

## Go Carts – SOPs

### Last Review:

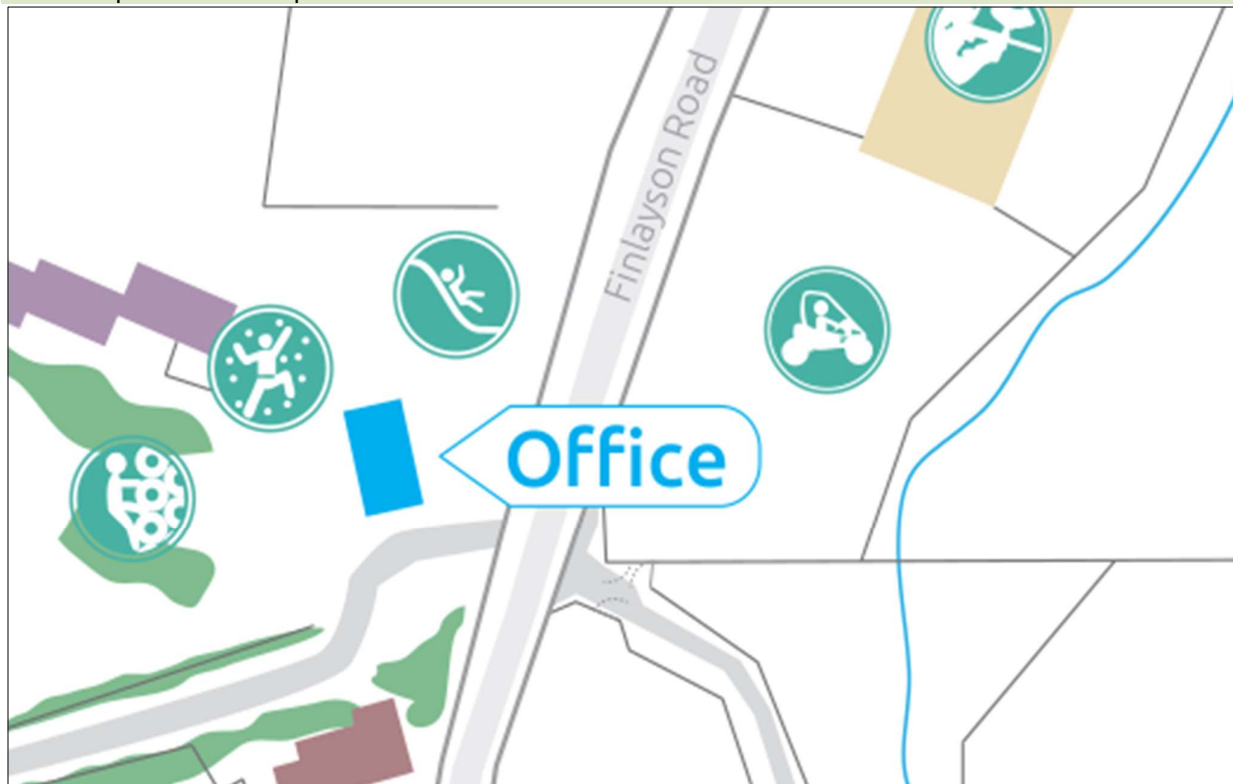
This SOP was last reviewed on 30 June 2021.

### Activity Summary

The CYC Waihola Go Cart activity is a simple **high risk activity** that involves participants driving a motorised grass cart around a tyre lined grass track.

### Location

Suitable paddock set-up with a Go Cart Track.



### 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 at least a current *CYC Waihola Go Cart Supervisor* qualification<sup>21</sup>.

#### **Qualifications**

All activity leaders must have at least the following qualification:

- ▶ *CYC Waihola Go Cart Supervisor*

#### **Supervision Ratios**

Only children<sup>22</sup> may participate in this activity therefore:

<sup>21</sup>A person with a current *CYC Waihola Go Cart 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 Go Cart Supervisor* qualification.

