



Blue Light Sand Dune Standard Operating Procedures

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Revised By:	Dominic Crow
Authorised By:	Brendon Crompton

Purpose
<p>This policy outlines the safe practices for using Blue Light Sand Dune equipment on sand dunes. It is essential that all staff and contractors adhere to this policy to ensure safety and compliance with Blue Light's Safety Management System (SMS). As a "living document," this policy may be updated as necessary to incorporate new safe practice guidelines or changes in equipment standards. Regular reviews will ensure that the policy remains relevant and effective for all users.</p>

Responsibilities
Blue Light Rock & Ropes
Scope
Participants will use Blue Light's bodyboards to slide down sand dunes under the supervision of a qualified Blue Light instructor.
Location
Hamilton's Gap, Awhitu, Auckland.
Instructor Competency
Blue light Sand Dune SOP internal competency sign off . First aid certified
Adult Helper Competency
Participants must be physically and mentally capable of following and performing the duties outlined in the adult induction.
Participant Competencies
Able to climb the Sand Dunes



Technical Advisors

Internal TA: Dominic Crow - 0220326887

Ratios

Maximum of 20 students to two instructors & 1x adult helper

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

Risk Management

Refer to Sand Dune AMP. Appendix (B) & the driving 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. Instructors can only instruct and perform tasks they have been trained in. No activity will run unless first aid staff member is onsite.

Blue Light Staff Responsibilities

- Blue Light staff must be trained on how to manage students, while taking them Sand Duning and receive continuous training when needed to develop skills in group management
- Blue Light staff are responsible for all safety aspects when running the Sand Dune session
- Blue Light staff must ensure safety equipment / location is safe and well maintained for the running of the Sand Duning session
- 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 while present on the Dunes and to be close enough to be heard when giving 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

- Prior to activity 2 x Instructors to complete a site visit to ensure area has safe sliding zones and has been pre-tested by instructors
- Before activity commences and if required during ensure sliding zone has been well raked – checking for any debris or hazards
- Have correct number of Body Boards & Sand shoes
- Do a full walk around all sliding zones and hangout areas for rubbish, Glass, or other foreign objects.
- 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:

- Footwear
- Cell phone
- Appropriate clothing for weather
- First aid kit

Make sure participants and adult helpers have:

- Footwear
- Appropriate clothing for weather
- Hair tied back
- Loose jewelry removed or hidden

Leaving the carpark

- Ensure all participants are aware where the public toilets are
- Check if the stream is low and safe enough to cross-check tides are not coming in.
- Take first aid kit, personal medication
- Ensure cars are locked

Brief to Group

- **Introduction to self and activity**
 - Rotation end time
 - Explain challenge by choice
- **Rules and safety**
 - No going towards the water
 - No walking behind/over the top of sand dunes/No climbing near sand banks
 - Only start sliding when instructors have given the signal to go.
 - Only slide from the height instructors allow you to
 - Ensure all participants have visual sight of instructor at all times
- **Slide positioning**
 - Lying on your belly

- Holding the side near the front of your board
- Using your feet to slow yourself if needed



These are some examples of hazards you may find but every day the hazards will change

1. Rock cliff face
2. Going over the top of the sand dunes out of site
3. Sand banks that could crumble
4. Rocks that fall of the cliff into the “slide” zone



Progression would be everyone starting at the lowest arrows and moving up when you and yourselves feel comfortable

Adult Brief

Responsibilities during activity:

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

If there are any complaints inform the lead instructor of the day. If the complaint is about the lead instructor, please inform the programme or camp co-ordinator.

Running Activity

- If and when required rake sliding zone
- Allow one at a time to slide
- Throughout the session, coach participants with advice and encouragement –the activity is as fun as you make it.
- Ensure all participants are in site of the instructor
- Ensure there is no collisions by managing participants sliding from both sides of the dunes

