



Beaundesert Outdoor Adventures

Standard Operating Procedure (SOP) & Risk Assessment: **Teambuilding & Problem Solving**

Document ID: SOP-BOA-TEAM-001

Effective Date: January 2026

Review Date: January 2027

1.0 Purpose

To outline the standardized and safe procedure for conducting Teambuilding and Problem-Solving sessions. These activities are designed to build confidence, develop leadership, and enhance communication and co-operation through a progressive series of physical and mental challenges.

2.0 Scope & Leadership Options

This versatile activity can be run under two distinct leadership models:

- **Instructor-Led:** Supervised and led by Beaundesert In-House Trained staff.
- **Self-Led:** Supervised by competent visiting adults (e.g., Teachers, Scout Leaders, Guide Leaders). The visiting leader assumes responsibility for enforcing the rules in this SOP.
- **Technical Advisor:** Martin Kirby (Operations Manager).

3.0 Location & Ratios

3.1 Location

- **The Team Build Area:** Primarily located in the Walled Garden, specifically along the **East Wall** team build area.
- **Open Spaces:** Grassed areas away from hazards can be used for introductory games, blindfold exercises, and mobile equipment setups.





3.2 Ratios

- **Standard Ratio:** 1:12 (One Instructor/Leader to twelve participants).
- **Maximum Group Size:** 12 participants per active session without additional adult supervision.

4.0 Equipment & Permanent Bases

The area consists of both mobile equipment (ropes, blindfolds, plastic crates, planks) and "Permanent" bases. Key elements include:

- **Orders Bench (Zig Zag / Birthday Bench):** A wooden balancing bench. Features 'chicken wire' for grip.
- **Towers of Hanoi:** Consists of wooden posts and heavy rubber tyres.
- **Leaky Pipe:** A moveable pipe set in a concrete base, requiring water to retrieve a floating object inside.
- **Unexploded Bomb (Toxic Waste):** A wooden "bomb" located in a woodchipped minefield area, retrieved using a system of ropes and tension.
- **Minefield Maze:** A maze constructed of ground slabs where participants guide each other.
- **River Crossing:** Moving across grass using plastic crates or carpet tiles and may or may not include wooden planks.

5.0 Safety Briefing & Rules

Mandatory briefing before the group attempts the physical challenges.

1. **Manual Handling:** When lifting heavy objects like the Tyres (Towers of Hanoi), participants must use proper lifting techniques (bend knees, keep back straight). Heavy items must be **lowered** to the ground, never dropped.
2. **Jumping vs. Stepping:** Participants must **step off** elements (like the Orders Bench or River Crossing crates) rather than jumping or falling off, to prevent ankle injuries.
3. **No Tying:** Feet must **never** be tied to planks or skis during river crossing exercises.
4. **Blindfolds:** If a participant is blindfolded, their sighted team members act as "spotters" and are fully responsible for their safety. No running while blindfolded.

6.0 Session Procedure

6.1 Pre-Session Visual Checks (Instructor/Leader)

- **The Elements:** Check all equipment in the storage box and the permanent bases.



- **Chicken Wire:** Inspect the chicken wire on the Orders Bench/Zig Zag bench. If there are any breaks presenting sharp edges, the element **must not be used** until repaired.
- **Splinters:** Visually check wooden planks and poles for severe splintering.
- **Environment:** Ensure the ground is clear of unexpected trip hazards.

6.2 Introduction & Ice Breakers

- Begin with ice-breaker activities (e.g., Human Knot, Two Truths and a Tale) in an open area to relax the group and establish communication.
- Start with easy challenges and progressively increase the difficulty.

6.3 Activity Management (Plan, Do, Review)

- **Briefing:** Outline each challenge and set the rules.
- **Plan:** Give the group time away from the element to formulate a strategy.
- **Do:** The group attempts the challenge. The instructor acts as a safety supervisor, intervening only if safety is compromised or frustration peaks.
 - *Leaky Pipe:* Monitor the group for wetness/coldness, especially in winter. Stop the activity if participants become excessively cold.
 - *Unexploded Bomb:* Ensure participants keep hands clear of the "blast zone" to avoid rope burn when tensioning the lifting ropes.
 - *Minefield / Blindfolds:* Ensure guides are keeping blindfolded participants clear of physical obstructions.
- **Review:** Use reviewing techniques (e.g., Traffic Lights, Confidence Pole, or Gummy Bear Tree) to discuss communication, teamwork, and leadership.

6.4 Session Conclusion

1. **Pack Down:** Return all loose equipment (crates, ropes, blindfolds) neatly to the storage box. Empty water from the Leaky Pipe.
2. **Final Review:** Summarize the overall progression of the group.

7.0 Emergency Procedure

1. **Minor Incidents:** Deal with minor cuts, splinters, or sprains using a first aid kit and report the incident.
2. **Major Incidents:** Alert reception/Duty Manager immediately with the exact location (East Wall) and nature of the problem.

8.0 Risk Assessment

Activity: Teambuilding & Problem Solving

Review Date: January 2027

Assessment by: Martin Kirby – Operations Manager

What are the hazards?	Who might be harmed?	Controls: What are you doing to control hazards?	Risk Rating (with controls)
Manual Handling / Dropping items (Tyres/Crates)	Participants	<ul style="list-style-type: none"> • Briefing: Proper lifting techniques briefed. • Rule: Items must be <i>lowered</i> to the ground, never dropped. 	Trivial
Zig Zag / Orders Bench (Slips & Cuts)	Participants	<ul style="list-style-type: none"> • Briefing: Participants briefed to <i>step off</i> rather than jump off. • Inspection: Chicken wire added for grip. Must be inspected pre-session for sharp broken wire. If broken, do not use. 	Trivial
Planks rolling / Twisting ankles (River Crossing)	Participants	<ul style="list-style-type: none"> • Rule: Feet must not be tied to the planks/skis. • Flat grass area used. 	Trivial
Blindfolded participants hitting obstacles	Participants	<ul style="list-style-type: none"> • Location: Task situated in area clear of obstructions. • Control: Sighted participants act as spotters. Instructor intervenes before contact occurs. 	Trivial
Splinters and Rope Burns	Participants	<ul style="list-style-type: none"> • Briefing: Group briefed on careful handling of ropes (Unexploded Bomb) and wooden planks. 	Trivial
Leaky Pipe (Cold water exposure)	Participants	<ul style="list-style-type: none"> • Monitoring: Instructor monitors group for coldness/shivering. Activity adapted or stopped if weather conditions make getting wet unsafe. 	Tolerable

10.0 Document Control & Review History

Document Creation

Action	Name / Role	Date
Created By	Martin Kirby – Operations Manager	January 2026
Approved By	Martin Kirby, Luke Chance & Oliver Tombs (OM / SI / AOM)	January 2026
Technical Auth.	Martin Kirby (Operations Manager)	January 2026

Review Log

This document is to be reviewed annually or following any significant incident or change to the activity.

Date of Review	Reviewed By	Comments / Changes Made	Next Review Due
January 2026	MKirby / OTombs / LChance	Document Created (V1.0). Updated to include East Wall location, specific bases (Hanoi, Leaky Pipe, Bomb, Maze) and Chicken Wire/Manual Handling controls.	January 2027