



RATIOS: ADULTS: PARTICIPANTS

1:10

SUPERVISOR POSITION:

Amongst participants

SUPERVISOR ROLES:

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.

EQUIPMENT SUPERVISOR:

- 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)

EQUIPMENT PARTICIPANT:

- a) Clothes: Outdoor clothing (avoid cotton) rain gear, warm lining pants, socks, etc
- b) Foot wear: Good walking shoes, no jandals or sandals

SAFETY ACTION PLAN

- c) Other:
 - a. Insect repellent
 - b. Sleeping bag
 - c. Big plastic bag
 - d. Water bottle
 - e. Torch
 - f. Snacks

PARTICIPANT REQUIREMENTS:

- 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.

RESTRICTIONS:

ACTIVITY IN OPERATIONS:

Activity operated in cooperation with visiting group.

1. On arrival explain camp boundaries, water use and toilet use:

ACTIVITY: OUT CAMP

- a. Boundaries; No participants in or near the stream at all times unless otherwise supervised by adults. Back fence boundary (pines), Gate by rock face south boundary, Tea tree toward start of short walk is North boundary.
 - b. Toilets: Sanitize hands at all times after toilet use, boys use urinals for No 1's.
 - c. Water use: Use water sparingly, fill up your own water bottle, no washing of hands with drinking water, and use sanitizer for hygiene. Firmly close the tap.
2. Explain emergency scenarios and assembly signal for roll call. (see below)
 3. Create smaller group 6 – 8 people for bivvy building
 4. If running other activities please check separate SOP's

Activity		Out Camp		Supervision category	Adult supervision required!	
Area	Beside Pokai whenua stream			Date reviewed	July 2017	
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	Envir	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	Envir	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	Envir	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. <i>For specific hazards see the Bonn fire hazard register</i>		Supervising adults
Terrain	Rolled ankles	envir	High	Participants are required to wear proper outdoors walking shoes.		Supervising adults
Terrain	Getting lost	Envir	Medium	Camp area is clearly marked and surrounded by either fence or the stream.		FP stff and supervising adults