

Standard Operating Procedure
Team Initiative Course

Location
70 Finlayson Road – refer to CYC Waihola Camp Map for further details
Activity Leader Requirements
Any competent adult who has been given instructions from a member of CYC staff can run this activity
Ratio
1 adult to 10 children
Participant requirements
Weather appropriate clothing Must wear shoes Not have had a head injury (including concussion) in the previous 3 weeks
Activity Leader Instructions
Complete a risk assessment as per the Continual Risk Assessment section of the CYC Waihola Activity Management Plan Give safety/instruction briefing This 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
Equipment
The team initiative course is a permanently installed group of structures. Blindfolds
Reasons to end activity
If at any point the activity can no longer be run safely
Activity Maintenance
Paid staff inspection of the activity every 12 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Team Initiative Course – Risk Analysis</i>
Emergency and Incident preparedness
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Team Initiative Course		Last Review: August 2025		Location: 70 Finlayson Road – down bank off soccer field	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Fall from height	Misbehaviour	Moderate	People	Clear instructions for use of team initiative course will be given Children will be supervised by adults	Low
	Inadequate supervision	Moderate	People		Low
	Incorrect use of equipment	Moderate	People	Participants will be advised to complete obstacles in their own time to their own ability	Low
Secondary Impact Syndrome	Hit to head	High	People	Persons with a recent concussion may not participate in this activity	Low

Version Control			
Version	Date	Changes	Authorised by
2.0	20 Aug 2025	New SOP created	Esther Currie