

Hunting – SOP

Last Review:

This SOP was last reviewed on 30 October 2020.

Activity Summary

The CYC Waihola hunting activity is a **high risk activity** that involves participants hunting and potentially using firearms. The activities are usually part of Ministry Camps that are run by CYC Waihola.

Location

Various locations around Otago and Southland including but not limited to:

- ▶ Alf Bradfield's Farm at Tuapeka West, West Otago
- ▶ Paton Family Farm at Morrisons, East Otago
- ▶ Tramping Camps – refer to [Tramping – SOP](#)

Requirements for activity

Activity Leader

An activity leader is required for this activity:

- ▶ Only one person will be deemed to be the Activity Leader for each session.

Qualifications

If firearms are in use then all persons that are either using firearms or supervising campers with firearms shall have a Firearms licence.

Supervision Ratios

During hunting / live firing activities where leaders are the only persons using rifles:

- ▶ For hunting groups of more than 3 campers a ratio shall exist of 1:5 with a minimum two leaders
- ▶ For hunting groups of 2 or 3 campers then one leader shall be permitted to supervise the hunting group however no hunting group is allowed where 1 camper can be alone with 1 leader out of sight and sound of others.

During hunting / live firing activities where campers are using firearms:

- ▶ **For hunting groups where campers are using firearms in a hunting capacity the ratio shall be 1 leader : 1 camper with rifle at all times**
- ▶ **For hunting groups where campers are using firearms in a rifle range capacity with clearly defined firing zones and spectator zones (as defined in [Shooting \(Air Rifles\) – SOP](#)) the ratio shall be 1:5 at all times**

Activity Restrictions

Participants that have had a head injury (including concussion) in the previous 3 weeks are not permitted to participate in this activity due to the danger of Secondary Impact Syndrome⁴⁵.

Children under the age of 12 are not permitted to take part in Hunting Activities.

Activity Sign-off

Any hunting activity must be signed off **prior to departure** using the [Hunting – Pre-activity Sign-off](#) - this includes some trip planning that must be submitted to the CYC office.

Each day of a hunting trip must have a [Hunting – Daily Activity Log](#) completed.

Activity Equipment

A first aid kit will always be present on a hunting based camp and will travel with any groups leaving the camp-base.

⁴⁵Refer to Appendix 1.1 Glossary of Terms

Ancillary Services

Hunting based camps may utilise transport for participants to and from the start/end points of the hunting activity:

- ▶ When transport of participants is occurring then [Vehicle Use \(Road Vehicles\) - SOP](#) shall apply

Key reasons to postpone activity

This activity should not be run or Activity Leader should stop the activity for the following reasons:

- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
- ▶ Inadequate supervision
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity

Operating Procedures

2 Yearly Review

The Operations Manager (in conjunction with the other Technical Advisers) must review and this SOP every 2 years under the requirements of the [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#).

This review will be done using the [Flowchart of Risk Management Processes](#) and [Tramping – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 2 yearly review will result in the activity being out of action until the safety concern is remedied.

Prior to the Day of the Activity

The following procedures must occur prior to the start of any camp where hunting is to occur:

- ▶ The Activity Leader (preferably the camp director) must complete the [Hunting – Pre-activity Sign-off](#) and submit it to the CYC Office for risk management planning.
- ▶ The Pre-Activity Sign-off sheet will include:
 - ▷ a map of planned daily hunt areas
 - ▷ any forestry permits required (required least 6 weeks in advance of the hunting activity)
 - ▷ The Activity Leader must have written permission⁴⁶ for access to any private land.
 - ▷ The Activity Leader must have good knowledge of any wilderness / remote areas prior to camp starting and noted hazards to give to all participants during briefing before departure.

Day of Activity Check

The following are to be completed before any hunting activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity. Conditions deemed to be unsuitable will be determined by any of the following:
 - ▷ Heavy precipitation if **all participants** do not have suitable wet weather gear/warm clothing
- ▶ Ensure that an suitable emergency communication device is available:
 - ▷ Where the activities are within areas with complete cellphone coverage then a cellphone is suitable
 - ▷ Where cellphone coverage cannot be guaranteed then the personal locator beacon and/or satellite communicator must be taken.
- ▶ The Activity Leader must have knowledge of the fitness and medical conditions of each participant that could impact on ability of participants (including leaders) to complete the activity.

⁴⁶Email correspondence or text message is sufficient

- ▶ The Activity Leader must complete the [Hunting – Daily Activity Log](#) before leaving the camp-site

Key Hunting Instructions

Hunting groups **must stay together except when:**

- ▶ splitting has been organised before the activity begins
- ▶ **AND** hunting groups are in two clearly pre-organised separate hunting areas that provide a safe separation distance from each other of no less than 800 metres at all times so that groups cannot stray into each others hunting areas
- ▶ **AND** all leaders are clear on the areas that each group will be located in including boundaries of the areas
- ▶ **AND** that hunting occurs in opposite directions from each other irrespective of distances between them
- ▶ **AND** ratios of 1:5 are maintained with a minimum of two leaders unless campers numbers per group are 3 or less.
- ▶ **AND** communication devices are available for each group to communicate with each other
- ▶ **AND** only **ONE** rifle is in active use within a particular hunting group irrespective of the supervision ratios or participants present

Campers must follow all instructions given to them by leaders immediately.

