

Water-slide - SOP

Review Note:

30th October 2020: This SOP may change rapidly as we implement and test the newly constructed permanent water-slide at CYC Waihola before use by any paying clients. Implementation of the new slide must utilise [Flowchart of Risk Management Processes](#). In the meantime a temporary water/grass slide is in use utilising much of this SOP.

Last Review:

This SOP was last reviewed on 30 October 2020.

Activity Summary

The **new** CYC Waihola Water-slide is a **medium risk activity** that involves participants sliding down a plastic water-slide and into a constructed pool of water to stop.

Location

The permanent location of the Water-slide is next to the CYC Waihola office however presently a temporarily plastic sheet maybe used elsewhere on the camp-site and also sometimes off-site for Ministry Camps.

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 Water-slide activity

Qualifications

No qualifications are needed for this activity.

Supervision Ratios

When children⁹⁸ are present:

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

Activity Restrictions

The following **absolute prohibitions** apply to the water-slide:

- **NO detergent or soap is to be used on the water-slide at ANY TIME.**
- **NO "trains" of multiple persons are to use the water-slide at ANY TIME.**

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 Syndrome⁹⁹.

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

The activity equipment crate contains:

- ▶ Activity Logbook containing:
 - ▷ these current SOPS
 - ▷ a daily Activity Sign-off Sheet
- ▶ A Stanley knife and silage tape for running repairs to the temporary plastic
- ▶ A dry tea-towel for drying slide for running repairs

⁹⁸Refer to Appendix 1.1 Glossary of Terms

⁹⁹Refer to Appendix 1.1 Glossary of Terms



- ▶ An orange flag for bottom-end adult to notify the top-end adult that slide is clear at bottom for next participant.

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

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 [Water-slide – 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.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity.
- ▶ Activity leader is to make a close inspection of the water-slide:
 - ▷ Looking for any holes in plastic material that can catch fingers and limbs
 - ▷ Looking for any debris in the pool area or on the grass run-out area that could injure a participant

All these items are contained within the [Water-slide – Activity Sign-off](#) that is to be completed before the activity is to run.

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:

- ▶ Safe use of the Water-slide including:
 - ▷ **ABSOLUTELY NO SOAP OR DETERGENT IS PERMITTED ON SLIDE**
 - ▷ **NO INFLATABLE DEVICES TO BE USED ON SLIDE.**
 - ▷ **NO TRAINS ARE PERMITTED ON SLIDE¹⁰⁰**
 - ▷ **NO STANDING IS PERMITTED ON SLIDE¹⁰¹**
 - ▷ **NO GOING SITTING BACKWARDS OR LYING BACKWARDS IS PERMITTED ON SLIDE¹⁰²**
 - ▷ **NO RUN UPS ARE PERMITTED ON SLIDE**
- ▶ Top-end adult and Bottom-end adult have discussed orange flag and flag signals that will occur. Once participant has gone down and exited slide, bottom-end adult will raise flag to notify that the slide is clear for the next participant to enter slide. If bottom-end adult signals

¹⁰⁰Refer to Good Practice Guide (Sliding) [version 1:2018] (page 4)

¹⁰¹Refer to Good Practice Guide (Sliding) [version 1:2018] (page 4)

¹⁰²Refer to Good Practice Guide (Sliding) [version 1:2018] (page 4)



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- with both arms a 'cross' water-slide activity is to be stopped until given the clear by both top and bottom-end adults.
- ▶ waiting location of spectators is to be well clear of the bottom of the slide and waiting participants
 - ▶ no one is to walk back up the water-slide to return to the top
 - ▶ first turns are always to be sitting and feet first¹⁰³

During the activity:

The Activity Leader and other leaders must ensure the safe separation of the water-slide participants – this means the activity leader must remain at the top of slide at all times whilst it is in use, and there must be a competent adult at the end of water-slide for duration of activity.

At the end of the activity:

At the end of the current session the Activity Leader should ensure:

- ▶ hose is turned off
- ▶ Activity Sign-Off is completed and returned to office.
- ▶ Flag is returned to the office.

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.

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.

¹⁰³Refer to Good Practice Guide (Sliding) [version 1:2018] (page 4)

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 Practice Guide \(Sliding\) \[version 1:2018\]*](#)
- ▶ [*Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]*](#)

Standards

- ▶ [*Safety Audit Standard for Adventure Activities \[version 1.1:2017\]*](#)¹⁰⁴

Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager

¹⁰⁴applied to this SOP as an OutdoorsMark Premium Activity



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Water-slide – 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
Equipment: Detergent used on slide	Spinal Injuries Head Injuries Fractures Internal Injuries Bruises	Critical	✓	Eliminate	▶ No detergent will be permitted on slide
Equipment: Inflatables used on slide		Critical	✓	Eliminate	▶ No inflatables will be permitted on slide
Environment: Collision with another participant		High	✓	Isolate	▶ Activity Leader will ensure waterslide is clear before letting next one go
		High	✓	Eliminate	▶ No trains will be permitted on slide
People: Inadequate Supervision		High	✓	Administrative	▶ Participants will be supervised by a trained activity leader ▶ Clear instructions for use of activity will be given to all participants
People: Fooling around	High	✓	Eliminate	▶ No standing will be permitted on slide ▶ No going backwards will be permitted on slide ▶ No walking back up waterslide will be permitted	
Equipment: Holes in plastic slide	Digit Entrapment	High	✓	Eliminate	▶ Waterslide will be checked daily for holes and not permitted for use until repaired
Environment: Cold Weather	Hypothermia	High	✓	Administrative	▶ Weather forecast will be checked daily before activity use
Environment: Sun	Sunburn	High	✓	PPE	▶ Sunscreen will be provided for all participants and staff
People: Impairment of activity leaders	Fatigue	Moderate	✓	Administrative	▶ Activity Leaders and Supervisors must not be fatigued when running this activity
	Alcohol / Drugs	Moderate		Administrative	▶ Full alcohol / drug prohibition applies to this activity as per policy

Risk and Hazard Analysis Last Updated: 30 October 2010



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