

Bubble Balls – SOP

Last Review:

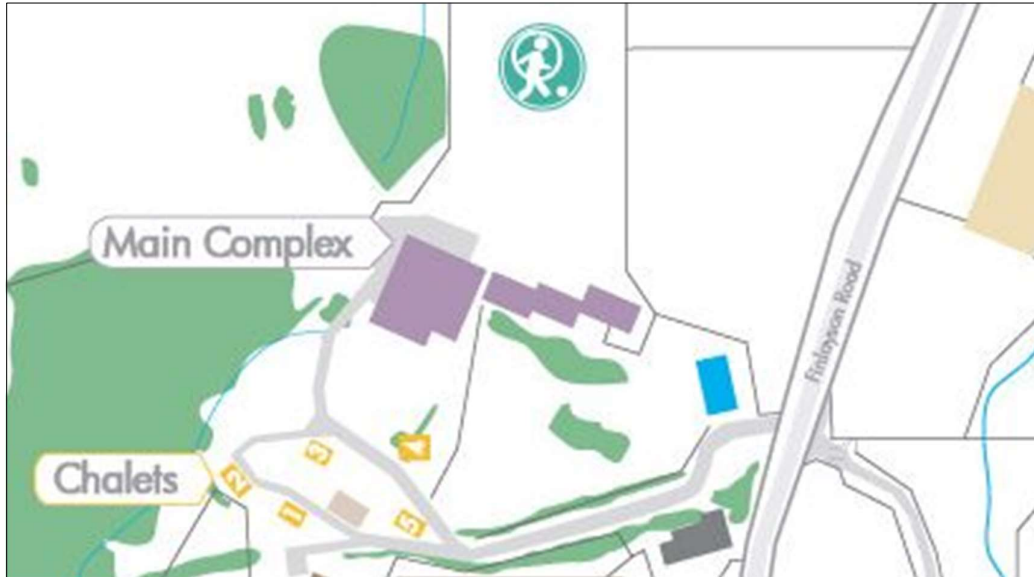
This SOP was last reviewed on 30 October 2020.

Activity Summary

The CYC Waihola Bubble Balls activity is a **medium risk activity** that involves participants playing various games wearing inflatable bubble suits.

Location

Flat area behind Main Lodge and other suitable flat paddocks



Requirements for activity

Activity Leader

An activity leader is required for this activity:

- ▶ Only one person will be deemed to be the Activity Leader for each session
- ▶ The activity leader must have a current *CYC Waihola Bubble Balls Supervisor* qualification⁸.

Qualifications

All activity leaders must have at least the following qualification:

- ▶ *CYC Waihola Bubble Balls Supervisor*

Supervision Ratios

Only children⁹ may participate in this activity therefore:

- ▶ the high risk ratio of 1 competent adult to 5 children applies
- ▶ there is a two competent adult minimum (this minimum includes the Activity Leader)

Activity Restrictions

Participants that have had a head injury (including concussion) in the previous 3 weeks are not permitted to participate in this activity due to the danger of Secondary Impact Syndrome¹⁰.

Only children may participate in the Bubble Balls activity except for any of the following reasons:

- ▶ for the purposes of training

⁸A person with a current *CYC Waihola Bubble Balls Assistant* qualification can take on the role of Activity Leader if they are under the direct supervision of a person with at least a current *CYC Waihola Bubble Balls Supervisor* qualification.

⁹Refer to Appendix 1.1 Glossary of Terms

¹⁰Refer to Appendix 1.1 Glossary of Terms

- ▶ for the purposes of testing the bubble balls activity
- ▶ There is a no exceptions height range of 120cm – 165cm and weight range limit of 30 – 60kg for this activity.

Activity Sign-off

As part of completing the daily log-book for this activity the Activity Sign-off Sheet must be completed every time this activity runs.

Activity Equipment

This activity equipment includes:

- ▶ Activity Logbook containing:
 - ▷ these current SOPS
 - ▷ a daily Activity Sign-off Sheet
- ▶ 12x bubble balls for use by participants
- ▶ 1x inflatable swiss ball
- ▶ an electric pump that is only to be used indoors.
- ▶ earmuffs for use while inflating bubbles.

If this activity is to be run in any location other than the flat areas immediately adjacent to the Main Lodge, then the off-site activity first aid kit is to be taken to the activity location.

Ancillary Services

No ancillary services are required for this activity.

Key reasons to postpone activity.

This activity should not be run, or Activity Leaders should stop the activity for the following reasons:

- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
- ▶ Inadequate competent supervision
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity.
- ▶ Wind that is higher than 5 on the Beaufort Scale¹¹

Operating Procedures

6 monthly check

A paid staff member must review and physically inspect the activity every 6 months using the [Flowchart of Risk Management Processes](#), [Bubble Balls – Risk Analysis](#) and the [Bubble Balls – 6 Month Check Form](#) to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Records of the 6 monthly checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- ▶ Any safety concerns from the 6 monthly check will result in the activity being out of action until the safety concern is remedied.

