

Standard Operating Procedure

Activity:

APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

H&S at Work act NZ

ACTIVITY OVERVIEW (INSERT)

Supervision of the Adult supervised activities at Finlay Park, 117 Finlay road.

Ensuring supervising adults use activities according to the supervision agreement. Assisting and helping them to operate activities in a safe and responsible manner.

LOCATION

117 Finlay Road

SUPERVISION REQUIREMENTS

COMPETENCY INSTRUCTOR

- a) Supervision category: Instructor required
- b) Min supervision age: 16 years or older
- c) Min Qualification/ Competency: First aid cert, good communication skills, signed off on adult supervised activities, knowledge and general understanding of hazard management and hazard control
- d) Min experience: none

COMPETENCY ADULT (ONLY STATE IF VISITING ADULTS SUPERVISES ACTIVITY)

N/A

EQUIPMENT

- a) Cell phone
- b) First Aid kit available at main camp first aid room

PARTICIPANT REQUIREMENTS

COMPETENCY

- a) Minimum age: 16
- b) Minimum level of competency: completed the on line adult supervision training. Completed the onsite adult supervision training.

EQUIPMENT

- a) Clothes: FP branded clothes, for correct weather conditions
- b) Foot wear: shoes

SUPERVISION STRUCTURE

NUMBERS

As per adult supervised activity SOP's

RATIOS

As per adult supervised activity SOP's

SUPERVISION POSITION

- At camp: Roaming around the active (open) supervised activities. Aiming to be seen by supervising adults approximately every 5 – 10 minutes depending on competency and level of need.
- Off site (adventure trail): Taking adults through the trail and showing them the hazard areas and the possible risks that can cause injury.

RATIO SUPERVISION CHANGES

Can change for larger groups, or more difficult to manage groups by having two supervisors

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

N/A

**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

- 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

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 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.

FLOODING:

- Move group to higher ground ASAP as per emergency policies
- 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



Version 1.1

HAZARD REGISTER

See register for adult supervised activities

Slide

Spa

Hydro slide

Black slide

Flying fox

Confidence course

The Blob

Low ropes

Adventure Trail

VERSION

Version	Date	Changes	Authorized by
1.0	6/7/2023	Authorised	Gus
1.1	3 July 2024	Created New SOP	Kowie