<sup>22</sup>Refer Appendix 1.1 Glossary of Terms for definitions

- ▶ 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 Syndrome<sup>23</sup>.

No one under the age of 18 whether trained or not is permitted to supervise this activity

Only children may participate in the Go Cart activity except for any of the following reasons:

- ▶ for the purposes of training
- ▶ for the purposes of testing the go cart activity
- ▶ for the purposes of taking the go cart from the storage shed to activity Location

The lower age limit for use of the go cart is 7 years old.

Load limit (weight of the driver and passenger) is not to exceed 100kg at any time.

### **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**

There will be a Go Cart Equipment Crate available at all times for the Go Cart Activity:

- ▶ The equipment crate will be stored in the locked Storage Shed where the go cart is located.
- ▶ This equipment crate is to be taken to the activity area every time the activity is in use.
- ▶ This equipment crate will contain:
  - ▷ Activity Logbook containing:
    - these current instructions
    - the current Activity RAMS
    - a daily Activity Sign-off Sheet
  - ▷ go cart key and remote kill switch
  - ▷ small fire extinguisher
  - ▷ a small first aid kit
  - ▷ two go cart helmets
  - ▷ pens and pencils for recording in logbook
  - ▷ go cart starting frame

Also located with the equipment crate in the storage shed will be the following:

- ▶ Spare fuel
- ▶ Oil for engine and gearbox

The assigned paddock for the Go Cart track is the fenced paddock west of the paint-ball arena.

- ▶ The tyres are utilised to mark out the go cart track and mark hazards such as holes in the paddock in which the activity runs.
- ▶ In summer this track will also be mowed prior to use of the go cart activity.

### **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

<sup>23</sup>Refer Appendix 1.1 Glossary of Terms for definitions

- ▶ Livestock located in the go cart paddock that cannot be shifted.

## **Operating Procedures**

### **Maintenance Logs**

This activity requires maintenance logs to be kept of all repairs using [Go Carts – Maintenance Log Record](#)

Any major repairs to the go cart must be notified to WorkSafe NZ and must have engineers inspection<sup>24</sup>

### **12 Monthly Review**

The Operations Manager must review and this SOP every 12 months using the [Flowchart of Risk Management Processes](#), [Go Carts – Risk Analysis](#) and [Go Carts – 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 month review will result in the activity being out of action until the safety concern is remedied.

### **Amusement Device Review**

This activity is required to be inspected by a registered external engineer every 2 years as prescribed by the [Amusement Devices Regulations 1978](#).

### **Regular Operational Checks**

A paid staff member that holds a *CYC Waihola Go Cart Instructor* certificate must inspect the activity at the start of the accommodation season (i.e. generally October) and then at least at 3 month intervals after this using the [Go Carts – Operational Check](#) form to sign off on the comprehensive safety of the activity

- ▶ During the winter season checks can be delayed if the Go Cart is not to be used in the forthcoming month but Operational Check must have occurred within 3 months of the first use.
- ▶ Records of the Operational checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- ▶ Any safety concerns from the Operational Check will result in the activity being out of action until the safety concern is remedied.

### **Day of Activity Pre-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.

Prior to use:

- ▶ The activity must have a daily pre-check completed by the Activity Leader using the [Go Carts – Daily Pre-check](#) located in the Go Cart logbook. This check will include:
  - ▷ Equipment Safety Check
  - ▷ Track Safety Check
  - ▷ Weather Assessment
  - ▷ Assessment of any new risks
- ▶ The daily pre-check can be done immediately before the first use of the day provided it is completed in full and not rushed by any waiting participants.

