

Geocaching & GPS Based Games - SOP

Last Review:

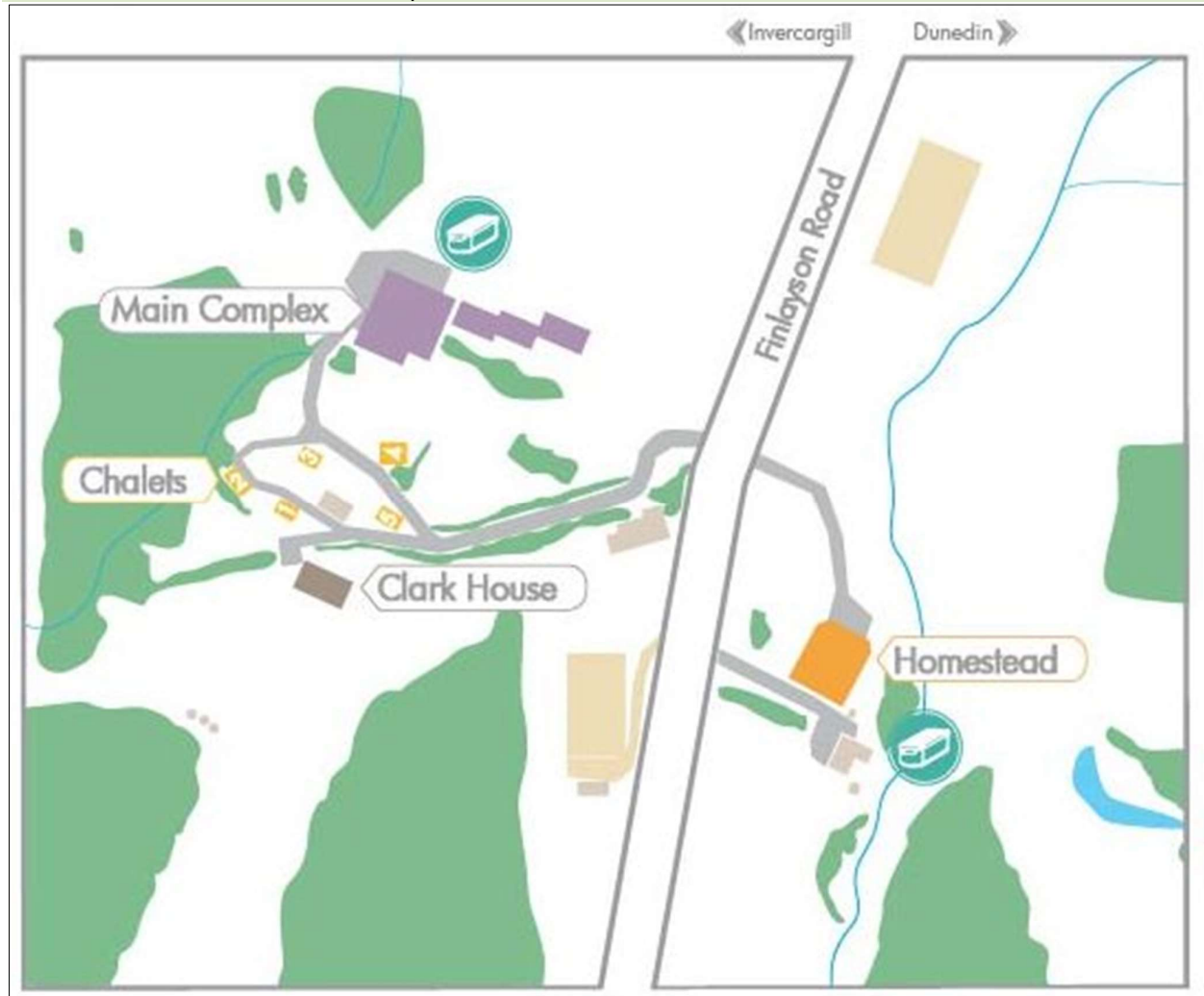
This SOP was last reviewed on 30 October 2020.

