

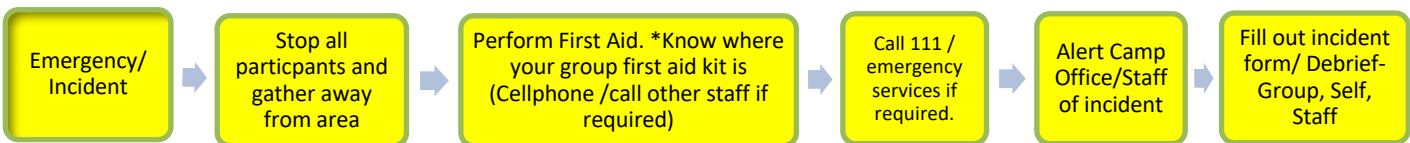


Standard Operating Procedure

*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:	Crossing the Road		
Location of Activity:	State Highway 1 Mission Bay		
Site:	Taupo	Area:	Activities
Reviewed By:	Christy Breetvelt	Version :	1
Position:	Activities	Approved:	01/05/2024. Stephen Fox. Manager.
Date Reviewed:	01/05/2024	Location of Hard copy:	Camp Office
Number of Participants:	Max Ratio:	1 Supervisor to 6 Participants. Note: Ratio adjusted with changes in risk levels	
Supervisor Competence:	Supervisor competent in group management and trained on SOP/Emergency procedures. Supervisor must be 18 or over.		
Supervisor Equipment	Hi-Vis Jacket, Footwear.		
Equipment/ Clothing Requirements:	Footwear		
Communication Procedures:	Use a 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:	NZTA Pedestrian Doc, Road Safety NZ POLICE, School Traffic Safety Team Manual 2016 NZTA		

Emergency Procedures



Operating Procedures		
Micamp Instructor Brief to Supervisors		
1	Attend safety briefing with staff.	
2	Familiarise with the SOP.	
3	Conduct training as per “Activity supervisor training and acknowledgement form”.	
4	Ensure Supervisors are aware of emergency procedures.	
Setup		
1	Supervisors to wear Hi-Vis Jackets.	
2	Have supervisors waiting on each side of the road. (At no point is there to be a participant left by themselves at the side of the road.)	
Instructor Brief to Participants		
1	Stay behind Supervisors.	
2	We will cross the road in groups of 6 (1 Supervisor to 6 Participants).	
3	Do not run across the road but walk fast.	
4	Once on lake side, go straight down to the meeting point.	
5	Listen to Supervisors only.	
6	Participants to wait at least two metres away from the road.	
Instructions		
1	Use stop, look, and listen to identify where cars are coming from.	
2	Use simple words like stop and go.	
Closing Down the Activity		
1	Do a head count to ensure no one is missing.	
2	Return Hi-Vis jacket to office.	
Pause points		
1	Pause activity at any time if conditions or people become unsafe.	

Hazards and Risk Identification				
This Standard	tion 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.			
Identified risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Surfaces, heights	Disclose risks and hazards as appropriate. Monitor continually.	Low	High	ADMIN
Specific	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Operating	Give safety brief. Supervisors are to actively monitor and look out for traffic.	Low	High	ADMIN
Participants	Supervisors to use good group management.	Low	High	ADMIN
Pause activity at any time conditions or participants become unsafe				

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.