### **Activity Setup**

Prior to departure to activity location the Activity Leader should ensure that everyone has been told:

<sup>24</sup>Refer to <https://www.worksafe.govt.nz/topic-and-industry/amusement-devices/> (retrieved 29<sup>th</sup> June 2021)

- ▶ to wear or take warm clothing
- ▶ put on suitable footwear
- ▶ tie long hair back

The Activity Leader must then set up the activity by doing the following:

- ▶ Performing the daily pre-check as noted above
- ▶ Fuelling the Go Cart whilst still cold with enough fuel for the day's activities so that it doesn't require hot fuelling.
- ▶ Start the Go Cart on the starting frame to warm the engine and check it is running correctly
- ▶ Take the Go Cart to the Go Cart track
  - ▷ The Go Cart can only be started and taken to the activity area by a trained person.
- ▶ Fire extinguisher must be placed on standby next to track in case of engine fire

The Activity Leader must have an Activity Sign-off completed prior to each session during the day by the Activity Leader using the Activity Sign-off Sheet located in the Go Cart logbook

### **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:

- ▶ Applicable Amusement Device Regulation Rules<sup>25</sup>:
  - ▷ Spectators are to remain behind the designated barrier at all times
  - ▷ Seat belt and helmet must be worn at all times
  - ▷ Fully enclosed footwear must be worn at all times
  - ▷ Long hair and loose clothing must be suitably confined
  - ▷ Only one go cart in use at a time
  - ▷ Load limit (weight of the participants) is not to exceed 100kg
- ▶ CYC Waiholā's rules:
  - ▷ Only the persons having a go are allowed out from the safety waiting area at a time and only when given permission from the Activity Leader to come out.
  - ▷ Everyone else (including other leaders other than the Activity Leader) must wait behind the fenced waiting area
  - ▷ Only the Activity Leader is allowed at the rear of the go cart where the engine is located.
  - ▷ If a driver runs over a tyre with the Go Cart, they are to switch the engine off (if it has not been remotely killed) and wait for the Activity Leader to come to their aid.
- ▶ Procedures for each turn:
  - ▷ First lap is for going slow to get the feel of how the go cart performs, etc. If the participant hits a tyre or leaves the marked track then that is the end of their turn and they must use the kill switch to turn off the engine and wait for the Activity Leader to come to them
  - ▷ Subsequent laps is for going a bit faster if the participant is confident and seeing how the go cart performs going faster – same rules apply as the first lap if you hit the tyre or leave the track
- ▶ Demonstration of the go cart controls to everyone whilst go cart is turned off:
  - ▷ The Brakes for stopping the go cart
  - ▷ The Accelerator for making the go cart go
  - ▷ The Kill-Switch for turning off the engine if needed.
  - ▷ The Steering Wheel and how to steer

### **With every participant:**

The following must occur for each and every participant:

- ▶ The Activity Leader will call out the participant whose turn it is to drive and check they have a correctly fitted go cart helmet. If there is a passenger then they too must be checked for a correctly fitted go cart helmet.
- ▶ The Activity Leader will show the participant(s) how to get into the go cart and ensure the seat belt is correctly fitted.

<sup>25</sup>Defined by the Amusement Devices Regulations 1978

- ▶ The Activity leader must ensure both driver and passenger know to keep their arms and legs inside the roll cage at all times.
  - ▷ The driver must have their hands through the wrist guards on the steering wheel.
- ▶ The Activity Leader prior to starting the go cart will ensure the driver knows:
  - ▷ the brake pedal and what it does
  - ▷ the accelerator pedal and what it does
  - ▷ the kill switch and what it does
  - ▷ how to turn the go cart left and right
- ▶ The Activity Leader will then place the go cart on the starting stand and proceed to start the go cart.
- ▶ Once started the Activity Leader will lower the go cart off the starting stand and let the go cart go.
- ▶ The Activity Leader will then move off the track with the starting frame and stand next to the safety waiting area gate.

