



Group risk disclosure and agreement

First of all we have the utmost respect for anyone committed to organise a camp! It's a big job but the incredible value you and your group will get from it is priceless.

We are here to help you get that camp organised, all the i's dotted and t's crossed, especially in the area of Health and Safety. We realise the paperwork side of things seems huge but we are here to help you..

So with that in mind you should be able to find all the H&S info you need to get your camp of the ground right here. We are committed to make the process as easy as possible, and we value your feedback. Please contact us if there is anything you might need that is not on this form (office@finlaypark.co.nz)

The Finlay Park Staff

In this document you will find:

- Risk disclosure and agreement form (has to be signed by the group and returned to us. This document is ideal to forward to parents of the participants. **Please note if this form is not returned we cannot provide you with activities**)
- Finlay park responsibilities and group responsibilities
- Overlapping PCBU areas
- Expected learning outcomes
- Dietary requirements
- Activity info, supervision structure, gear info and significant hazards

A complete hazard register for all our activities, and our staff profiles can be found at www.finlaypark.co.nz

1. Acknowledgement of Risk

(This will help you disclose to participants and parents of participants in your group the nature of a Finlay Park camp)

I/We agree to attend Finlay Park Adventure Camp and participate in Activities provided by the Camp.

I/ We acknowledge that hazards exist in activities provided by Finlay Park that may result in serious injury or even death (See page 6 – 9 for all activities serious harm hazards. For a comprehensive list of all hazards please see our Activity hazard register at www.finlaypark.co.nz).

These incidents can result from the nature of the activity and can occur without any fault on either the part of the participant, supervisors, the camp or its employees or agents. By choosing to participate in the activities we acknowledge that there is a risk of an incident occurring.

To reduce the risks of incidents occurring, Finlay Park Adventure Camp has trained staff and an active safety management system. The safety procedures and systems in place at the camp meet the standard set by the New Zealand Government and the adventure activities are audited by Outdoors Mark.

I/We understand that the individuals in our group can participate in camp activities such as; Rock climbing, kayaking, paddle boarding, hydro slides, confidence course, high ropes activities, bush hikes, shooting gallery, sling shot paint ball, outdoors games, the blob, swimming pools, flat water raft building, animal survival, go Karts, the Rocket, skate park, and other activities (please see our webpage for a comprehensive list; www.finlaypark.co.nz).

I/we understand that some of the activities at Finlay Park (Hydro Slides, Flying Fox, Confidence course, Pools, Adventure Trail, The Blob and skate Park) are run by responsible adults accompanying the school/ group/church, who will receive training, assessment and are under surveillance of experienced Finlay Park Staff members. Those supervising adults will sign an agreement to facilitate those activities according to the rules and standard set by Finlay Park management.

I/ we agree that Finlay Park instructors and management have the right to stand down participants, or supervising adults, for repeated or severe misconduct or behaviour that might put themselves or others at risk.

I/ we agree to inform Finlay Park Management or Instructors of any health history or confidence issues within our group that may affect the safe running of the activities participated in.

I/ we acknowledge that Finlay Park's accommodation consists predominantly of bunk beds. We agree to restrict top bunks to those campers who do not meet any of the following criteria: Children 8 years and younger, persons suffering from the following conditions; sleepwalking, restless sleep syndrome, and any other condition that could lead to persons falling of a top bunk.

(If your camp is catered for by Finlay Park)

I/we acknowledge that Finlay Park can only provide special dietary requirements for the following dietary groups; Gluten free, Dairy free, Vegetarian. Please note that while we take reasonable care, all food is made in the same kitchen and served alongside other dishes. Our food may contain traces of eggs, dairy, wheat, gluten, nuts, soy, yeast, fats, and other ingredients. We are unable to give any complete assurances about the presence or lack of an ingredient in any dish at Finlay Park. Finlay Park's menu can be obtained prior to camp commencing.

2. Adventure activity agreement

(you must return this prior to the camp, we prefer a scanned copy):

Between Finlay Park and (group name) _____

Finlay Park Adventure Camp will take all reasonable practicable steps to ensure the health and safety of the group/ school students, staff and assistants attending a Finlay Park program (Health and Safety at Work Act 2015, Section and the H & S Regulations 2011).

