

Finlay Park Safety Briefing and House Rules

There are three parts to the Safety briefing;

1. The visiting group Safety briefing. This should include everyone in the visiting group party. (2 minutes)
2. The adult training (15 Minutes)
3. The adult supervision agreement

1. The group Safety briefing

The briefing should happen when any group arrives at Finlay Park, ideally within the first hour of arrival.

A Finlay Park staff member who has been trained to host a group will perform the health and safety talk.

The safety briefing is in place to inform groups about the emergency procedures, certain risk, adult supervised activities and the house rules of Finlay Park.

The items covered are as follows;

- **Finlay Park activity signs**
 - a. ✓ = no adult supervision required. This sign is displayed on the playground, the small flying fox, and parts of the confidence course
 - b. ! = adult supervision required. This sign is displayed on the Blob, the Hydro Slide, the Flying Fox, and parts of the confidence course (bridge crossing, Rope Bridge and wall climb), the Black slide, the Skate Park, the Spa pool and the Pool. Only trained adults can instruct these activities! Training consist of a brief online course and an assessment/ training session before activities start.
 - c. X = Instructor required. This sign is displayed on all other activities that do not fall under section a or b. For example the climbing wall and high ropes.
- **Emergency instructions** (see also our Emergency Plan)
 - a. Fire (alarm). In case of a fire or fire alarm all Finlay park occupants are required to meet immediately at the assembly point area, the big playground on the main field
 - b. Earth Quake. In case of an earth quake all FP occupants indoors should stay indoors until shaking stops, and exit buildings when it is safe to exit. All outdoors occupants should stay clear of buildings, trees and power lines and when possible head to the assembly area. After which all occupants are required to assemble on top of Finlay Road hill.
- **Water Safety**
 - a. There will be no swimming in the lake, unless it is a part of a supervised activity run by Finlay Park staff or supervising adults (for example the Hydro Slide, Rafting, etc)
 - b. Everyone on the Lake has to wear a well-fitting life jacket for their shape and size.
 - c. No one shall enter the pool area unless there are two supervising adults present. Those particular parents have to be easily distinguishable.
- **House Rules**
 - 1) Black bins are for paper and plastic
 - 2) All bins marked food scraps or pig scraps are food only bins
 - 3) No smoking in or near buildings
 - 4) No alcohol or non-prescription drugs on site
 - 5) No shoes, food or drinks in cabins
 - 6) Please conserve water, turn off lights and keep grounds clean

- 7) Please report accidents or incidents to your host ASAP
- 8) The chapel is a quiet reflection zone for anyone to enjoy

2. Finlay Park Adult safety briefing

Adult safety briefing is part 2 of the safety talk that we provide for every group booked in at Finlay Park. It covers training for the adults to run the Adult (!) supervised activities.

This safety briefing must be carried out by a Finlay Park staff member who has been trained in the adult supervised activities and is competent to assess the adults.

The adult safety briefing must be carried out before a group uses any of the Adult supervised activities. Normally this will happen straight after the arrival of a group but if that is not convenient due to the time of arrival (evening, or night time) it can be done before the activities are used.

All activities including the Adult supervised activities have an SAP (Safety Action Plan). These can be found online <https://www.finlaypark.co.nz/booking-info/downloadable-forms/> . Groups also have access to an online course before they come to camp which covers the adult supervised activities.

All adult supervised activities are clearly marked around camp with an exclamation mark (!), and followed with clearly marked rules and guidelines at the activity site.

When these particular activities are not in use they will be locked up and the keys to unlock them will be stored in a place known to the supervising adults of a group. This is normally the Camp Kitchen.

A supervising adult must be 16 years or over and of sound mind, physically capable to assist, not under the influence of any alcohol or (illegal) drugs and must have been instructed in the safety instructions regarding the activities.

The Adult Safety briefing covers the following activities:

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| 1. The Blob | 4. Part of the confidence course area and the black slide |
| 2. The Hydro Slide | 5. The Pool and the Spa Pool |
| 3. The flying Fox | |

Some of the other Adults supervised activities are covered by a briefing on request only (when a booking for this particular activity has been made), these are as follows;

- | | |
|------------------------------------|----------------|
| 1. Adventure trail | 3. Cage soccer |
| 2. Pool inflatable obstacle course | 4. Top Team |

- ✓ An adult willing to supervise must be trained and assessed by a Finlay Park staff member, and sign off on that particular activity