



Drum Roll

Safety Operating Procedure (SOP)

1. Purpose

This SOP outlines the safe planning and delivery of the Drum Roll Activity to ensure risks are effectively managed and all participants are supported.

2. Scope

Applies to all AOEC staff, instructors, Group Leaders, supervising adults, and participants involved in the Drum Roll Activity.

3. Description of Activity

Drum Roll is a competitive team challenge where participants work together to transport 2–4 people from one side of a designated area to the other on a board.

The team moves the board by rolling three drums underneath it and repositioning the drums as the board progresses.

The challenge requires participants to communicate clearly, coordinate movement, maintain balance, and work together to achieve the objective.

The activity may be completed as a timed challenge or competition where appropriate.

4. Objectives

The activity aims to develop: Teamwork and cooperation - Communication and active listening - Leadership and shared decision-making - Planning and execution of a team objective - Problem-solving and initiative - Reflection on team performance and behaviour.

5. Roles & Responsibilities

AOEC Instructors or Group Leaders: Lead and manage the activity safely - Complete the required AOEC Drum Roll training before operating the activity - Conduct risk assessments and make go/no-go decisions - Inspect equipment and activity areas before use - Deliver safety briefings - Explain the objective, hazards and rules of the challenge - Monitor participant behaviour and wellbeing - Stop or modify an activity if safety is compromised - Ensure equipment is returned and any damage or loss is reported - Coordinate emergency response if required.

Supervising Adults: Retain duty of care for students at all times - Actively supervise participants - Follow activity leader instructions - Monitor participant behaviour, physical wellbeing, and interactions - Assist with equipment and emergency response if required - Report any concerns or incidents to the Activity Leader.

Participants: Follow all instructions and agreed rules - Listen to the safety briefing before beginning each challenge - Work cooperatively and respectfully with others - Use equipment appropriately - Respect personal space and physical boundaries - Stop immediately when instructed by the Activity Leader - Respect the activity space and equipment.

6. Group size & Ratios

- Teams are generally most effective with approximately 5–8 participants. 2–4 participants may be positioned on the board.
- The Activity Leader must determine participant positions based on age, size, confidence, ability, and experience.
- Additional supervision may be required depending on group needs and environmental conditions.
- Teams must remain clear of another team's operating area while a challenge is underway.

7. Pre-Activity Requirements

7.1 Risk Disclosure & Medical Information

- Medical conditions, injuries, behavioural needs, and mobility considerations must be identified.
- A responsible adult must be assigned for participants requiring medication

7.2 Equipment Checks

Before the activity:

- Check all equipment is present and in suitable condition.
- Remove damaged or unsuitable equipment from use.
- Check that the activity area is clear of unnecessary hazards.
- Ensure sufficient space is available for the selected challenge.
- Set up equipment according to the requirements of the activity.

Any damaged or missing equipment must be reported to the AOEC Manager or recorded in accordance with AOEC procedures

7.3 Clothing Requirements & Checks

Participants must wear: Closed-toe footwear - Clothing appropriate for weather conditions
- Hair should be tied back where appropriate.

Participants should use the bathroom before the activity.

ENSURE participants bring their personal medication with them, and that there is someone present (adult supervisor) who knows how to administer it

8. Safety Briefing (Mandatory for all participants)

Must include:

- The purpose and objectives of the activity.
- The rules of the challenge.
- How the board, drums, and broom handles are to be used.

- The required team positions and how participants will communicate movement and stopping.
- The requirement to maintain awareness of hands and fingers around the board and drums. The risk of falling from the board. The risk of being struck by a broom handle. The risk of fingers or other body parts becoming trapped between the board and drums.
- For challenges involving physical contact, participants must understand that contact should be respectful, appropriate, and limited to what is required by the activity.

Supervising adults must be present and engaged during the briefing.

9. Activity Setup & Briefing

The challenge objective is:

"Move your teammates on the board from one side of the designated area to the other using three drums and two broom handles to roll the drums underneath the board."

Before starting, the Activity Leader must ensure all participants understand the equipment, their assigned positions, and how the team will communicate.

The Activity Leader must confirm that the board is stable before participants climb onto it.

10. Rules

- Each team uses three drums only.
- The board must not be carried.
- Participants must follow the Activity Leader's instructions at all times.
- Equipment must only be used for its intended purpose.
- Participants must not deliberately interfere with another team's challenge.

The Activity Leader may modify the rules or introduce scenarios to meet the objectives and needs of the group, provided safety is maintained.

11. Activity Management

During the activity:

- The Activity Leader monitors participant positioning and movement.
- Participants must communicate before moving or repositioning equipment.
- Participants must keep hands and fingers clear of areas where the board and drums meet.
- Broom handles must be controlled and used only for their intended purpose.
- Participants must not intentionally create unnecessary movement or instability.
- The Activity Leader may stop the challenge at any time if the board becomes unstable or another safety concern develops.
- Competitive or timed elements must not encourage participants to take unnecessary risks.
- The activity must be stopped if safety is compromised.

12. Key Risks & Controls

Falling from the board

- Ensure participants are suitable to participate.
- Confirm the board and drums are positioned correctly before participants step onto the board.
- Monitor board stability throughout the activity.
- Being struck by a broom handle
- Participants must be briefed on safe handling.
- Broom handles must remain under the control of the assigned participants.
- Maintain clear communication before moving the handles.
- Stop the activity if equipment is being used unsafely.
- Fingers or body parts becoming trapped between the board and drums
- Participants must keep hands and fingers clear of pinch points.
- Participants moving drums must communicate clearly with those on the board.
- The Activity Leader must monitor positioning throughout the challenge.

