

Group risk disclosure and agreement

In this document, you will find:

- Risk disclosure and agreement form (has to be signed by the group and returned to us. This document is ideal to forward to the parents of participants. **Please note if this form is not returned and signed we cannot provide you with activities.**
- Finlay park responsibilities and group responsibilities
- Overlapping PCBU areas
- Expected learning outcomes
- Dietary requirements
- Activity info, supervision structure, gear info and significant hazards

A complete hazard register for all our activities and our staff profiles can be found at <https://www.finlaypark.co.nz/booking-info/downloadable-forms/>

1. Acknowledgement of Risk

I/We agree to attend Finlay Park Adventure Camp and participate in Activities provided by the Camp.

I/ We acknowledge that hazards exist in activities provided by Finlay Park that may result in serious injury or even death *(For a comprehensive list of all hazards please see our Activity SAP's at www.finlaypark.co.nz).*

These incidents can result from the nature of the activity and can occur without any fault on either the part of the participant, supervisors, the camp or its employees or agents. By choosing to participate in the activities we acknowledge that there is a risk of an incident occurring.

To reduce the risks of incidents occurring, Finlay Park Adventure Camp has trained staff and an active safety management system. The safety procedures and systems in place at the camp meet the standard set by the New Zealand Government and Outdoors Mark audits the adventure activities.

I/We understand that the individuals in our group can participate in camp activities such as kayaking, rock climbing and swimming. However for a list of all camp activities please check your groups program and our website www.finlaypark.co.nz. *This will include a list of all risks and how we manage them.*

I/we understand that some of the activities at Finlay Park are supervised by responsible adults accompanying your group (see our webpage for which activities those are) who will receive training, assessment and are under surveillance of experienced Finlay Park Staff members. Those supervising adults will sign an agreement to facilitate those activities according to the rules and standards set by Finlay Park management.

I/ we agree that Finlay Park instructors and management have the right to stand down participants, or supervising adults, for repeated or severe misconduct or behaviour that might put themselves or others at risk.

I/ we agree to inform Finlay Park Management or Instructors of any health history or confidence issues within our group that may affect the safe running of the activities participated in.

I/ we acknowledge that Finlay Park's accommodation consists predominantly of bunk beds. We agree to restrict top bunks to those campers who do not meet any of the following criteria: Children 8 years and younger, persons suffering from the following conditions; sleepwalking, restless sleep syndrome, and any other condition that could lead to persons falling of a top bunk.

(If your camp is catered for by Finlay Park)

I/we acknowledge that Finlay Park can only provide special dietary requirements for the following dietary groups; Gluten free, Dairy free, Vegetarian. Please note that while we take reasonable care, all food is made in the same kitchen and served alongside other dishes. Our food may contain traces of eggs, dairy, wheat, gluten, nuts, soy, yeast, fats, and other ingredients. We are unable to give any complete assurances about the presence or lack of an ingredient in any dish at Finlay Park. Finlay Park's menu may be obtained prior to camp commencing.

2. Adventure activity agreement

(you must return this prior to the camp, we prefer a scanned copy):

Between Finlay Park and (group name) _____

Finlay Park Adventure Camp will take all reasonable practicable steps to ensure the health and safety of the group/ school students, staff and assistants attending a Finlay Park program (Health and Safety at Work Act 2015, Section and the H & S Regulations 2011).

Finlay Park responsibilities to our guests:

- ☐ A description of the supervision structures, including adult supervision to student ratios required for each activity (that meet relevant best practice requirements). See our SAP's online for each activity.
- ☐ Safety/risk management plans, SOP's and hazard registers for each activity. (SOP's are on request only)
- ☐ Staff profiles that include relevant qualifications/experience available at www.finlaypark.co.nz.
- ☐ Details of facilities and equipment.
- ☐ A written estimate for the equipment and services to be provided (on request only)
- ☐ A list of equipment and clothing required by students for the activities. See the activity SAP's for more detail.
- ☐ A menu (if your group is catered for by Finlay Park)

The Group/ School responsibilities:

- ☐ Opportunity to be involved in planning, implementation and evaluation stages of event (see note 1)
- ☐ To disclose to FP staff and instructors the total numbers present at FP and the specific numbers at each activity.
- ☐ **To disclose to the parents/ caregivers and all other persons attending the camp the activities, accommodation, and the risks associated to these areas.**
- ☐ Adequate staff and supervisors to meet best practice requirements specifically if/ when there are participants present with more complex physical and behavioural needs. (see our SAP's for recommendations).
- ☐ Health and behavioural profiles of the participants and adult helpers involved if it causes them or the group to be at risk (see notes below 2)
- ☐ Adequately prepared and equipped students and adults (gear checked).
- ☐ Appropriate support for students with special needs (this includes dietary needs).
- ☐ Groups own activity risk assessments for activities organised by the visiting group (see notes below 1)
- ☐ Read emergency procedures and safety action plans (activities) for FP
- ☐ To pass on the Safe action plans for adult supervised activities to the adult supervision group
- ☐ Create sleeping arrangements in such a way as in accordance with our Terms and Conditions
- ☐ **Provide our kitchen with a list of dietary needs and requirements for all participants.**

The Visiting group and Finlay Park reserves the right to withdraw any or all participants from the program if safety is compromised.

