

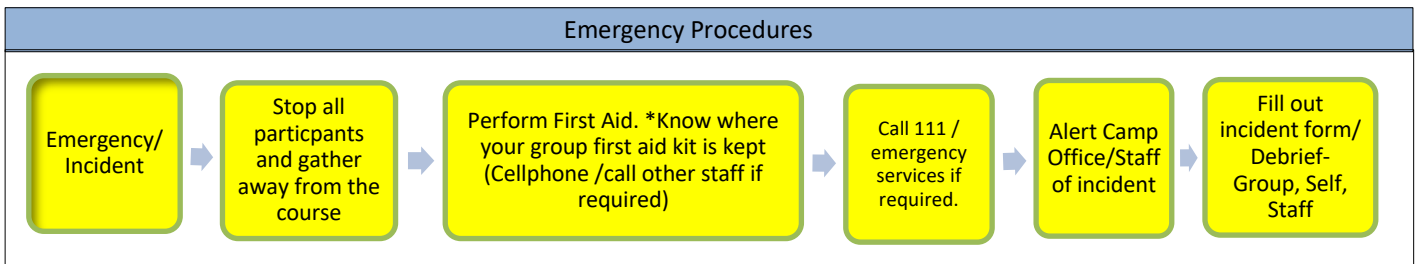


Standard Operating Procedure

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:	Burma Trail (day/night)		
Location of Activity:	In the bush, off the driveway at the Tennis Court (Southern corner of camp)		
Site:	Taupo	Area:	Activities
Reviewed By:	Christy Breetvelt	Version:	3
Position:	Instructor	Approved:	17/04/2024. Stephen Fox. Manager.
Date Reviewed:	17/04/2024	Location of Hard copy:	Camp Office
Number of Participants:	Max Ratio:	1 Supervisor / 15 Participants. Note: Ratio adjusted with changes in risk levels.	
Supervisor Competence:	Supervisor competent in group management and trained on SOP/ Emergency Procedures		
Equipment & Clothing Requirements:	MiCamp Supplied: Blind Folds 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 (work hours only)		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:	Health and Safety at Work (Adventure Activities) Regulations 2016.		



Equipment Check	
1	Staff to ensure ropes are appropriately connected
2	Track clear of dangerous debris and eye level branches.

Burma Trail



Operating Procedures

Pre-activity Check

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|---|--|--|
| 1 | Attend training and safety briefing with staff. | |
| 2 | Walk track to check for fallen branches, branches at eye level or thorns on the track. | |

Operating Instructions

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|---|---|--|
| 1 | Team walks through the bush holding the rope, they must move slowly so they don't trip or fall. | |
| 2 | Encourage them to communicate things to those behind them
e.g. low branches, roots, big steps. | |
| 3 | If during the day send them through in pairs, one blindfolded the other guiding them. | |
| 4 | Space extra supervisors around course for safety (If available). | |

MiCamp Instructor Brief to Supervisor

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| 1 | Go over the SOP. | |
| 2 | Conduct training as per "Activity supervisor training and acknowledgement form". | |
| 3 | Ensure the supervisor is aware of emergency procedures. | |

Supervisor Brief to Participants

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|---|--|--|
| 1 | Gather the group together and show them the start and the end. | |
| 2 | The teams/pairs are to always stay together | |
| 3 | Be aware of others around you as you move, keep a slow steady pace. | |
| 4 | Always keep a hand on the rope. | |
| 5 | One supervisor will be at the start/end of the track as well as at key points along the trail. | |

Closing Down the Activity

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| 1 | Do a head count to ensure that no one is missing. | |
| 2 | Gather all gear up and check that it is all returned. Note any broken or damaged gear- Report these to MiCamp Staff. | |
| 3 | Collect all blindfolds if used and return to the host. | |

Pause Points:

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|---|---|--|
| 1 | Pause activity at any time if conditions or people become unsafe. | |
| 2 | Pause if someone is missing or if group gets separated | |
| 3 | Pause if anyone gets injured | |

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

Burma Trail



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. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High	PPE
Change in weather	Ensure everyone has appropriate clothing. Supervisor to halt activity at any time if weather compromises safety (e.g. Electrical storm, high wind). Weather Risk is to be assessed continuously.	Low	Medium	PPE
Plants and insects	MiCamp Staff to be vigorous with removing poisonous plants or wasp nests. Disclose risk. Make known any allergies. Especially during high-risk seasons. (wasps/bees) Inform MiCamp staff of any new hazards (nests or plant locations)	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 Supervisor can remove participants from the activity area or deny participation if the safety of others is compromised.	Low	High	ADMIN
Multiple tracks	Participants are to follow rope only, supervising adults to be along the track with torches to guide the group if needed.	Low	Medium	PPE
Frightened participants	Supervisors to check on each participant as they pass.	Low	Medium	ADMIN
Falling branches, thorns	Track walked by staff and supervisor from the group beforehand to check for Risks, remove hanging branches and clear path. Covered shoes must be worn. The group warned of obstacles and Risks.	Low	Medium	ADMIN
Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Loose Ropes	Pre-walk track ensuring ropes are connected in good order.	Low	Medium	PPE
When to stop Activity	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Group is separated	Stop the activity, and do a head count. If someone is missing keep the group together and send adults out to search.	Low	Medium	ADMIN

Halt the activity at any time conditions or people become unsafe