THE GREAT AUSSIE BUSH CAMP

Quiz Shows SOP

Risk Profile

The following risks have been identified through GABC's risk assessment process:

Hazards within venue
b. Quality of equipment
c. Injury from participation/physical exertion
d. Fatigue/exhaustion/dehydration
e. Injury from overcrowding
f. Collisions – guests with guest, guests with static object, guests with moving objects.
g. Misuse of equipment

Implementation of the following operating procedures reduces the residual risk to a level as low as reasonably practicable given the intended purpose of the activity.

Control Measures

Deployment Requirements	
Instructor Qualifications	Trained and Assessed in accordance with GABC Quiz Shows assessment criteria.
AIGL to Participant ratio	1:70

1. **Equipment Requirements**

Per Instructor and Participant

- Costumes and props
- Score board and markers
- Bibs – different colour per team (optional)
- Read ACOP and plan equipment to appropriate quiz activity

Per Participant:

- Medication (if required)

2. **Session Preparation**

- The instructor must be aware of any local hazards around the site and take all steps to minimise the danger to participants.
- Prior to delivery, agree with PL as to nature of activity, level of adult/child input, variations to be incorporated.
- Structure of activity has been organised and planned in accordance with the area/room given and specifics of group.

- Leaders and guests to be advised of meeting point and time and made aware of clothing and equipment requirements.
- Check the area which you have been allocated to ensure it is useable and appropriate for the delivery of Quiz Shows.
- All equipment collected and checked to ensure it is appropriate for the group and activity being delivered.
- Other staff involved are briefed and given responsibilities.
- Physical and behavioural boundaries demonstrated, explained, reiterated and agreed.
- Any changes needed to be made, are to be passed through a member of the senior team.

1. Session Instruction

a. A safe and suitable warm up session must be given.

b. Guests are split into teams and the aims/objectives are explained.

c. A safety briefing must be given.

d. Rules of the activity to be explained to the group, including time limits, behavioural expectations and desired outcomes (how to get points).

e. Ensure that the area/room remains safe and suitable for use throughout with continuous dynamic risk assessments being completed.

f. Points are to be awarded after each round of the quiz.

g. Suitable developments for the group can be added in to the activity/each round.

2. Session Conclusion

a. Cool-down, reduce level of activity and encourage quieter behaviour.

b. A review of the session must take place, fitting the group's needs.

c. Winning team highlighted and prizes given out if appropriate.

d. Ensure guests are aware of what to do next.

e. Ensure all areas that have been used are left clear, tidy and in a safe condition.

f. Report and remove any broken, damaged or faulty equipment.

g. Any relevant accidents/incidents/events must be recorded on the relevant report form or centre logbook