Finlay Park responsibilities to our guests:

- A description of the supervision structures, including adult supervision to student ratios required for each activity (that meet relevant best practice requirements).
- Safety/risk management plans, SOP's and hazard registers for each activity. (SOP's are on request only)
- Staff profiles that include relevant qualifications/experience available at www.finlaypark.co.nz.
- Details of facilities and equipment.
- A written estimate for the equipment and services to be provided (on request only)
- A list of equipment and clothing required by students for the activities.
- A menu (if your group is catered for by Finlay Park)

The Group/ School responsibilities (SMP 4.7.2.4):

- Opportunity to be involved in planning, implementation and evaluation stages of event (see note 1)
- Name and contact numbers of the liaison person for this event.
- To disclose to the parents/ caregivers and all other persons attending the camp the activities, accommodation, and the risks associated to these areas.**
- Adequate staff and supervisors to meet best practice requirements (see our recommendations).
- Health and behavioural profiles of the participants involved if it causes them or the group to be at risk (see notes below 2)
- Risk disclosure agreement signed and dated.
- Adequately prepared and equipped students and adults (gear checked).
- Appropriate support for students with special needs (this includes dietary needs).
- Groups own SOP's/ hazard registers for the activities or programs the group wish to run on our premises without involvement of FP staff (see notes below 1)
- To read and understand Finlay Park's emergency procedures and hazard registers for the proposed activities.
- To pass on the hazard register information to the selected adults in their group, supervising the low risk activities at Finlay Park. Please note, untrained adults must not supervise activities
- Create sleeping arrangements in such a way as in accordance with our Terms and Conditions
- Provide our kitchen with a list of dietary needs and requirements for all participants.**

The Visiting group and Finlay Park reserves the right to withdraw any or all participants from the program if safety is compromised.

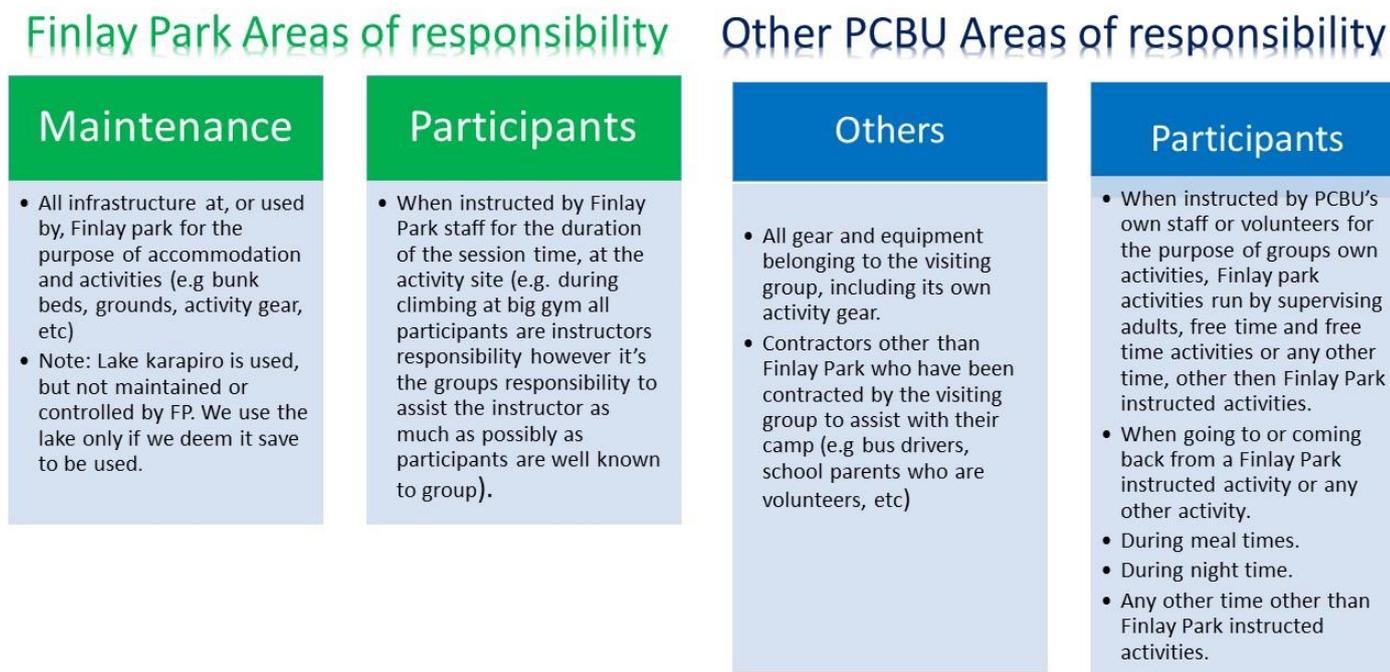
Signed	(For school)	Date
Name		

Note 1: Visiting groups are more than welcome to organise their own games and activities at Finlay Park, and our staff is more than willing to give advice where needed. However those games/ activities are the responsibility of the visiting group and the health and safety consequences are theirs to analyse and assess.

