



Blue Light Tramping & Orienteering Standard Operating Procedures

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Revised By:	Dominic Crow
Authorised By:	Brendon Crompton

Purpose
This policy shows you the safe practice of running Tramping and Orienteering within the Awhitu Regional Park. This policy needs to follow Blue Lights SMS. All staff and adult helpers need to follow this policy when leading Tramping and Orienteering within the Awhitu Regional Park. 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 go tramping/orienteering through marked trails within the Awhitu Regional Park with the supervision of adult helpers.
Location
Awhitu Regional Park
Lead Instructor Competency
Instructor to have a clear understanding of the walking tracks and orienteering course. Adults are to be inducted by instructor prior to activity commencing. First aid certified.
Adult Helper Competency
Inducted into the Tramping & Orienteering SOP & AMP. First Aid Certified.
Participant Competencies
Physically able to walk the distance of the Tramp and Orienteering course.
Technical Advisors
Internal TA: Dominic Crow - 0220326887



Ratios

Maximum of 12 participants to 1x adult helper (adult helper to have read and understood the Tramping & Orienteering SOP & AMP and has been inducted by the lead instructor)

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

Risk Management

Refer to Tramping & Orienteering AMP

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. No instructor should put themselves in harm's way.

Blue Light Staff Responsibilities

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

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

Instructor / Adult Helper Communication

Blue Light staff to ensure adult helper has a fully charged cell-phone on their person

Pre-Activity

- Lead instructor to assess weather and determine if the tramp can go ahead
- 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 and confirm they will be present in the office for the duration of the programme
- Blue Light staff to induct adult helper – SOP / AMP prior to activity



Set Up-Day Tramp

- 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:

- Day Pack
- Appropriate clothing & shoes for the weather
- Rain Jacket
- Sun hat
- First Aid kit
- Cell Phone / contact number of helper
- Food & Water
- Sunblock
- Personal Medication

Make sure participants and adult helpers have:

- Day Pack
- Appropriate clothing & shoes for the weather
- Rain Jacket
- Food & Water
- Personal medication

Brief to Group

Introduction to self and activity

- Time groups need to be back at camp
- Explain challenge by choice

Rules & Safety

- All students must have an adult helper with their group at all times
- All students to stay away from water & cliffs (Area to be identified on map)
- All students will walk at the pace of the slowest participant to ensure everyone can keep up and stay together as a group

Adult Brief

Responsibilities during activity:

- Pastoral care
- All **green** headings in the SOP
- Assistance to monitor students/ staying at the back and to ensure no participant falls behind
- Adult helper is responsible for managing all students in their group, conducting regular headcounts to ensure everyone is accounted for at all times.
- Any injuries/ incidents to be reported to Blue Light inducting instructor

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



During Tramp

- Where there are cliffs or steep banks, adult helper to manage students appropriately
- Ensure you stop frequently to regroup and check with participant's fatigue
- Regular water and food breaks
- Check in with participants that have medication and health issues regularly
- Be able to see all participants
- Ensure all learning objectives are being covered throughout the tramp – Assisting with map reading
- Monitoring weather and how it may affect the activity
 - High winds or heavy rain, try to remove group from large trees
 - Activities called to a halt when thunder and lightning and 30/30/ rule followed

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

Pack Down & Post Activity

- Ensure equipment is checked and cleaned
- All gear stored correctly into shed
- Any equipment issues or issues that arise on session are written on a debrief sheet and given to programme coordinator
- All incidents to be recorded in Audit
- Debrief to be conducted with participants at the end of the activity
- Debrief activity with team as soon as practicable

Equipment

Equipment	Pre-Use Inspection
Tramping Packs	Straps are not frayed or broken. All buckles, adjustments & zips work. No major rips or tears in the pack
Tramping boots	Soles are sturdy with no tears and not lifting from boot. Laces and padding are good
Trails/Tracks	
Tracks	No slips, broken steps and suitable for age and fitness of the group. Checking closest evacuation points, bathrooms and drinking water. Quality of reception

INCIDENT REPORTING PROCEDURE