13. Emergency Response (Summary)

In the event of an incident:

- Activity Leader takes control of situation
- First aid is administered by trained person
- Emergency services contacted via 111 if required and a designated person meets emergency services at access point.
- AOEC Management contacted as soon as practical.
- Group managed and kept safe by supervising adults
- All incidents must be reported to AOEC management and recorded.

14. Equipment & Storage

Current equipment:

- 9 drums — stored under the stairs of Nettleingham Dorm.
- 2 boards — stored in the Activity Shed.
- 4 broom handles — stored in the Activity Shed.

Resources must be checked after use and returned to their designated storage areas.

Any damage or loss must be reported to AOEC Management and recorded in accordance with AOEC procedures.

15. Debrief

A short debrief should be completed after the challenge to help participants reflect on their team performance. Possible questions include:

- What worked well for your team?
- How did you communicate movement?
- How did the team decide who would take each role?
- Did everyone have an opportunity to contribute?
- What happened when your first plan did not work?
- How did you manage the board's balance?
- Did competition affect your communication or decision-making?
- What could you have done differently?
- What did you learn about teamwork and communication?

The debrief should focus on teamwork, communication, leadership, planning, cooperation, and positive reflection rather than simply which team completed the challenge fastest.

Drum Roll - Risk Analysis & Management

	Reviewed: Karen Tobich & Emily Underwood Approved: Board of Trustee - Nisha Duncan		Date: 03/08/2026		Next Review Date: 03/08/2027	
	Risk Rating System: Likelihood (1–5) x Consequence (1–5): 1–5 Low - 6–10 Moderate - 11–15 High					
	What would cause someone to get hurt?	What could happen?	Risk Rating	Risk Management Control Measures		Risk Rating
	Hazards/Harm	Risk	Initial	What can be prevented? By Whom?	Post Control	
People	• Supervising Adults not familiar with activity instructions, responsibilities & risks i.e. not enforcing the safety rules	• Major Injury • Minor Injury • Damage to Equipment • Boredom/Frustration	6	• Activity Leaders / Adult Supervisors familiarise themselves with Activity Instructions, Responsibilities and RAMS prior to camp/ activity commencement.	2	
	• Not sufficient Supervision/Poor Supervision	• Major injury • Minor Injury • Damage to Equipment	6	• Sufficient competent hands on adult supervision, additional support for participants with behaviour issues or disabilities.	2	
	• Failure to disclose risks	• Major injury • Minor Injury	6	• Group must be briefed on activity instructions, responsibilities, and RAMs	2	
	• Improper use of equipment	• Major Injury • Minor Injury • Damage to equipment	6	• Group Leaders brief group extensively on safety & correct technique. Identify the main hazards of the activity with participants.	2	
	• Lack of team work	• Major injury • Minor Injury • Damage to equipment	6	• Good Team work • Good/Positive Communication • Good Leadership	3	
	• Special Needs not identified	• Major injury • Minor Injury • Frustration • Not enough support	6	• Disabilities/behaviour issues to be discussed before or on arrival of camp. • Ensure extra adult support is met.	2	
	• Group too big/too small	• Frustration/boredom • Minor Injury • Damage to equipment	4	• Ensure their are enough activities and enough supervisors for teams of 5-8 • Participants must be supervised • Keep away from an activity area while another team is working	2	
	• Student/Group Leader/Supervising Adult becomes incapacitated (Injury, heart attack, asthma, etc)	• Death • Major injury • Minor Injury	10	• Know medical conditions/behaviour issues of students & adults. Who is the nominated knowledgeable person to deal with known medical/behavioural issues Other Adults in Group must know what to do in an emergency	6	
Equipment	• Poor clothing & footwear	• Minor Injury	6	• Before activity, check that everyone in group (students and adults) are wearing appropriate clothing and foot ware. No jandals or bare feet. Covered shoes must be worn. Dress according to the weather conditions.	3	
	• Weight and Height of Equipment	• Major injury • Minor Injury • Damage to Equipment	6	• Mind your head and others when "rowing" with post • Do not bounce on planks • Be aware of fingers and toes getting caught between equipment.	4	
	• Damaged, worn equipment	• Major injury • Minor Injury • Damage to Equipment	6	• Drum Roll equipment and area is monthly inspected • Discontinue use of broken equipment, remove to be fixed	3	
	• No first aid kit on site	• Major injury • Minor Injury	6	• Ensure First Aid kit is on site	4	
Environment	• Weather unsuitable for session	• Major injury • Minor Injury • Physical well-being (hypothermia, hyperthermia)	6	• Cancel if necessary, the Group Leader will make this call. • Halt the activity if necessary • Dress for the weather	3	
	• Grounds - rabbit holes, uneven, muddy and slippery	• Minor injury	3	• Be prepared for all weather conditions, make aware of rabbits holes, uneven, slippery grounds.	2	
	• Wasps	• Minor Injury • Major injury • Death	6	• Report any sightings of wasp, carry first aid kit and Wasp Spray	3	

Emergency Plan	First Aid	Medical Treatment	Serious Injury
	Who is the trained and nominated First Aider	Follow Emergency Action Plan Discussed at Pre Activity Safety Talk and at Safety Stations	See Emergency Action Plan discussed at Safety Talks and at Safety Stations
	First Aid Kit - Instructors have this	- Katikati Medical Centre 07 549 0411 4 - Clive Road, Katikati	Call 111 or activate PLB
	Know medical conditions/behaviour issues of students & adults and knowledgeable person to deal with it	Tauranga Hospital, Cameron Road, Tauranga 07 579 8000	Nominate someone to meet Emergency Services at Gate
	Incident & Accident Reporting	- Report to AOEC Management - Incident & Accident Reporting on Safety Log at Kitchen Safety Station	- Report to AOEC Management - Incident & Accident Reporting on Safety Log at Kitchen Safety Station