTOR

- a) Supervision category: Instructed by FP staff only
- b) Min supervision age: 16 years or older
- c) Min Qualification/ Competency: First Aid/ Police vet, knowledge and experience teaching groups in a class room setting
- d) Min experience: experience instructing smaller risk activities such as Go karts, and sling shot paintball for more than 15 hours. Experience with engines and outboards

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)

PARTICIPANT REQUIREMENTS

COMPETENCY

- a) Minimum age: 5 years or older
- b) Minimum level of competency: none required

EQUIPMENT

- a) Clothes: Comfortable clothing and / or rain coat if required
- b) Foot wear: none required
- c) other

SUPERVISION STRUCTURE

NUMBERS

28 persons per session

RATIOS

20:1 (participants to adult helpers)

SUPERVISION POSITION

Amongst participants

RATIO SUPERVISION CHANGES

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

None

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

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/ or away from trees

- 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

Activity		Power station Study		Supervision category	FP Instructor required X
Area	Upstairs lounge, big gym, Lake Karapiro			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)
Weather	Lightning strike	Environment	Medium	In case of a thunderstorm the Lake excursion will be cancelled	FP staff
Terrain	Rolled ankle	Environment	Medium	All paths are maintained to a good standard. Participants are required to wear shoes not jandals.	FP staff
Weather	Hypothermia	Environment	Medium	Participants are advised to dress according to the weather forecast (outside time approx. 30 min) and in case of rain to provide a rain coat	Supervising adults and participants
weather	Sun burn	environment	Medium	Participant are advised to wear sun block at all times on exposed skin	Supervising adults and participants
Water	Falling in lake of raft	equipment	Medium	Participants	

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	24 Oct 2018	Changes to supervision structure and other small updates	Gus
1.3	2 July 2024	Created new SOP	Kowie