



Version	Blue Light – Pump Track - Activity Management Plan – V2
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Next Review	01/10/2026
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Blue Light Pump Track Activity Management Plan							
Activity Description	Using the Blue Lights Scooters, Skateboards and BMXs on the Papakura Pump Track. Learning different skills like pumping and cornering			Location	Papakura Red Hill Pump Track		
Toilets	500m @ Blue Light Youth Centre	Max Ratio	1-Instructor 1-adult 12-Participants	Water	Yes	Mobile Reception	Yes
Instructor Competency	Blue Light internal competency signed off			Client Competency	Under 130kgs	First Aid Kit Available	Yes
Equipment required by participants	Covered toe shoes, appropriate clothing for the weather, personal medication if needed			Emergency Response / Incident Reporting	Refer to Blue light Rock & Ropes Incident Reporting Procedure		



#	HAZARD	POTENTIAL INJURY/ILLNESS	CONSEQUENCE	LIKELIHOOD	INITIAL RISK RATING	CONTROL METHODS	CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
1	Serious Impact Injury <ul style="list-style-type: none"> - Participant falling off scooter, skateboard, or BMX - Participants colliding 	Death Serious injury Head/Neck/ Spinal Injury	Major	Likely		*Follow SOP *Full debrief with students to ensure they have a good understanding of activity and safety processes in place *Sweep track first to ensure no rocks on track *Helmets always worn when using scooters, skateboards and BMXs *Manage participants using pump track in correct orientation *Wrist guards used when skateboards are used *Participants work in natural progression (small pump track-Large)	Severe	Unlikely	
2	Lost Student <ul style="list-style-type: none"> - Participant running away - Participant getting lost - Participant being left alone - Participant misbehaving 	Death Serious Injury Minor Injury	Major	Unlikely		*Follow SOP's ratios *Group is given clear expectations of staying within the group *Full debrief with students to ensure they have a good understanding of activity and safety processes in place	Major	Rare	
3	Pre-Existing Medical Conditions <ul style="list-style-type: none"> - Unknown Preexisting medical conditions 	Death Serious Injury Minor Injury	Major	Likely		*Medical Information collected prior to activity *Contact participants with any questionable health issues to better understand conditions so a plan can be made *Ensure participant is carrying medication that may be required	Major	Unlikely	



4	Entrapment / Falling Injuries <ul style="list-style-type: none"> - Toes caught inside chain or scooter brake - Grazes and bruises from falling off scooter, skateboard, or BMX 	Serious Injury Minor Injury Bruising / Bumps/ Grazes / lacerations	Major	Likely		*Sweep track first to ensure no rocks on track *Helmets always worn when using scooters, skateboards and BMXs *Manage participants using pump track in correct orientation *Wrist guards used when skateboards are used *Participants work in natural progression (small pump track-Large) *Shoes worn at all times *Full debrief with students to ensure they have a good understanding of activity and safety processes in place	Moderate	Unlikely	
5	Psychological harm <ul style="list-style-type: none"> - Forced to participate - Cultural factors 	Psychological Harm / Trauma	Moderate	Likely		*Challenge by choice *Full debrief with students to ensure they have a good understanding of activity and safety processes in place *Ensure every group is supported and treated appropriately – challenges are based around competency, skill, and confidence	Minor	Unlikely	
6	Equipment failure <ul style="list-style-type: none"> - Unmaintained equipment - Participants tampering with equipment 	Death Serious injury Head/Neck/ Spinal Injury	Severe	Likely		*3 month in house inspection *Daily visual inspection *Clear instructions given that only staff are authorized to maintain / adjust equipment	Severe	Rare	
7	Weather Conditions (Sun, wind, temperature, and lightning) *Hyperthermia / Hypothermia *Heat stroke *Struck by lightning	Serious Injury Minor Injury	Major	Likely		*Activities called to a halt when thunder or lightning & 30/30 rule followed *Ensure group has been briefed on appropriate clothing *Shelter provided *Instructors call a halt if participants impacted / affected by the weather *Ensure water / sunblock available.	Moderate	Rare	



8	Instructor impairment *Drug and Alcohol	Death Serious Injury Minor Injury	Major	Unlikely		<ul style="list-style-type: none"> * No drinking of alcohol prior to or during activity *Adhere to Blue Light drug and alcohol policy outlines risk and identifies strategies to manage drug and alcohol hazards *Cease Activity if suspected 	Major	Rare	
12	Slips/ Trips/ Falls	Serious Injury Minor Injury	Moderate	Likely		<ul style="list-style-type: none"> *Ensure good housekeeping. Have equipment. neatly arranged or put away. *Safety check before participant commences activity *Full debrief with students to ensure they identify any potential trip hazards/ unsafe areas 	Moderate	Unlikely	
13	Wandering participants	Serious Injury Minor Injury	Major	Likely		<ul style="list-style-type: none"> *Establish clear safety zones. *Instructors to be aware of participant locations at all times. 	Major	Unlikely	
15	Inappropriate behaviour of riders	Serious Injury Minor Injury	Major	Likely		<ul style="list-style-type: none"> *Students will be given safe riding instructions prior to riding and must follow these instructions to ride. Any rider who is not riding safely and causing risk to themselves or others will not be able to continue activity. 	Major	Unlikely	



In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment:

Risk Level	
Low	Continue
Medium	Control to minimise risk
High	Control to eliminate risk
Severe	Stop – find alternative

Risk Matrix

Risk Assessment Matrix	Consequences			
	1. Minor	2. Moderate	3. Major	4. Severe
Likelihood	None/minimal Injuries	Moderate injuries	Medical treatment	Fatalities
1. Almost certain	Medium	High	Severe	Severe
2. Likely	Medium	High	High	Severe
3. Unlikely	Low	Medium	Medium	High
4. Rare	Low	Low	Medium	Medium



**Appendix B
Emergency Response Plan**



INCIDENT REPORTING PROCEDURE





Employee Declaration

The Activity Management Plan for the **Pump Track** has been covered in this session and I have been given the opportunity to ask questions and review the information provided. I fully understand the procedures and agree to comply with them.

Employee Name	Signature	Date