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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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