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

Pack Down & Post Activity

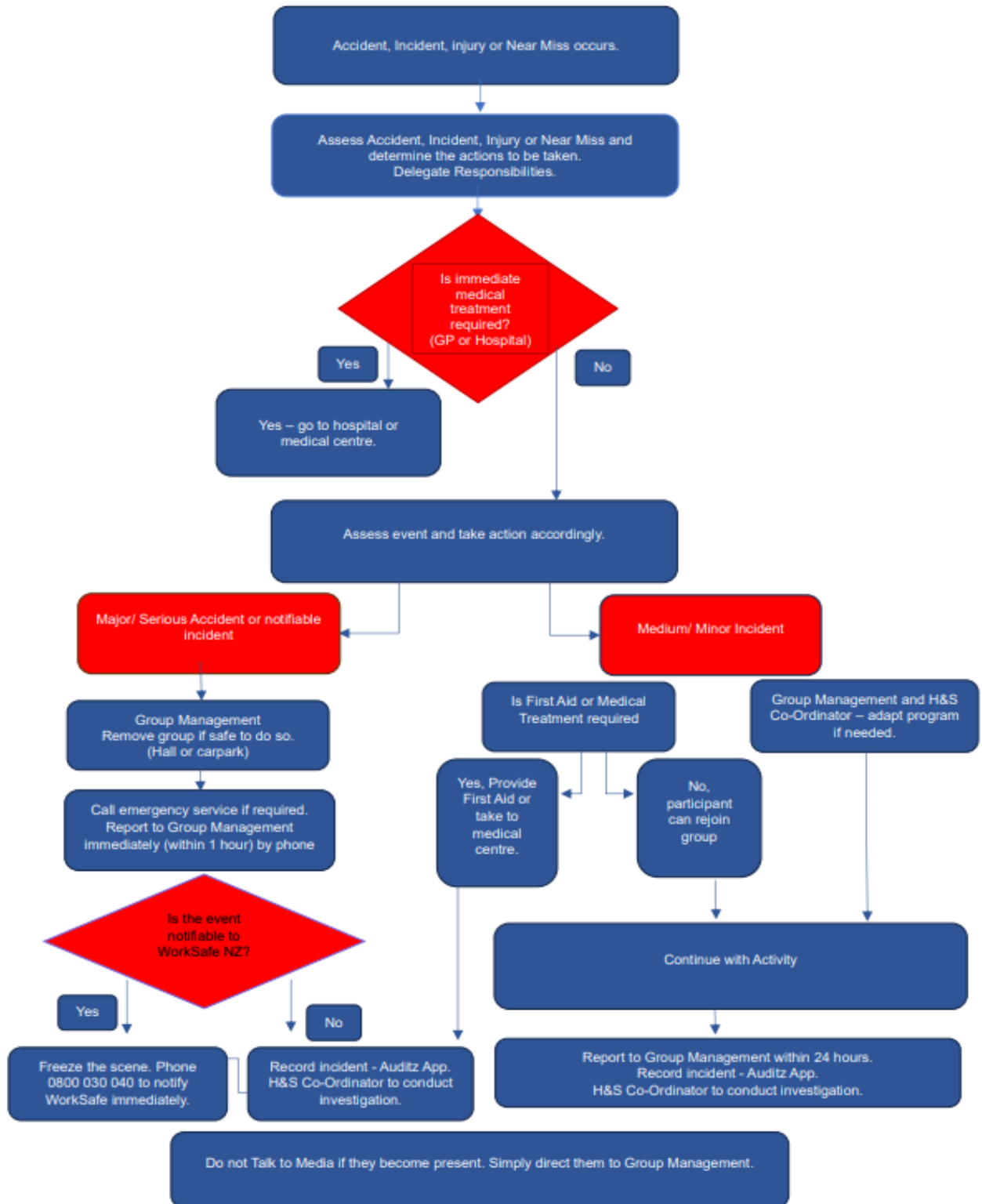


- All gear is roughly washed at site and later thoroughly cleaned back at camp
- Any equipment issues or issues that arise on session are written on a debrief sheet and given to program co coordinator
- All incidents /near misses to be recorded in Auditz
- De brief activity with team as soon as practicable

Equipment	
Equipment	Pre-Use Inspection
Body Boards	No cracking in the plastic area where hands will hold
Facilities	
Stream	Is low and safe enough to cross
Surrounding Areas	Clear of clutter, broken glass, debris

Emergency Response Plan

INCIDENT REPORTING PROCEDURE



Employee Declaration



The Safe Operating Procedures for the **Sand Dunes** have 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