



BMX

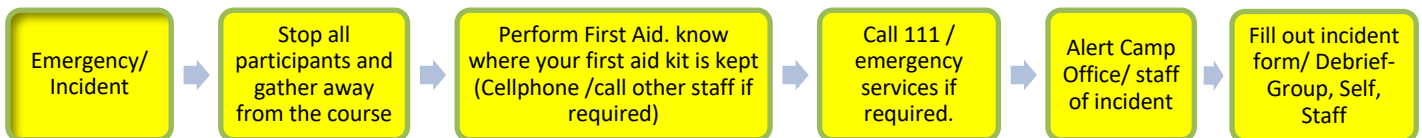


Standard Operating Procedure

This form describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed. This SOP is to be used each time the activity is conducted. Any changes or suggestions to be raised in activity debriefs and meetings.

Activity:	BMX		
Location of Activity:	BMX track		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Christy Breetvelt	Version:	3
Position:	Instructor	Approved:	02/05/2024. Stephen Fox. Manager.
Date Reviewed:	02/05/2024	Location of Hard copy:	Office
Number of Participants:	Max Ratio:	1 Instructor or Supervisor / 10 Participants. Note: Ratio adjusted with changes in risk levels.	
Instructor Competence:	Site-specific induction and assessment of internal competencies.		
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures.		
Equipment & Clothing Requirements:	MiCamp Supplied: Bikes, Helmets. Participants Supplied: Covered Shoes and appropriate Clothing for weather conditions.		
Communication Procedures:	Use the Supervisor's cell phone to contact emergency services and /or staff. Alternative communication; Send runner to office.		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:	Health and Safety at Work (Adventure Activities) Regulations 2016. Activity Safety Guideline Mountain Biking v1		

Emergency Procedures



This Standard Operating Procedure (SOP) is approved for use at sites operated by MiCamp Trust. As of the time of approval, this SOP meets all known regulations (Adventure Activity regulations, Safety Audit Standards etc) and current industry good practice

Operating Procedures

Pre-activity Check	
1	Attend training and safety briefing with staff.
2	Familiarise with SOP/ equipment location.
3	Visually check the equipment and structures.
MiCamp Instructor Brief to Supervisor	
1	Go over the SOP.
2	Conduct training as per "Activity supervisor training and acknowledgement form"
Set-Up (Staff)	
1	Check course over to make sure it is ready for participants (no rocks or sticks on the track)
2	Bring the bikes and helmets out from the shed and check them over.
Supervisor Brief to Participants	
1	Gather the group together and show them the general area
2	Do not go outside the BMX track area with the bike
3	Always ride in the same direction
4	Helmets and covered footwear must always be worn on the BMXs.
5	Only those riding bikes are allowed on the track
Operating Instructions	
1	Fit participants with helmets.
2	Participants are to first ride on the flat (off the track), practise breaking, have a slow 'race' to teach balance.
3	Take caution around corners, slow down while getting used to the track.
4	Once everyone has had a turn on the track, have some competitions (time trials, 1vs1, etc.)
Closing Down the Activity	
1	Bikes and helmets left tidy at the end of each day. Take the gear back to the shed clean.
2	Ensure the general area is clean of rubbish and personal belongings.
3	Ensure that any damage or incidents are reported to camp staff.
Pause Points:	
1	Pause activity at any time conditions or people become unsafe
2	Participant is riding recklessly. Supervisor's may remove member or deny participation.
3	Pause activity if anyone gets Injured.

Equipment Check

1	Bikes – Check tyre pressure, brakes, cranks, chains, and pedals
2	Helmets – Check outer shell and inner padding and buckles
3	Ensure the track is clear of dangerous debris.
4	Check that obstacles are whole and in a tidy, usable state.

Hazards and Risk Identification				
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. *All Risks must be continually monitored throughout the activity* New hazards/ risks must be reported or resolved appropriately as soon as possible.				
Environment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Slippery surfaces, participants running, structure hazards	No running on track. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High	ADMIN
Long hours in the sun (Supervisors & Participants)	Apply sunscreen before the activity. Bring water bottles. Program breaks/ Supervisor & Instructor rotations. Participants are to wait in shaded areas.	Low	Medium	PPE
Change in weather	Ensure everyone has appropriate clothing. The Supervisor is to halt the activity at any time weather compromises safety (e.g. Electrical storm, high wind). Weather Risk is to be assessed continuously.	Low	Medium	PPE
Activity Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisors can remove participants from the activity area or deny participation if the safety of others is compromised.	Low	High	ADMIN
Distraction from other activities	Supervisor to use effective group management techniques.	Low	Medium	PPE
Loose clothing snagging	Loose clothing is to be tucked in and the participants are to be warned of the risk of clothing snagging.	Low	Medium	PPE
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Equipment Failure	Bikes are serviced regularly, and equipment check done before each activity.	Low	Medium	ADMIN
Incorrect use of Equipment	Closed shoes are to be worn while riding. Supervisors are to ensure the correct use of the equipment throughout the activity. If needed pause and re-demonstrate the correct technique	Low	Medium	ADMIN
When to pause Activity	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant injured due to falling off a bike	Stop all other riders, gather group away from the incident, alert first aider and contact office and emergency services if needed.	Low	High	ADMIN
Bike is not functioning properly	Stop the rider, remove the bike from use and inform host of damage. Do not try to fix the bike yourself	Low	Medium	PPE
Halt activity at any time conditions or people become unsafe				