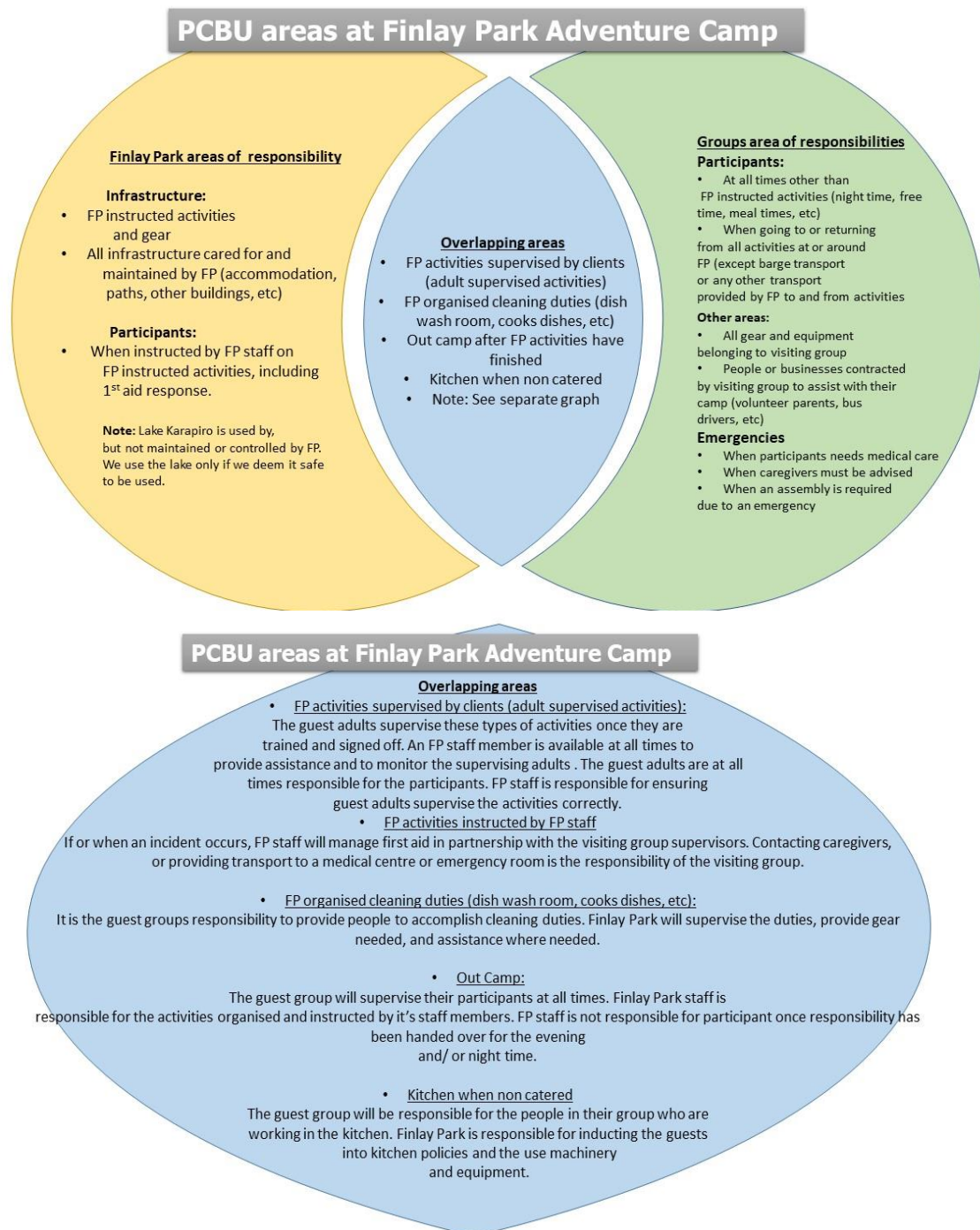
Signed		(For school)	Date	
Name				

Note 1: Visiting groups are more than welcome to organise their own games and activities at Finlay Park, and our staff is more than willing to give advice where needed. However, those games/ activities are the responsibility of the visiting group and the health and safety consequences are theirs to analyse and assess.

Note 2: Our instructors must be informed before an activity starts if there are any participants or adults with special or particular needs that could put them or the group at risk.

3. Areas of responsibility for participant care

The diagram below shows where our duties overlap in regards to participant care (who is in charge of little Johnny when and where)



5. Dietary requirements

Finlay Park can cater for your group's needs, including the following dietary requirements: *Gluten and/ or Wheat free, Dairy Free, Vegetarian meals*. If dietary requirements are beyond this scope (more complex or severe or a life style choice, or possibly life threatening) we might not be able to cater for those needs. We advise those people to check out the menu and provide their own pre-packaged/ pre-cooked food. The group might also need to provide an adult to prepare those meals (for example *diabetes*: most of our meals would suit but some desserts might not. In that case, the persons own suitable deserts should be provided for).