Note 2: Our instructors must be informed before an activity starts if there any participants with special or particular needs that could put them or the group at risk.

3. Areas of responsibility for participant care

The diagram below shows where our duties overlap in regards to participant care (who is in charge of little Johnny when and where)



4. Expected learning outcomes for groups

(in particular schools)

A willingness to be challenged and experience excitement through *innovative and passionate adventures*. Creating an environment of *respect*, where *relationships* can flourish. And through *this journey* becoming better leaders, class mates, family members, and world citizens.

5. Dietary requirements

Finlay Park can cater for your group's needs, including the following dietary requirements: *Gluten and/ or Wheat free, Dairy Free, Vegetarian meals*. If dietary requirements are beyond this scope (more complex or severe or a life style choice, or possibly life threatening) we might not be able to cater for those needs. We advise those people to check out the menu and provide their own pre-packaged/ pre-cooked food. The group might also need to provide an adult to prepare those meals (for example *diabetes*: most of our meals would suit but some desserts might not. In that case the persons own suitable deserts should be provided for).

When Finlay Park caters for your group our kitchen requires the following for dietary requirements;

- List of people in your group with dietary requirements. On that list we need;
 - Full name of person(s) with dietary requirements
 - The specific dietary requirement for that person
 - The possible medical effect relating to the dietary requirement
- For your group to assist us in easily identifying people with dietary requirements at the servery at each meal time (we might do this with the help of tags, or lanyards)
- A template list is available on our website for your use at <http://www.finlaypark.co.nz/booking-info/downloadable-forms/>

6. Staff profiles

Staff profiles are available on our web site www.finlaypark.co.nz

7. Activity info, supervision structure, gear info and significant hazards

The list below is a quick overview of the activities available at Finlay Park, the gear/ clothes which participants and adult helpers need to bring to camp, the supervision structure and a list of the significant hazards only (hazards which can cause serious harm injuries as defined by Work Safe NZ). For a list of the complete hazards for each activity see our Activity Hazard Register on our website www.finlaypark.co.nz under “downloadable forms”.

All Finlay Park activities need to be instructed by competent people. Finlay Park provides instructors at a cost to the group. To keep this cost to a minimum we require each group to provide capable adults willing to assist and supervise specific **low risk activities**.

Adults who specifically have been chosen by the visiting group to supervise the "Adult Supervised activities" will receive training, a briefing and assessment from Finlay Park instructors on how to supervise these activities. They will need to sign a supervision agreement before they can supervise those particular activities. Finlay Park staff will continuously monitor any adult supervised activities like the Hydro slide, Blob and Flying fox.

Adult supervision requirements:

- 16 years or older
- of sound mind
- Physically fit and capable in assisting and controlling that particular activity
- Have a level of competency for the activity they are assigned to (see example below)
- Not under the influences of any alcohol, illegal drugs, or medication that will impair their ability to supervise any activity
- **Must complete online training and activity induction on day of arrival. Adults who have not completed both cannot supervise activities.**

Example: For an adult in your group to assist with kayaking, he or she would have to have previous kayaking experience, and be comfortable and competent to assist with this session.

Finlay Park has separated its activities into three distinct areas of supervision:

✓ = No supervision required.

! = Adult supervision required at all times. These activities are supervised by the visiting group.

X = Finlay Park instructor required. These activities are instructed by trained Finlay Park staff only.

A few important things to remember:

- Some activities (*the Out camp experience*) can be run by both FP instructors (during the day) and the groups own adults (at night). Or some activities (*like the Bush hike and Top Team*) can be instructed by FP staff or the group to minimise cost.
- We advise groups to "hand pick" their supervising adults, as not all adults have the right experience to help supervise. **For example with kayaking you would not select someone who is unfit and has never kayaked before.** Please see our parent recruitment form on our web page “downloadable forms”.

Group risk disclosure and agreement

- Adult supervisors are encouraged to halt an activity if/when they feel that safety to them or the participants is compromised and discuss their concerns with a Finlay Park Staff member. Complaints sheet, hazard forms and accident forms can be obtained from the office, your host or the program room.
- Adults who turn up to camp after induction cannot supervise an activity unless they receive the induction training.

