



Blue Light Pump Track Standard Operating Procedures

| | |
|----------------|------------------|
| Version | #2 |
| Issue Date | 12/09/2023 |
| Review Date | 06/11/2024 |
| Next Review | 06/11/2025 |
| Revised By: | Dominic Crow |
| Authorised By: | Brendon Crompton |

| |
|--|
| Purpose |
| This policy shows safe practices using the Blue Light Pump Track equipment on the Red Hill Pump Track. This policy needs to follow Blue Lights SMS. All staff and contractors need to follow this policy when using the Blue Light Pump Track equipment. This is a “living document” and may be changed following new safe practice guidelines or new equipment standards. |

| |
|--|
| Responsibilities |
| Blue Light Rock & Ropes |
| Scope |
| Participants use Blue Lights Skateboards, scooters, and BMX bikes with the supervision of a Blue Light Instructor. |
| Location |
| Red Hill Pump track, Papakura. |
| Instructor Competency |
| Blue light internal competency sign off. First aid certificate. Refer to Appendix (A). |
| Adult Helper Competency |
| Physically and mentally able to follow and do duties outlined in adult induction. |
| Participant Competencies |
| Under – 130kg |
| Technical Advisors |
| Internal TA: Dominic Crow - 0220326887 |



Ratios

Maximum of 12 students to one instructor & 1x adult helper

The required number of adult helpers and instructors may change due to participants, weather, and other factors.

If there are any participants with different abilities or students with behavioural challenges which may alter them completing the activities safely the instructor consults with lead instructor to decide as to whether another instructor / helper is required. At any point during the activity if the instructor believes their could be extra risk the instructor should stop the session and consult with the lead instructor to ring on additional support.

Risk Management

Refer to Pump Track AMP. Appendix (B) & the driving AMP or Transport by foot AMP depending on means of transport getting to the pump track

If the instructor feels the session is unsafe, they have full authority to call a halt to the activity.

This can be but not limited to:

- Weather: Heavy rain, High winds, and thunderstorms
- Participants not listening or physically unable or medical issues
- Equipment or facilities unsafe
- Harassment from members of the public

Consult with Lead instructor if ever unsure

Personal Safety

Instructors need to maintain personal safety at all times. They can only instruct and perform tasks they have been trained in. If they are the only instructor at the pump track, they should not use the Blue Light pump track equipment.

Blue Light Staff Responsibilities

- Blue Light staff must be trained on how to manage students, using the pump track equipment and receive continuous training when needed to develop skills and group management
- Blue Light staff are responsible for all safety aspects when running pump track session
- Blue Light staff must ensure safety equipment / facility is safe and well maintained for the running of the pump track equipment
- Follow all procedures of the SOP and AMP
- Have a First Aid Kit & First Aid Certified person on site
- Have cell phone communication to the Lead Instructor

Call a halt to the activity if conditions or facility become unsafe

Instructor Positioning

Blue Light staff will be positioned to see all participants riding the pump track and must remain in the pump track area. Staff need to be close enough to offer safety and technical advice.

Pre-Activity

- Lead instructor to assess weather and determine if activity can run
- Instructors running activity need to have read and understood the SOP and AMP



- The lead instructor needs to check group numbers and risk acknowledgment forms have been signed.
- Lead instructor and team will need to review groups medical information and create plans if less able participants need added help
- Lead instructor to make phone call check to emergency contact at base

Set Up

- Have correct number of Bikes, Scooters, skateboards & helmets.
- Complete a full equipment pre use check, *refer to equipment section*

If you are unsure of anything consult with lead instructor

Make sure instructors have:

- Helmet
- Closed toe shoes
- Cell phone
- Appropriate clothing for weather
- First aid kit
- Maintenance tools
- Broom.

Make sure participants and adult helpers have:

- Closed toe shoes
- Appropriate clothing for weather
- Hair tied back
- Loose jewelry removed or hidden

Brief to Group

- **Introduction to self and activity**
 - Rotation end time
 - Explain challenge by choice
- **Rules and safety**
 - Helmets always worn
 - Only instructors adjust pump track equipment
 - Shoelaces done up and loose pants rolled up
- **BMX & Scooters**
 - How to use brakes
- **Skateboards**
 - How to push and stand on the skateboard

If using Transport by Foot AMP cover:

- Adults are in front and back of the group going to the pump track
- Instructor gives the call when and who crosses the road
- Walking across the road only
- Only use equipment on the sidewalk if the instructor gives you all clear

Before leaving Base:

- Allow participants to become familiar with the equipment in the coned area in the carpark to decide if participants are competent to ride on the footpath or walk to the pump track

Adult Brief

Cover emergency procedure if instructor is incapacitated to call office (number will be given to adult helper on the day)






To remove the rest of the students to picnic bench until another staff member can take them back to base

Responsibilities during activity:

- Pastoral care
- Assistance to monitor students
- Reinforcing boundaries or other guidelines the instructor may put in place

Arrival at Pump Track

- Explain progression between pump tracks and when instructor deems confident, they can move to the next stage. **This can be done while walking through the tracks sweeping the track and explaining different options.**
- If participants swap equipment, they start back on the small pump track

| 1 st -Small pump track | 2 nd -½ way on big pump track | 3 rd Small line on the large roll in 4 th Big jump line on the large roll in |
|--|--|---|
|  |  |  |

- All pump tracks are directional – Follow the arrows
- Look out for others
- No racing

Running Activity

- Allow one at a time to start on small pump track
- Throughout session coach participants with advice and technique
- Ensure all participants stay in the pump track area
- Ensure there is no collisions by managing number of participants on certain areas of the track at a time
- During activity instructor should be visually checking all participants helmets

At any time if instructor feels like the session is unsafe, they can call a halt to the session



Pack Down & Post Activity

- All gear stored back in shed
- Any equipment issues or issues that arise on session are written on a debrief sheet and given to program co coordinator
- Any incident recorded in Audit
- De brief activity with team as soon as practicable

Equipment

| Equipment | Pre-Use Inspection |
|-------------|---|
| BMX | Tyre pressure. Breaks are working. Cranks, headset, pedals, and wheels are all tight and straight |
| Scooters | Handlebars are straight and tight. Wheels do not wiggle and are tight. |
| Wave Boards | Wheels do not wiggle. Truck base doesn't wiggle |
| Helmets | Fraying or cuts on chin strap, cracks, or deformities of shell. |

Facilities

| | |
|-------------------|---|
| Pump Track | Swept and nothing on the track. No damage to the track. |
| Surrounding Areas | Clear of clutter, no broken glass |

3 Monthly Inspections – Completed by Programme Coordinator – Recorded in database.

| Equipment | Maintenance |
|-------------|---|
| BMX | Tyre pressure. Breaks are working. Cranks, headset, pedals, and wheels are all tight and straight |
| Scooters | Handlebars are straight and tight. Wheels do not wiggle and are tight. |
| Wave Boards | Wheels do not wiggle. Truck base doesn't wiggle |
| Helmets | Fraying or cuts on chin strap, cracks, or deformities of shell. |

Appendix B Emergency Response Plan



INCIDENT REPORTING PROCEDURE

