

Mountain Boards – SOP

Last Review:

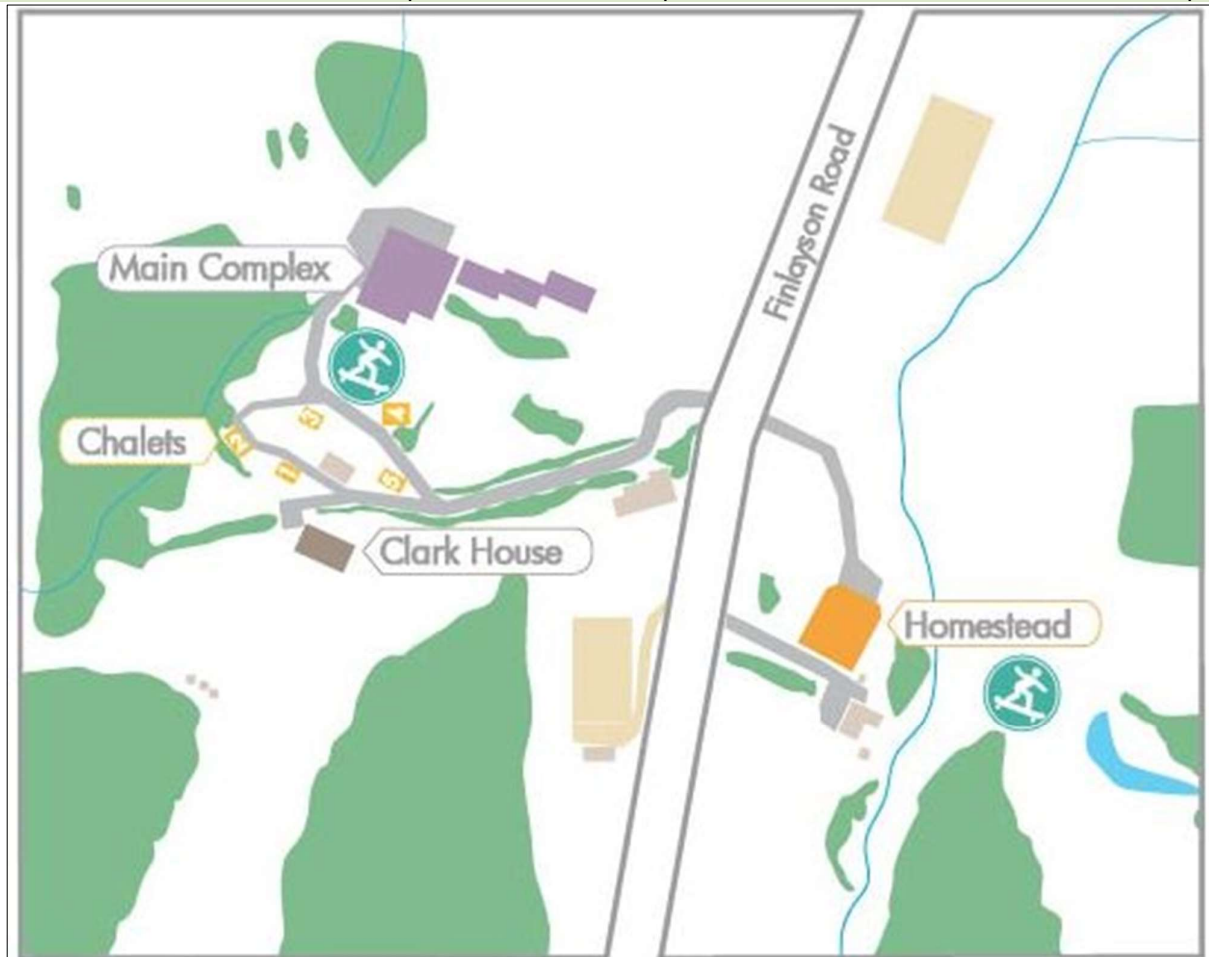
This SOP was last reviewed on 30 October 2020.

Activity Summary

The CYC Waihola Mountain Boards are a **medium risk activity** utilising special mountain boards to travel down low to medium sloped banks.

Location

Various locations around the camp-site of suitable slope size but NOT on the “old mudslide” slope



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
- ▶ An activity leader is a person that has received instructions from a CYC Paid Staff member in the use of the Mountain Board activity

Qualifications

No qualifications are needed for this activity.

Supervision Ratios

When children⁴⁸ are present:

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

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 Syndrome⁴⁹.

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 crate includes:

- ▶ Activity Logbook containing:
 - ▷ these current SOPS
 - ▷ a daily Activity Sign-off Sheet
- ▶ Two mountain boards
- ▶ Two safety helmets
- ▶ Two pairs of wrist guards for each wrist

If this activity is to be run in any location other than the the playing fields 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

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](#), [Mountain Boards – Risk Analysis](#) and the [Mountain Boards – 6 Month Check](#) 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:
 - ▷ Heavy precipitation
- ▶ The Activity Leader will do a quick visual check of the slopes to look for any collision hazards.

⁴⁸Refer to Appendix 1.1 Glossary of Terms

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

- ▶ The Activity Leader must complete the [Mountain Boards – Activity Sign-Off](#)

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:

- ▶ each participant must wear a helmet and wrist guards before getting onto a mountain board
- ▶ safe use of the Mountain Boards including a demonstration of how to use them including:
 - ▷ turning
 - ▷ stopping
- ▶ separation of the two mountain boards from each other to prevent collision
- ▶ waiting location of spectators

After activity is finished:

The Activity Leader must ensure that the Mountain Boards are not left out for any length of time to ensure persons don't use them without supervision.

Emergency and Incident Preparedness

First Aid Kits

When this activity runs immediately 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.

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 **low 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.



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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 \[version 1.1:2017\]*](#)⁵⁰

Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager

⁵⁰applied to this SOP as an OutdoorsMark Premium Activity



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Mountain Boards – 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	Risk Rating	Serious risk	Control	Instructions
Environment: Crashing into objects	Spinal Injuries Head Injuries Broken Bones Concussion	Moderate	✓	Eliminate	▶ Slopes are to be clear of objects that can be crashed into
Equipment: Fall from Mountain Board		Moderate	✓	PPE	▶ Participants will wear wrist guards at all times on mountain boards ▶ Participants will wear helmets at all times on mountain boards
People: Crashing into other people		Moderate	✓	Isolate	▶ Separate the participants and spectators from each other
Equipment: Mountain Board failure		Moderate	✓	Engineering	▶ Mountain Boards will be checked before use
People: Inadequate Supervision		Moderate	✓	Administrative	▶ Participants will be supervised by competent adults ▶ Clear instructions for use of activity will be given to all participants
People: Fooling around		Moderate	✓		
People: Impairment of supervising adults	Fatigue	Moderate	✓	Administrative	▶ Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Low		Administrative	▶ Full alcohol / drug prohibition applies to this activity as per policy

Risk and Hazard Analysis Last Updated: 30 October 2020