Activity Summary

Geocaching & GPS Games activity is a simple **low risk activity** that involves participants using GPS receivers to find "treasure" or perform other tasks.

Location

Various locations around the camp-site



Requirements for activity

Activity Leader

An overall Activity Leader needs to oversee the running of this activity. This overall activity leader should not form part of the smaller groups and be readily contactable by each small group if required.

Qualifications

No qualifications are needed for this activity.

Supervision Ratios

When children¹⁹ are present:

- ▶ the low risk ratio of 1 adult to 10 children applies
- ▶ the ratio of children to adults within small groups must be greater than 1 adult to 2 children for child protection

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 Geocaching activity uses:

- ▶ 10 GPS receivers (1 per small group)
- ▶ Geocache containers (20-40 of them) hidden around the camp site at various safe waypoints for the participants to find

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

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 [Geocaching & GPS Based Games – Risk Analysis](#) 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.

Activity Setup

This activity requires extensive setup prior to use:

- ▶ The Activity Leader must have ensured that all Geocache containers are set up in a location where the participants are not put into a unsafe location.
- ▶ GPS Receivers must be fully charged with rechargeable batteries and loaded with appropriated GPX file for the area the Geocaching is occurring in.

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

- ▶ Boundaries of the activity given

¹⁹Refer Appendix 1.1 Glossary of Terms for definitions



- ▷ point out that the only point to cross the road is at the bottom of the Main lodge driveway if road crossing is in use
- ▷ point out the camp-site is bounded by barb wire fences the entire way around the site
- ▶ Participants need to be aware of their surroundings at all times and try to to be “too dialed into the GPS screen”
- ▶ Activity will end when with a pre-determined time or sound signal.
- ▶ Ensure everyone who is going to participate in the activity has:
 - ▷ enclosed shoes
 - ▷ Suitable warm clothing (including a jacket) in case the weather turns

Activity Leader must run through two demo waypoints for each small group to ensure they know how to use the GPS

If the activity is using both sides of the camp-site and road crossings will occur then Temporary Road Signs must be put into use as per [Temporary Road Traffic Signs - SOP](#)

During the activity:

The Activity Leader should roam around and check in with each small group to confirm they are using the GPS correctly and finding geocaches

After the the activity is finished:

The Activity Leader will sound signal to call everyone back to starting point.

Once everyone has arrived then mark the score sheets and announce the winner.

Emergency and Incident Preparedness

First Aid Kits

As this activity can roam over the whole camp-site with multiple small groups, the nearest First Aid Kits can vary. Activity Leader must be aware of nearest first aid kit locations.

Refer to First Aid Kits

General Incident Procedures

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

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.



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

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 \(Map Based Activities\) \[version 1:2020\]*](#)
- ▶ [*Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]*](#)

Standards

- ▶ [*Safety Audit Standard for Adventure Activities \[version 1.1:2017\]*](#)²⁰

Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager (Geocaching aficionado)

²⁰applied to this SOP as an OutdoorsMark Premium Activity



Geocaching & GPS Based Games – 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	
	Risk	Potential Risk Rating	Serious risk	Control	Instructions
Equipment: Persons hit by disc	Broken Bones Bruises	Moderate	✓	Administrative	▶ Participants will be warned about being “dialled into the GPS”
Environment: Tripping on uneven ground		Moderate	✓	Minimise	▶ Participants will be told about unmarked hazards (i.e. rabbit holes)
People: Inadequate Supervision		Low		Minimise	▶ Children will be supervised by competent Activity Leaders only ▶ Clear instructions for use of activity will be given to children
People: Fooling around		Low			
People: Getting lost	Exposure / Fear	Low		Administrative	▶ Participants will be told boundaries of the activity
People: Impairment of supervising adults	Fatigue	Low		Administrative	▶ Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Low		Eliminate	▶ Full alcohol / drug prohibition applies to this activity as per policy

Risk and Hazard Analysis Last Updated: 30 October 2020



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