**Form 3. Local Activities Standard Operating Procedures**

**For the following locations: Quafies reserve, Oaks playground, Longhurst fields.**

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| Local Activities Standard Operating Procedures | Version: | 1 | Date: | 8 April 2021 | Next review date: | 8 April 2022 |

**Prior to leaving**

**In lessons cover:**

What to take with us: fleece, jacket, sunhat, food and water

Shoes to wear

How to keep ourselves and others safe

What to do if lost

Why we are going there

What we will be doing there

Check:

❑ Clothing, footwear, food and water check

❑ Weather forecast and decide if appropriate for activity to go ahead

❑ First Aid kit present

❑ Health information and caregiver contact details (checked and taken on trip)

❑ Participant medication packed (where it is and the instructions)

❑ Volunteers approved (procedures completed)

On leaving

❑ Leave Intentions form (including any approved pick-ups from the activity site), at the office in the EOTC box, including updated Student list with attendance recorded.

❑ Sign out in the Trip book and on the Whiteboard.

**Major hazards to monitor**

* Road crossings – injury
* Temperature – hyperthermia or hypothermia and sunburn
* Wasp/bee stings - allergic reactions
* Medical Emergencies – asthma
* Water – drowning
* Boundaries – lost students

**Standard requirements**

* Leadership and supervision structure discussed and agreed by all those attending
* Obtain weather forecast and decide if appropriate for activity to go ahead
* Discuss with students on behavioural expectations, walking there and keeping the group together, boundaries, equipment use
* Staff must manage all road crossings
* Monitor students’ well-being, including food and water intake and sunscreen
* Monitor weather
* Set boundaries at the site – paying particular attention to water – minimum of one supervisor at the water.
* Sight and mark off all students every 30 minutes if they are spread across the site
* Sanitise or wash hands before eating
* Supervisor must accompany any students using the public toilets to the toilet block and wait outside
* Check personal medication use when needed
* Roll check completed before leaving the site
* Follow the *Emergency Response Guide* in the case of an incident or emergency.

**Safety Equipment**

|  |  |  |
| --- | --- | --- |
| * First aid kit * Hand sanitiser | * Emergency Response Guide | * Cell phone |

**Individual Equipment**

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| --- | --- | --- |
| * Appropriate shoes * Polar fleece or woollen jersey | * Raincoat * Sunscreen * Sunhat | * Water bottle * Food |

**Specific Site Information**

**Participants**

Jane – needs her medication at lunchtime

Bob – needs EpiPen with him

**Route**

A supervisor must stand at Murphy’s road corner to watch for oncoming traffic before students cross the road

**Location**

Only one student on the flying fox platform at any one time, no students to attempt to ‘catch’ students at the end of the flying fox

**FRONT OF MIND (Hazards on the day)**

Bob – allergic to wasp stings

**Event Specific Contacts**

Volunteer 1 027 744532

**Site Map**



Quaifes reserve Water



Oak’s playground,

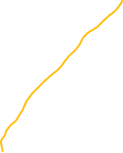


Longhurst fields



**An aerial view of a city

Description automatically generated with medium confidence**



**On Return**

Complete:

❑ Sign back in in the Trip book and wipe trip off the white board

❑ Complete any incident reporting required

❑ Return First Aid kit, noting any usage

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| Completed by: |  | Date: |  | Approved: |  | Date: |  |