

SAFETY ACTION PLAN

ACTIVITY: INDOOR INITIATIVES/TEAM RESCUE
LOCATION: LECTURE THEATRE/KOWHAI SEMINAR

GROUP LEADER...

- Responsible for overall group management
- Disclose relevant medical conditions
- Fulfil responsibilities in SAP below

PARTICIPANTS...

- Shoes

INSTRUCTOR...

- Pass internal training and assessment program

RESTRICTIONS

Must have shoes or bare feet (no socks)

RATIOS (not including instructor)

1 adult : 12 students

What could go wrong? 'The potential harm'	What would cause it to go wrong? 'The hazard'	How could we prevent it from going wrong? 'The mitigation'	Responsibility of?	When will it be done?	Emergency Plan
Loss of process	- Too many team members	- The activity can run with any amount of people but optimum numbers are 5 to 12 people	TS Instructors	Before	<i>Suspected major injury</i> - All to vacate area - Group leader to coordinate first aid - Group leader to arrange for ambulance or extra assistance - Inform host of incident immediately and fill out appropriate forms - Assess if activity can continue <i>Entrapment</i> - Instructor to follow procedure to release trapped item <i>Other/ Minor Injury</i> - Group leader to administer first aid
	- Improper briefing/instructions	- Ensure the whole group is listening during briefing	Group Leaders	Before	
	- Lack of understanding of objectives - Too complex for group	- Brief group clearly and adapt objectives to suit the groups age, mental and physical capacity - Outline the goal of the activities	Group Leaders	During	
	- Not physically appropriate for the team	- Ensure the team is physically capable of the challenges	Group Leaders	During	
	- Negative comments by bystanders	- Give guidelines to bystanders regarding opinions	TS Instructors	During	
Bumps, bruises, scrapes, strains, sprains	- Poor Supervision	- No Running in socks	Participants + Group leaders	Before	
	- Running with socks on carpet	- Clear brief about use of equipment, including being aware of group members, the length of the broom handle, and the risks of carrying rope around their neck	Group leader	During	
	- Holding broom handle at head height - Throwing objects - Draping rope around neck		Participants + Group leaders	Before & During	
Psychological harm	- Being bullied or forced to participate	- Challenge by choice - Group encouragement	TS instructor Participants + GL	During	

Please note: The Instructor may cancel this activity at any time if conditions outlined in this SAP are not able to be achieved or maintained. *Serious Hazards are highlighted*

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