Day of Activity Check

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity. Conditions deemed to be unsuitable will be determined by any of the following:
 - ▷ Wind that is higher than 5 on the Beaufort Scale
 - ▷ Heavy precipitation
- ▶ The Activity Leader will do a quick visual check of the playing area to look for any hazards including sharp objects that may puncture the bubble balls.
- ▶ The Activity Leader must complete the [Bubble Balls – Activity Sign-off Form](#)

¹¹Refer to Appendix 1.2 Beaufort Scale



Activity Setup

If Bubble Balls are to be used on Main Lodge soccer field then:

- ▶ bubbles are to be inflated in hall and fitted to participants inside hall to prevent them blowing away. Participants are to carefully walk down to the soccer field without bumping into each other or objects.
- ▶ soccer goal posts are to be set 10 metres into play area away from soccer field banks.

With Each New Group of Participants:

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader

The introductory talk will cover the following:

- ▶ The Activity Rules as detailed below.
- ▶ When the whistle is blown all stop and look at Activity Leader for further instructions – it could mean a goal, a game penalty, or a safety issue.
- ▶ rules of any games played.

The activity rules are:

- ▶ No pointy or sharp objects in your pockets – including belts on pants.
- ▶ Participants must wear comfortable sport shoes (no studs) or be barefoot (i.e. no jandals).
- ▶ Don't tackle any person who isn't inside a Bubble.
- ▶ Don't bump into another player with their backs turned and not expecting it.
- ▶ Don't roll down any slopes hills until given permission.

During Game Play:

If Bubble Balls are to be used on Main Lodge soccer field then the Activity Leader will stop and reset the game if a player gets too close to edge of soccer field embankment.

After the the activity is finished:

The Activity Leader must ensure that the Bubbles are not left out for any length of time as the can be damaged by wind and/or persons using them without supervision.

If the Bubbles are to be stored in the Main Lodge Hall when not in use they must be out of bounds.

Emergency and Incident Preparedness

First Aid Kits

When this activity runs on the soccer field or flat area behind the Main Lodge, the nearest First Aid kit is located in the Main Lodge Activity Store room / Sick Bay.

When this activity runs near the Homestead, the nearest First Aid Kit is located in the Homestead Storage cupboard.

Refer to First Aid Kits

General Incident Procedures

The process for general incidents is outlined in [Step by Step Management of Incidents](#)

Concussion

If participant has a suspected concussion then they must be seen by a doctor as soon as possible.

Spinal Injury

All CYC Waihola Paid Staff will be trained in first aid including dealing with spinal injuries.



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<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>

Fatigue Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (medium level of harm with a medium likelihood of occurrence) for impairment of Activity Leaders as a result of fatigue.

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([Staff](#)) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are fatigued.

Drug and Alcohol Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (medium level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy (Drug and Alcohol Policy) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are under the influence of alcohol and/or drugs.

Specific Legislation relating to this activity

Acts and Regulations

- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

Activity Safety Guidelines

- ▶ None

Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)¹²

Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager

¹²applied to this SOP as an OutdoorsMark Premium Activity

Bubble Balls – Risk Analysis

- ▶ The following table represents the hazards and risks associated with this activity as per [Hazard and Risk Management Processes](#)
- ▶ **Items highlighted in red indicate significant hazards within this activity**

Risk and Hazard Analysis				Risk Controls	
Hazard	Risk	Potential Risk Rating	Serious risk	Control	Instructions
Equipment: Loud inflation pump	Hearing Loss	High	✓	PPE	▶ Ear protection will be worn whilst inflating bubbles
Environment: Wind	Damage to Bubbles	High	✓	Isolate	▶ Bubbles will not be left in the wind when not in use
People: Secondary Impact Syndrome	Spinal or Head Injury Broken Bones	High	✓	Eliminate	▶ Persons with a recent concussion may not participate in this activity
People: Bumping into persons not expecting it		Moderate	✓	Administrative	▶ Activity Leader will give clear instructions about bumping people
Equipment: Under inflated balls		Moderate	✓	Engineering	▶ Activity Leader will ensure bubbles are correctly inflated
People: Inadequate Supervision		Moderate	✓	Administrative	▶ Children will be supervised by adults. ▶ Clear instructions for use of activity will be given to children
People: Fooling around		Moderate	✓		
People: Impairment of Activity Leaders		Fatigue	Moderate	✓	Administrative
	Alcohol / Drugs	Moderate		Administrative	▶ Full alcohol / drug prohibition applies to this activity as per policy

Risk and Hazard Analysis Last Updated: 30 October 2020



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