Group risk disclosure and agreement

Water based activity	Supervision structure (minimum numbers)	What you need to bring	Potential significant serious harm scenarios and prevention			
			Drowning	Collision	Hypothermia	Fire
Glow worm trip <i>Min numbers: 18</i> <i>Maximum numbers: 35</i>	X FP skipper provided 3 supervising adults needed	Raincoat and plenty of warm clothes especially in winter. <i>We provide life jackets, skipper and vessel</i>	✓	✓*	✓	✓
Hydro Slide <i>Min/ max numbers: 1</i>	! 2 supervising adults needed	Togs, or wet suits in the colder months	✓	✓	✓	
Kayak instructed <i>Minimum : 18</i> <i>Maximum: 28</i>	X FP instructor provided Supervising adults needed at a ratio of 1:5	Togs, wet suit if cold, rain coat or other form of wind breaker. <i>We provide kayaks, paddles and lifejackets</i>	✓	✓	✓	
Paddle boarding <i>Minimum : 18</i> <i>Maximum: 28</i>	X FP instructor provided Supervising adults needed at a ratio of 1:8	Togs, wet suit if cold, rain coat or other form of wind breaker. <i>We provide boards, paddles, and life jackets.</i>	✓	✓	✓	
Pool inflatable <i>Min/ max numbers: 1</i>	! 2 supervising adults needed	Togs	✓		✓	
Rafting <i>Minimum : 18</i> <i>Maximum: 28</i>	X FP instructor provided 3 Supervising adults needed	Togs, or in colder months wetsuits. <i>We provide raft gear, life jackets, safety gear</i>	✓	✓	✓	
Spa Pool: <i>Maximum: 40</i>	! 2 supervising adults needed	Togs	✓			
Swimming Pool <i>Maximum: 100</i>	! 2 supervising adults needed	Togs	✓		✓	
The Blob <i>Min/ max numbers: 1</i>	! 2 supervising adults needed	Togs, wet suits if cold. <i>We provide life jackets and head gear</i>	✓	✓	✓	
The Rocket <i>Minimum : 18</i> <i>Maximum: 28</i>	X FP instructor provided 3 Supervising adults needed	Togs, wetsuits if cold, <i>We provide helmets, lifejackets.</i>	✓	✓*	✓	✓
How we manage these significant hazards →			All water activities apart from the Spa pool and swimming pool require lifejackets. All lifejackets are checked for size before activity commences. Trained adult supervisors are always present at the spa and pool. Swimming in the lake, unless it is part of an organised activity, is not allowed	* Finlay Park operates under Maritime NZ for its boat use, and only uses qualified skippers. All Collision prone activities have a strict "one person at a time" policy. Kayaking and paddle boarding on the lake are in a 5 knot zone. The rocket has strict operational/ speed rules and helmets requirements for all participants.	All activities are 1.5 hour in duration. Participants are constantly monitored by either supervising adults or instructors. The glow worm trip, Rocket, paddle boarding and kayaking go off site and are strictly monitored by trained camp staff who all hold a first aid certificate. Paddle boarding is seasonal and near the camp base.	Our vessels are under MNZ (maritime NZ) rule and refuelling only happens before or after activity times and is carried out by trained staff. All vessels are equipped with firefighting equipment.

Group risk disclosure and agreement

Land Based activity	Supervision structure	What you need to bring	Potential significant Serious harm scenarios and prevention				
			Collision (other people, vehicles, or equipment)	Fall from heights (cliffs, land contour, etc.)	Crash / roll over	Equipment failure	Fire
Adventure Trail	! Supervising adults needed at a ratio of 1:10	Sturdy shoes, clothes that can get dirty	✓*	✓		✓	
Black slide <i>Min/ max numbers: 1</i>	! 2 supervising adults needed	Togs	✓**			✓	
Brazier/ bonfire	I/ X Supervising adults needed at a ratio of 1:10	Closed shoes, clothes to cover limbs. We provide fire wood on request					✓
Cage soccer <i>Maximum: 10</i>	✓	Ball	✓				
Flying Fox <i>Min/ max numbers: 1</i>	! 2 supervising adults needed	We provide helmet, harness	✓**	✓*		✓	
Go Karts <i>Minimum : 18 Maximum: 28</i>	X FP instructor provided 3 Supervising adults needed	Closed shoes, rain coat depending on weather	✓*		✓	✓	✓
Low ropes course	! 1 supervising adult needed					✓	
Mini golf	✓	We provide putters and golf balls					
Sling shot paint ball <i>Minimum : 18 Maximum: 40</i>	FP instructor provided 2 Supervising adults needed	Clothing that may get paint on it. We provide head gear , and sling shots	✓*			✓	
Top Team <i>Minimum : 40 Maximum: 200</i>	I/ X 3 -6 supervising adults needed (depends on numbers)	Clothes that may get wet				✓	
Volley ball	✓	ball					
How we manage these significant hazards ➔			* These activities involve crossing a small country road. Care is taken to do this safely on a pedestrian crossing if possible. ** involves activities where strictly one participant at a time is the rule and where 1 trained adult controls the landing area.	All activities are checked on a weekly basis by staff and record kept on equipment use and wear and tear. * Harness and other safety gear used. This activity is audited by Outdoors Mark	Go karts and track are designed in such a way to prevent roll overs. Go karts equipped with full body harnesses and strictly only 2 go karts on track at a time	All activities are checked weekly and records kept on equipment use and wear and tear. Low risk activities are on a monthly check	Go karts refuelled at separate location. 3 fire extinguisher available on the track. Rescue scenarios are part of staff training. Brazier/bonfire: participants advised to wear closed shoes, bodies covered with clothing, perimeter in place around fire. Fires are only lit if conditions allow it.

