

## Disc Golf - SOP

### Last Review:

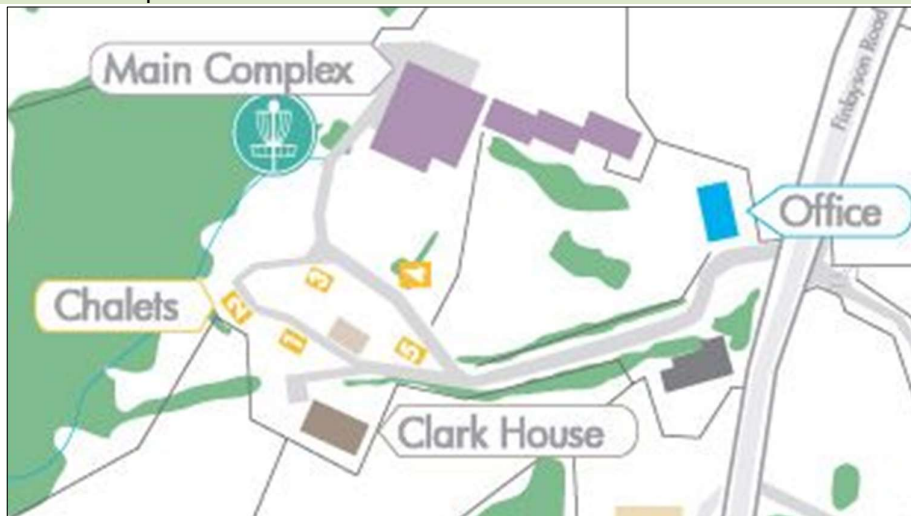
This SOP was last reviewed on 30 October 2020.

### Activity Summary

The CYC Waihola Disc Golf activity is a **low risk activity** that involves participants throwing "frisbees" towards a basket goal.

### Location

Upper CYC Waihola camp-site



### Requirements for activity

#### **Activity Leader**

A supervising adult that has received instructions from the on-call staff member is required to be the Activity Leader for this activity.

#### **Qualifications**

No qualifications are needed for this activity.

#### **Supervision Ratios**

When children<sup>16</sup> are present:

- ▶ the low risk ratio of 1 adult to 10 children applies

This activity sometimes is run in small groups of children (e.g. 3-5 persons per small group). As the participants are within the bounds of the camp-site boundaries and are within sound range of adults at all times the small groups can roam without the need for direct adult supervision in each group.

#### **Activity Restrictions**

No activity restrictions exist for this activity

#### **Activity Sign-off**

No activity sign off is required for this activity.

#### **Activity Equipment**

The Disc Golf activity uses:

<sup>16</sup>Refer to Appendix 1.1 Glossary of Terms

- ▶ thrown "Frisbee" discs
- ▶ 9 semi-permanent baskets

### **Ancillary Services**

No ancillary services are required for this activity.

### **Key reasons to postpone activity**

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

- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
- ▶ Inadequate supervision
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity
- ▶ Wind that is higher than 7 on the Beaufort Scale<sup>17</sup> coming up during the activity

### **Operating Procedures**

#### **12 monthly review**

A paid staff member must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes](#) and [Disc Golf - SOP](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 monthly check will result in the activity being out of action until the safety concern is remedied.

#### **With each new group of participants:**

Prior to starting the activity:

- ▶ The activity leader must ensure that all participants are wearing suitable clothing and footwear. The activity runs throughout the upper camp-site so footwear is required.
- ▶ If the activity is running at the same time as other different activities in the flying zones of the disc-golf activity then the Activity leader must ensure that the other Activity Leaders are aware of the disc golf activity running and the warning call for flying discs.

Before the departure of participants from the starting point the following safety rules must be given:

- ▶ Boundaries of the activity given
- ▶ Never throw a disc towards a person that isn't aware of disc's flying. Participant's must call "Disc Flying" before releasing any discs where someone could be hit.
- ▶ Be careful of unmarked hazards such as rabbit holes

#### **During the activity:**

If small groups are being used to split participants amongst the baskets then the Activity Leader should roam around and check in with each small group to confirm they are on task.

### **Emergency and Incident Preparedness**

#### **First Aid Kits**

As a permanently installed activity, the nearest First Aid kit is located in either the CYC Office or Main Lodge Activity Storeroom / Sick bay.

Refer to *First Aid Kits*

#### **General Incident Procedures**

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

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<sup>17</sup>Refer to Appendix 1.2 Beaufort Scale



## **Fatigue Risk Assessment**

### **Activity Risk Assessment**

This activity is deemed to have a **low risk factor** (low 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 **low risk factor** (low 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 \[version 1.1:2017\]](#)<sup>18</sup>

### **Technical Advisers for this Activity**

- ▶ CYC Waihola Operations Manager
- ▶ CYC Waihola in-house technical experts
  - ▷ Chris McLean (Disc Golf aficionado)
  - ▷ Regan Roff (Disc Golf aficionado)

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<sup>18</sup>applied to this SOP as an OutdoorsMark Premium Activity

## Disc Golf – 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**

<b>Risk and Hazard Analysis</b>				<b>Risk Controls</b>	
	<b>Risk</b>	<b>Potential Risk Rating</b>	<b>Serious risk</b>	<b>Control</b>	<b>Instructions</b>
<b>Equipment: Persons hit by disc</b>	<b>Broken Bones Bruises</b>	<b>Moderate</b>	✓	<b>Administrative</b>	▶ Participants will call "Disc Flying" if throwing towards other people
<b>Environment: Tripping on uneven ground</b>		<b>Moderate</b>	✓	<b>Administrative</b>	▶ Participants will be told about unmarked hazards (i.e. rabbit holes)
<b>People: Inadequate Supervision</b>		<b>Low</b>		<b>Administrative</b>	▶ Children will be supervised by adults ▶ Clear instructions for use of activity will be given to children
<b>People: Fooling around</b>		<b>Low</b>			
<b>People: Impairment of supervising adults</b>		<b>Fatigue</b>	<b>Low</b>		<b>Administrative</b>
	<b>Alcohol / Drugs</b>	<b>Low</b>		<b>Administrative</b>	▶ Full alcohol / drug prohibition applies to this activity as per policy

*Risk and Hazard Analysis Last Updated: 30 October 2020*