

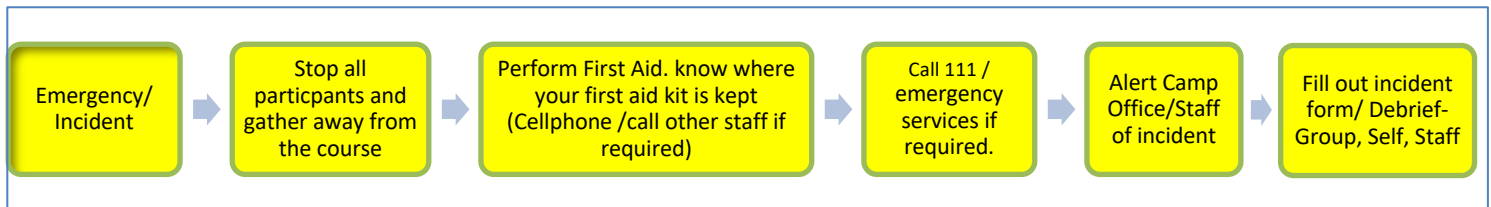


Standard Operating Procedure

*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 the activity debriefs and meetings.*

| | | | |
|--|--|--|-----------------------------------|
| Activity: | Mini Golf | | |
| Location of Activity: | Mini golf course at the bottom of the field. | | |
| Site: | Taupo | Area: | Activities |
| Reviewed By: | Christy Breetvelt | Version: | 2 |
| Position: | Instructor | Approved: | 24/04/2024. Stephen Fox. Manager. |
| Date Reviewed: | 24/04/2024 | Location of Hard copy: | Camp Office |
| Number of Participants: | Max Ratio: | 1 Instructor or Supervisor / 15 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: Golf clubs, Golf balls, and score sheets (optional). Participants Supplied: Covered Shoes and appropriate Clothing for weather conditions. | | |
| 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: | NZMGF Code of Conduct, Rules and Regulations 2022 | | |

Emergency Procedures



| Equipment Check | |
|-----------------|--|
| 1 | Golf clubs are not bent or broken. |
| 2 | Golf balls have no cracks. |
| 3 | Check course is free form obstructions: stones, branches, leaves or pooling water etc. |

| Pre-activity Check | | |
|--|--|--|
| 1 | Attend training and safety briefing with staff. | |
| 2 | Familiarise with SOP/ equipment location. | |
| 3 | Visually check equipment and structures as per equipment check. | |
| Setup | | |
| 1 | Collect equipment from train station. | |
| 2 | Collect scorecards/pencils (if using). | |
| MiCamp Instructor Brief to Supervisor | | |
| 1 | Go over the SOP. | |
| 2 | Conduct training as per "Activity supervisor training and acknowledgement form". | |
| 3 | Ensure supervisor is aware of emergency procedures. | |
| Supervisor Brief to Participants | | |
| 1 | Gather the group together and show them the general area. | |
| 2 | Explain appropriate use of equipment: Gentle putting, only using supplied equipment, (no hitting other objects with clubs, etc). | |
| 3 | Gentle putts only (no driving range shots). | |
| 4 | Aim is to have the lowest number of hits from each 'tee' to the hole of each course. | |
| 5 | Split group up. Have groups start at different courses. | |
| Debrief suggestions | | |
| 1 | Debrief any comments from participants. If relevant report to MiCamp staff. | |
| Closing Down the Activity | | |
| 1 | Gather all gear up and check that it is all returned. Inform MiCamp Staff of any broken or damaged gear. | |
| 2 | Ensure all clubs/ balls are returned to an appropriate area or as directed by MiCamp staff. | |
| 3 | Alert the host of any changes/maintenance needed. | |
| Pause points | | |
| 1 | Pause the activity at any time conditions or people become unsafe. | |
| 2 | Pause the activity if anyone get 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.

| Hazards and Risk Identification | | | | |
|--|---|------------|-----------|----------------------|
| <p>This section describes some reasonably foreseeable risk, its potential level and suggested management strategies.</p> <p>*All Risks must be continually monitored throughout the activity*</p> <p>New hazards/ risks must be reported or resolved appropriately as soon as possible.</p> | | | | |
| 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 |
| Long hours in the sun | Apply sunscreen before the activity. Bring water bottles. Program breaks. Participants are to wait in shaded areas. | Low | Medium | PPE |
| Change in weather | Ensure everyone has appropriate clothing. Supervisor to halt activity at any time weather compromises safety (e.g. Electrical storm, high wind). Weather Risk is to be assessed continuously. | Low | Medium | PPE |
| Driveway | Watch out for cars and that participation are not running close to the driveway. Speed limit for vehicles of 15Kmh. | Low | Medium | ADMIN |
| 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 |
| Equipment Specific Risks | Risk Management Strategy | Risk Level | | Hierarchy of Control |
| | | Managed | Unmanaged | |
| Swinging clubs | Supervise vigorously. Remind participants to be aware of those around them. *Gentle putts only. | Low | High | PPE |
| When to pause Activity | Risk Management Strategy | Risk Level | | Hierarchy of Control |
| | | Managed | Unmanaged | |
| If conditions or participant become unsafe | Pause activity until conditions are safe again | Low | Medium | ADMIN |
| Halt activity at any time conditions or people become unsafe | | | | |