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| **Activity** | **Glow Worms** | | | | | | |
| **Activity Description** | See and learn about Glow Worms | | | | | | |
| **Activity Site** | Glow worm trail | **Water**: | Camp Adair | **Toilets**: | Camp Adair | | |
| **Instructor Requirements** | * Ensure a first aid kit, radio and rescue kit is readily accessible in your area * Conduct pre use checks on the equipment, element, environment * Continually identify, manage and disclose hazards and risks * Clearly brief the group and ensure they understand their roles and can confidently perform them * Instructor to ensure all equipment is being used correctly, brief group on proper equipment care * Fully induct helper into the SMS and relevant procedures and ensure they follow it | | | | | Instructor Level: | **1** |
| **Participant Competencies** | * Can understand and follow activity safety rules | | | | | Ratio: | **1:25** |
| **Equipment** | 1. First aid kit 5. Flash lights/Head lamps 2. Covered Shoes 3. Water 4. Appropriate clothing | | | | | Weight: | **N/A** |
| **Policies** | Standard operating procedures, SMS, Calling a halt to an activity | | | | | | |
| **Weather Factors** | If outside Cease activity during thunder & lightning and wait for 30min. Cease activity in winds exceeding 30 knots / 60 km p/h. | | | | | | |

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| **Site Specific Hazard** | | **Severity** | **Potential** | **Management of Hazard** | | | | **Result** |
| Limited sight | | **M** | **M** | Have head lamps and flash lights available | | | | **M** |
| Uneven Track | | **M** | **M** | Brief group about hazard before activity and when approaching hazard during activity, have participants carry flash lights or paired up with someone who does | | | | **M** |
| Steps | | **H** | **M** | Brief group about hazard before activity and when approaching hazard during activity | | | | **M** |
| Narrow track | | **M** | **M** | Brief group about hazard before activity and when approaching hazard during activity | | | | **M** |
| Swing bridge | | **L** | **L** | Ensure group follows 10 person maximum rule on bridge | | | | **M** |
| **Activity Specific Hazard** | | **Severity** | **Potential** | **Management of Hazard** | | | | **Result** |
| Separated from group | | **H** | **L** | Get group to create a number off system and stop regularly while on trail and number off | | | | **M** |
| ***Severity & Potential:*** | *L = Low, M = Medium, H = High* | | | |  | ***Result****:* | *M = Minimizes Hazard, E = Eliminates Hazard* | |

**Policy Approval**

Approved and Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position: Camp Manager Date: April 2017

**Review by – August 2017**

**Tracking Changes**

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| --- | --- | --- |
|  | **Who and When** | **What was Changed** |
| **Written:** | Steffen Poepjes Feb 16 | New format |
| **Amendments:** | Peter April 17 | Eliminated Isolate from management strategies |
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