

Team Initiative Course – SOP

Last Review:

This SOP was last reviewed on 30 October 2020.

Activity Summary

The CYC Waihola Team Initiative Course is a **low risk activity** that involves participants working as a team to solve a series of simple challenge type activities.

Location

The Team Initiative Course is a permanent activity located on the western boundary of the upper 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 children⁹⁰ 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 Syndrome⁹¹.

⁹⁰Refer to Appendix 1.1 Glossary of Terms

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Activity Sign-off

No activity sign off is required for this activity.

Activity Equipment

The Team Initiative Course is a permanently installed series of structures. Each item of equipment is designed for use by no more than ten persons at a time.

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 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 [Team Initiative Course – 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.

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.
 - ▷ The Activity Leader will do a quick visual check of the Team Initiative Course to look for any additional hazards and must manage them to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity.
 - ▷ When the equipment is wet the Activity Leader must ensure that any slippery pieces of equipment are not to be used if they could cause a fall hazard.

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:

- ▶ Only ten persons on each piece of equipment within the Team Initiative Course
- ▶ When the equipment is wet certain parts of the course (especially the wooden surfaces and tyres) can be slippery

Emergency and Incident Preparedness

First Aid Kits

As a permanently installed activity, the nearest First Aid kit is located in the CYC Office

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

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** (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 \[version 1.1:2017\]](#)⁹²

Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager

⁹²applied to this SOP as an OutdoorsMark Premium Activity



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Team Initiative Course – 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
People: Secondary Impact Syndrome	Fall from Height	High	✓	Eliminate	▶ Persons with a recent concussion may not participate in this activity
People: Fooling around		Moderate	✓	Administrative	▶ Clear instructions for use of team initiative course will be given to children
People: Inadequate Supervision		Moderate	✓	Administrative	▶ Children will be supervised by adults
People: Impairment of Activity Leaders	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