Group risk disclosure and agreement

Indoor based activity	Supervision structure	What you need to bring	Potential significant Serious harm scenarios and prevention			
			Fall from height	Impact fall	Concussion	Shot
Balanz Bikes	! 1 supervising adult needed	shoes				
Indoor climbing and high ropes <i>Minimum : 18</i> <i>Maximum: 28</i>	X FP instructor provided 3 Supervising adults needed	Shoes, comfortable clothing. We provide helmet, harness, and safety gear	✓	✓	✓	
Shooting and Archery <i>Minimum : 18</i> <i>Maximum: 28</i>	X FP instructor provided 4 Supervising adults needed	We provide bows, arrows rifles, and pellets				✓
Skate Park	! 1 supervising adult needed	Helmets, knee and wrist pads, scooter, bmx bike or skate board	✓	✓	✓	
How we manage these significant hazards →			Helmet use for both activities is compulsory. Wall, climbing structures and skate ramps are checked monthly for wear and tear. All climbing equipment is checked weekly. There are strict instructions for participants in terms of harness, Carabineer use and checks. Instructor and supervising adults monitor children constantly.	Fall mats are in use under climbing structures, no climber goes up unless checked by an adult. Helmets required at all times on the Skate park. Skate park can be used at your own risk as nature of skating is jumps and falling off.	Helmets are compulsory	Each shooting station is overseen by an adult. Shooting is only enabled in directional tubes to prevent turning around. Archery: Arrows are blunt, and archery stations directional toward targets

Land and water based activity	Supervision structure	What you need to bring	Potential significant Serious harm scenarios and prevention			
			Drowning	Fall from height	Burns/ fire	Collision (boat)
Animal Survival <i>Minimum : 20</i> <i>Maximum: 45</i>	X FP instructor provided 3 Supervising adults	Old clothes are a must. Shoes are compulsory!	✓*	✓		✓
Bush Hike <i>Minimum : 18</i> <i>Maximum: 45</i>	X FP instructor provided on request only Supervising adults needed at ratio 1:10	Good walking shoes and rain gear	✓*	✓*	✓	
Confidence course and island crossing	! 2 supervising adults needed for each item	togs	✓	✓		
Out camp: <i>Minimum : 30</i>	! / X	Good walking shoes, warm clothing, wet	✓*	✓*	✓	

Group risk disclosure and agreement

<i>Maximum: 80</i>	FP instructor provided on request only. Supervising adults needed at ratio 1:8	weather gear, sleeping bag, mozy repellent, togs. Please contact FP for a list of what we provide.				
Power station study <i>Minimum : 18</i> <i>Maximum: 40</i>	X FP instructor provided 2 Supervising adults	pen	✓*			✓
How we manage these significant hazards →			* These activities involve transport by boat. All our vessels operate under maritime NZ rule and life jacket are compulsory. Lifejackets are compulsory with all Finlay Park activities that involve lake use.	Animal survival: Tree climbing is not a part of this game *Bush paths are clearly marked and mapped to prevent walking across cliffs, with adult supervision. Confidence course is equipped with soft fall zones if height exceeds 1.5 meters	All fires are made in small groups and are contained. Participants are required to wear shoes and adult supervision is a requirement. Bonn fires are always contained in a brazier	Our vessels are under maritime nz survey and our skippers are all trained and qualified.