### **After the the activity is finished:**

The Activity Leader must at the end of the activity:

- ▶ Return the Go Cart to the storage shed
  - ▷ The Go Cart can only be returned to the storage shed by a trained person.
- ▶ Anything removed from the Go Cart Equipment Crate is to be returned to it
- ▶ Complete the Activity Logbook

## **Emergency and Incident Preparedness**

### **First Aid Kits**

The Go Cart equipment crate must contain a First Aid Kit at all times and this must be present at the activity location when Go Cart is in use.

*Refer to First Aid Kits*

### **General Incident Procedures**

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

### **Fire**

All CYC Waihola Go Cart Supervisors will be trained using a scenario where an engine fire occurs.

### **Concussion**

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

### **Spinal Injury**

All CYC Go Cart Supervisors will be trained using a scenario where a participant crashes and has suspected spinal injury.

## **Fatigue Risk Assessment**

### **Activity Risk Assessment**

This activity is deemed to have a **high risk factor** (high 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.



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Current version can be found on the file server at:  
<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>

## **Drug and Alcohol Risk Assessment**

### **Activity Risk Assessment**

This activity is deemed to have a **medium risk factor** (high level of harm and low likelihood of occurrence) for serious harm from impairment of supervising adults 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**

- ▶ [\*Amusement Devices Regulations 1978\*](#)
- ▶ [\*Health and Safety at Work Act \(HSWA\) 2015\*](#)

### **Activity Safety Guidelines**

- ▶ [\*Activity Safety Guideline \(All Terrain Vehicles\) \[version 2:2018\]\*](#)<sup>26</sup>
- ▶ [\*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>27</sup>

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

- ▶ CYC Waihola Operations Manager
- ▶ Mechanical Engineer:
  - ▷ Joe Bain of Motivated Design & Analysis

<sup>26</sup>not all of this AGS applies to this activity however key parts do so it should form part of the annual review process

<sup>27</sup>applied to this SOP as an OutdoorsMark Premium Activity

## Go Carts – 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	Seriou s risk	Control	Instructions	Residual Risk Rating
<u>People:</u> Secondary Impact Syndrome	Spinal Injuries Head Injuries Broken Bones	High	✓	Eliminate	• Persons with a recent concussion may not participate in this activity	Low
<u>Environment:</u> Crashing into objects		High	✓	Isolate	• Track will be well marked and free of objects that are a crash hazard	Moderate
<u>People:</u> Crashing into spectators		Critical	✓	Isolate	• Spectators will be required to stand in safety area	Low
<u>Equipment:</u> Go Cart frame or wheels fail		Critical	✓	Administrative	• Go Cart will have regular documented checks	Moderate
<u>Equipment:</u> Brakes fail or throttle sticks on		Critical	✓			Moderate
<u>People:</u> Inadequate Supervision		High	✓	Administrative	• Children will be supervised by competent Activity Leaders only • Clear instructions for use of activity will be given to children	Low
<u>People:</u> Fooling around		High	✓			Low
<u>People:</u> Refuelling done inappropriately	Burns	High	✓	Isolate	• Go Cart will be fuelled when cold with enough for the session • Only trained personnel will fuel go cart	Low
<u>Equipment:</u> Fuel catches fire		High	✓			Moderate
<u>Equipment:</u> Engine catches fire		High	✓	Engineering	• Fire extinguisher will be present for duration of go cart activity	Low
<u>Equipment:</u> Exhaust Burns		High	✓	Substitute	• Only Activity Leader can start the go cart	Low
<u>People:</u> Long Hair	Scalping	High	✓	Isolate	• Go Cart will have chain guards	Low
				PPE	• Long hair will be tied back	Low
<u>People:</u> Impairment of supervising adults	Fatigue	High	✓	Administrative	• Activity Leaders must not be fatigued when running this activity	Low
	Alcohol / Drugs	Moderate	✓	Administrative	• Full alcohol / drug prohibition applies to this activity as per policy	Low
Risk and Hazard Analysis Last Updated: 29 June 2021						

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