

Standard Operating Procedure

Activity: Top Team

APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

H&S at Work act NZ. GPG ABL

ACTIVITY OVERVIEW (INSERT)

Group activities to form a team and learn to recognise the roles in each team

LOCATION

Finlay Park field

SUPERVISION REQUIREMENTS

COMPETENCY INSTRUCTOR

COMPETENCY ADULT (ONLY STATE IF VISITING ADULTS SUPERVISES ACTIVITY)

- Supervision category: Adult supervision/ Instructor required
- Min supervision age: 18 years
- Min Qualification/ Competency: Able to control individuals and small groups. Good communication skills
- Min experience: Hosting at FP, running smaller activities, talking to and in front of a big group

EQUIPMENT

- Cell phone
- First Aid kit (groups are required to supply their own first aid needs, however FP does have supplies available)
- Top team gear
- Score boards
- Pens

PARTICIPANT REQUIREMENTS

COMPETENCY

- Minimum age: 8 years or older
- Minimum level of competency: Able to work in a team, listen to instructions, and contribute to a team

EQUIPMENT

- Clothes: togs or clothes that can get wet
- Foot wear: shoes or no shoes

SUPERVISION STRUCTURE

NUMBERS

Depending on games used. Up to 200 people

RATIOS

1: 20 However need one adult for each game.

SUPERVISION POSITION

One adult for each individual game, and a number of adults to help out or encourage teams.

RATIO SUPERVISION CHANGES

- Top Team caters for 2 to 6 teams, with a maximum number of approximately 30 people per team.
- Notes: If the group is running this themselves, adults are briefed by a Finlay Park instructor who will take them through the team game prior to the activity.

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

To encourage teams, instruct a game and note scores

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

Activity		Top Team		Supervision category	FP Instructor required ! or X
Area	Field			Date reviewed	Aug 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)
Sun	Sunburn	environment		Groups are asked to provide their own sunblock and sun protection like hats	Group/ participants
Weather	Heat stroke	environment		Most games involve water and the whole event last for approximately 1. 5 hours. Participants are asked to dress to the conditions. Drinking water and fountains are available in the vicinity.	FP staff/ participants
	Hypothermia	environment		If weather is unsuitable for the circumstances the game will be either cancelled or an alternative set up will be run in the big gym. This will be done in cooperation with the group liaison	FP staff / group
Pool	drowning	Environment/ people		One game is run in the pool area however students are asked not to swim, but only to use the pool water for the game. One adult is present to run the game.	Supervising adult
Top team gear	Injuries from gear	People/ equipment		Top team gear is checked prior to game for suitability. All gear is maintained and repaired by FP staff.	FP staff
Poles	Falling onto person	equipment		The pole type and height for one game is selected depending on the age group playing the game. Instructions are giving to the group prior to playing that one team member is solely responsible for keeping the pole upright so it is not dropped onto anyone.	FP staff/ 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	22 June 2023	Added changes to heading 3; the trolley and the pole. Also added warning note	Gus
1.3	15/8/2023	Updated to new SOP format	Gus
1.4	3 July 2024	Created new SOP	Kowie