



Geocaching



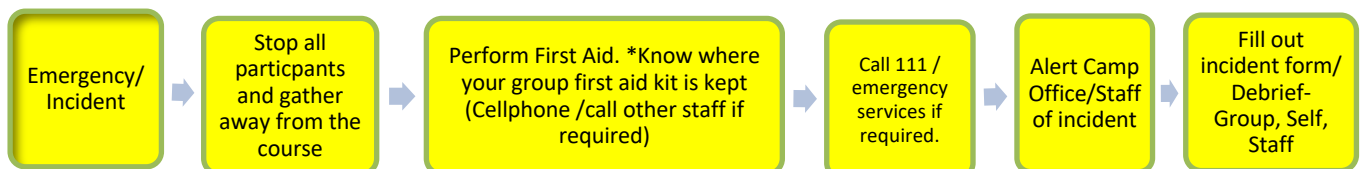
Standard Operating Procedure

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:	Geocaching		
Location of Activity:	Camp wide		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Christy Breetvelt	Version:	3
Position:	Instructor	Approved:	08/05/2024. Stephen Fox. Manager.
Date Reviewed:	08/05/2024	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.		
Participants Equipment & Clothing Requirements:	MiCamp Supplied: GPS, Clip sheets. Participants Supplied: Covered Shoes and appropriate Clothing for weather conditions.		
Instructor & Supervisor Equipment & Clothing Requirements:	MiCamp Supplied: Station Containers, Geocache information sheet & map, Spare Batteries, Supervisor Answer sheet, GPS Guide Sheet.		
Communication Procedures:	Use the supervisor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office.		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:	Health and Safety at Work (Adventure Activities) Regulations 2016. Map-based Activities Good Practice Guide V1 2019.		

Emergency Procedures



Operating Procedures

Pre-activity Check

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| 1 | Attend training and safety briefing with staff. | |
| 2 | Familiarise with SOP/ equipment location. | |
| 3 | Visual check of equipment and battery check of GPS. | |

Setup

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| 1 | Collect equipment form the office. | |
| 2 | Ensure ALL equipment is in the geocaching box as per the equipment check. | |

MiCamp Instructor Brief to Supervisors

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| 1 | Go over the SOP. | |
| 2 | Conduct training as per “Activity supervisor training and acknowledgement form”. | |
| 3 | Ensure supervisor is aware of emergency procedures. | |
| 4 | Explain and demonstrate the use of the GPSs, including common corrections and errors. | |
| 5 | Refer to guide sheet for step-by-step instructions. | |
| 6 | Ensure supervisor is briefed on site hazards, and that no waypoints are off site. | |
| 7 | Return all equipment to the office at the end of the session. | |

Instructor Brief to Participants

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| 1 | Introduce Geocaching. Split into groups of two or three. | |
| 2 | Show how the GPSs work: On button, Where to, Waypoints, the zoom in and out function. Hand out the equipment. Instruct that they are to hold the GPS level and to start walking to gain GPS signal. | |
| 3 | Explain hazards/risks/boundaries. | |
| 4 | Instruct how to use GPS using a point on clip sheets (i.e. Punga). Explain bonus points. | |
| 5 | Give the group a time limit and location to meet back at before the end of the session to be able to give debrief. | |
| 6 | Make known location of supervisor if help is required. | |

Debrief suggestions

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| 1 | Collect clip sheets and add up the scores. | |
| 2 | Give bonus points. | |
| 3 | Congratulate winners. | |

Closing Down the Activity

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| 1 | Gather all the gear and check that it is all returned. Inform MiCamp Staff of any broken or damaged gear. | |
| 2 | Ensure all GPSs are in good working order and not showing errors. Turn off the GPSs. | |

Pause points

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| 1 | Participants interfering with other activities. | |
| 2 | Pause the activity at any time conditions or people become unsafe. | |
| 3 | Pause the activity if anyone gets Injured. | |

Equipment Check	
1	GPS in working order– has batteries, correct maps and waypoints are loaded.
2	Ensure the group has enough clip sheets.
3	Geocache locations in correct position with clippers and info sheet.

Hazards and risk Identification					
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies.					
All Risk must be continually monitored throughout the activity					
New hazards/ risk must be reported or resolved appropriately as soon as possible.					
This	Management c Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
			Managed	Unmanaged	
Standard Operating Procedure (SOP) is approved for use at sites operated by	Slippery surfaces, potholes, logs, rocks	No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	Low	High	ADMIN
	Heat exposure in the sun (Supervisors and participants)	Apply sunscreen prior to activity. Bring water bottle. Program breaks. Supervisor rotations. Participants to wait in shaded areas.	Low	Medium	PPE
	Communication from other groups	Supervisors to use good group management. Disclose risk to supervisors. Remind supervisors of other groups, if necessary, use positive communication.	Low	Medium	ADMIN
	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	Risk Management Strategy	Risk Level		Hierarchy of Control
			Managed	Unmanaged	
	Participant safety compromised	Give safety brief. Staff or Supervisor can remove participant from activity area or deny participation if safety of others is compromised.	Low	High	ADMIN
	Participant lost or strayed	Ensure participants are aware of boundaries. Small groups are informed to stay together. Know the designated meeting point. If unsure where they are to stay put and blow whistle. Supervisor will come find them.	Low	Medium	ADMIN
	Participant entering restricted areas	Supervisor to make clear the boundaries of the activity. Not near other activities, not in the water, not in the Zipline zone.	Low	Medium	ADMIN
	Management c Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
Managed			Unmanaged		
Participant not at GPS meeting point	Participants to be well informed of risks.	Low	Medium	ADMIN	
Points	Risk Management Strategy	Risk Level		Hierarchy of Control	
		Managed	Unmanaged		
Participant safety compromised	Pause Activity at any time if participants or conditions become unsafe. *Instruct participant that if the bell goes, they are to return to the office area.	Low	High	ADMIN	

**As at the time of approval this SOP meets all known regulations.
(Adventure Activity regulations, Safety Audit Standards etc) and current industry good practice.**