When Finlay Park caters for your group, our kitchen requires the following information;

- List of people in your group with dietary requirements. On that list we need;
 - Full name of person(s) with dietary requirements
 - The specific dietary requirement for that person
 - The possible medical effect relating to the dietary requirement
- For your group to assist us in easily identifying people with dietary requirements at the servery at each meal time
 - A template list is available on our website for your use at <http://www.finlaypark.co.nz/booking-info/downloadable-forms/>

6. Staff profiles

Staff profiles are available on our web site www.finlaypark.co.nz

7. Activity info, supervision structure, gear info and significant hazards

For a comprehensive overview of our activities, participant requirements and the risks associated with them see our activity Safe Action Plans (SAP's) on our website www.finlaypark.co.nz under "Booking Info > Health and Safety Downloads".

General gear info:

All activity gear info is available within the SAP's you can find online. For a general idea please see our statement below;

1. Finlay Park welcomes groups from a huge variety of cultural backgrounds, religious beliefs, and cultural diversity. Groups like schools are a perfect example of this rich NZ mix of people. This mix of people must be considered when getting dressed for activities where modesty can be a factor.

We must also take into consideration the NZ climate and specifically sun damage to skin which is a real health and safety risk that has to be minimised. And of course other factors such as the activity environment (for example Animal survival with branches and mud) and activity gear we might have to wear (for example rough surface area of a climbing harness).

Taking into consideration all factors we believe a modest dress code for activities is required for the following reasons:

- a. skin damage due to sun and/ or
 - b. activity environment, gear and equipment and
 - c. religious and cultural values
2. We advise all groups to adhere to the following clothing requirements (see also all SOP's and SAP's):
- a. Land activities
 - i. Sunhat
 - ii. Shorts or tights which cover most of the thigh area
 - iii. Closed toe shoes (depending on the activity please see the SAP)
 - iv. Shirt, long or short sleeved (this can be a rash shirt or other type of clothing sun protection)
 - v. Jersey (if weather is cold)
 - vi. Rain coat (if raining)
 - b. Water activities
 1. (board) shorts with (rash) shirt
 2. Hat (unless going on the Magic carpet, or Rocket)
 - ii. Rain coat (specifically on windy days as a wind breaker)
 - iii. Optional; Wet suit

Activity supervision

All Finlay Park activities need to be instructed by competent people. Finlay Park provides instructors at a cost to the group. To keep this cost to a minimum we require each group to provide capable adults willing to assist and supervise specific **low risk activities**.

Adults who specifically have been chosen by the visiting group to supervise the "Adult Supervised activities" will receive training, a briefing and assessment from Finlay Park instructors on how to supervise these activities. They will need to sign a supervision agreement before they can supervise those particular activities. Finlay Park staff will continuously monitor any adult supervised activities like the Hydro slide, Blob and Flying fox.

Finlay Park has separated its activities into three distinct areas of supervision:

Adult supervision requirements:

- *18 years or older**
- *of sound mind*
- *Physically fit and capable in assisting and controlling that particular activity*
- *Have a level of competency for the activity they are assigned to (see example below)*

✓ = No supervision required.

! = Adult supervision required at all times. These activities are supervised by the visiting group.

X = Finlay Park instructor required. These activities are instructed by trained Finlay Park staff only.

- *Not under the influences of any alcohol, illegal drugs, or medication that will impair their ability to supervise any activity*
- ***Should complete online training and activity induction on day of arrival. Adults who have not completed both cannot supervise activities.***

** 16 years or older if person has been signed of as a volunteer for a Finlay Park Holiday program*

Example: For an adult in your group to assist with kayaking, he or she would have to have previous kayaking experience, and be comfortable and competent to assist with this session.

A few important things to remember:

- Some activities (*the Out camp experience*) can be run by both FP instructors (during the day) and the groups own adults (at night). Alternatively, some activities (*like the Bush hike and Top Team*) can be instructed by FP staff or the group to minimise cost.
- We advise groups to "hand pick" their supervising adults, as not all adults have the competency or experience to help supervise. *For example*, with kayaking you would not select someone who is unfit and has never kayaked before. Please see our parent recruitment form on our web page "downloadable forms".
- Adult supervisors are encouraged to halt an activity if/when they feel that safety to them or the participants is compromised, and discuss any concerns with a Finlay Park Staff member. Complaints sheet, hazard forms and accident forms, can be obtained from the office, your host or the program room.
- Adults who arrive at camp after induction cannot supervise an activity unless they receive the induction training.

Important links:

<https://www.finlaypark.co.nz/booking-info/downloadable-forms/>

Here you can find:

- ✓ SAP's (Safe action plan's) for each activity. SAP's contain information about supervision ratios, participant gear, participant requirements, hazard register, etc)
- ✓ Duty roster. Can help you develop your duty roster.
- ✓ Emergency Plan. Contains all common emergency scenarios and easy to read outline on process.
- ✓ Dietary requirements template.
- ✓ Parent help recruitment form. You can use this form or use it as an example for you to use when recruiting parents for a camp.
- ✓ Maps
- ✓ Final clean up list. A check list on what to do on the last day for clean-up.