Any leader that is going to either use a firearm or supervise someone with a firearm **must always be older than 18 years and have current NZ firearms Licence.**

All live firing / hunting **must stop** if a person is at any time unaccounted for OR out of sight of the person with the rifle (i.e. to go to toilet, etc).

Campers may carry rifle only when:

- ▶ firearm is empty and has no attached magazine
- ▶ firearm orange safe firing flag placed in chamber

Leaders must ensure that firearm is only loaded and safety released ready for firing when:

- ▶ game is in sight
- ▶ **AND** the leader is sure that all campers are accounted for and in safe location
- ▶ **AND** target is correctly identified and firing zone is completely safe
- ▶ **AND** must ensure that at all other times gun firing chamber is empty and double checked that it is empty before moving on

All other leaders on activity that is using firearms must ensure that any participants do not go in front of anyone with a rifle

Avoid shooting towards objects such as rocks and water that could cause a ricochet.

Daily Safety Briefing:

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader. The introductory talk must occur each day the activity is in use .

The introductory talk will cover the following:

- ▶ A reminder of safety procedures around firearms.
- ▶ An overview of the day's activities
- ▶ personal equipment to take on the hunt activity
- ▶ Any hazards that exist for the day's activities and instructions for managing them safely.

The firearms safety talk will explain the hazards involved with firearms and how the risks will be managed including.

- ▶ Stay at least a metre behind the person with the rifle at all times
- ▶ Stay within the group never leaving without permission from the group leader



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- ▶ Any tom-foolery around the rifles or whilst on the hunting trip will result in the immediate stop of the activity.
- ▶ Go over the 7 rules of firearms safety explaining how they apply to the day's activities:
 1. Treat every firearm as loaded
 2. Always point firearms in a safe direction
 3. Load a firearm only when ready to fire
 4. Identify your target beyond all doubt
 5. Check your firing zone
 6. Store firearms and ammunition safely
 7. Avoid alcohol or drugs when handling firearms

The personal equipment to take will include:

- ▶ participants taking adequate water for drinking with them
- ▶ all participants must take with them warm clothing and waterproof rain jackets irrespective of the weather forecast
- ▶ any other required clothing, equipment or anything else that is required for the days activities.

The Activity Leader must ensure that participants are aware and agree to adhere to content of the introductory and firearms safety talks.

An attendance roll is to be taken before leaving from camp base for the day's activities.

After the activity is finished:

Attendance roll is to be taken before leaving in vehicles from location

The appropriate activity sign off sheets and incident forms are completed.

First Aid Kit, Communications devices (including personal locator beacon) and sunscreen are to be returned to camp base

Emergency and Incident Preparedness

First Aid Kits

An off-site first aid kit must always be taken to hunt activities.

Where hunting groups have split, each hunting group must have a small first aid kit available to them.

Refer to First Aid Kits

General Incident Procedures

The process for general incidents is outlined in [Step by Step Management of Incidents](#)

Concussion

If suspected concussion has occurred or someone has been knocked out then contact emergency services if cellphone reception is available. If not then activate personal locator beacon immediately.

Spinal Injury

All CYC Waihola Hunting Based Camps will have a person with a minimum of Workplace First Aid and is trained using a scenario where a participant has suspected spinal injury.

If a participant falls and does not get up themselves and has a suspected injury then the participants condition must be assessed by someone with a medical certificate or an ambulance must be called to assess injured participant before shifting them.



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Missing Person

If person is discovered missing the determine when and where the person was last seen and do quick visual and sound search starting with places of risk.

If initial search (searching for no more than 15 minutes) is fruitless and cellphone reception is available contact emergency services. It is important for Search and Rescue teams that official search is started as soon as possible and there is minimal disturbance of the last known point and search area. If cellphone reception is not available activate personal locator beacon.

Stopping an wilderness / remote area activity

If there is a need to stop an activity in a wilderness / remote area then the following will take place:

- ▶ Safety of participants, spectators and staff is to take priority at all times
- ▶ All participants are to move to a safe waiting location as indicated by the Incident Controller (either the Camp Director / Activity Leader) for further instructions
- ▶ If this Incident Controller requests it then phone emergency services immediately or activate personal locator beacon if no cell reception is available.
- ▶ If the safety issue that is preventing the continuation of the activity cannot be remedied, then the Camp Director must arrange transport back to base of the participants if required. If necessary get in touch with Operations Manager if the continuation of camp is in question.

Fatigue Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **high risk factor** (high level of harm with a medium likelihood of occurrence) for impairment of Activity Leaders as a result of fatigue.

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([Staff](#)) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are fatigued.

Drug and Alcohol Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (high level of harm and low likelihood of occurrence) for serious harm from impairment of supervising adults as a result of alcohol and/or drugs.

Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy (Drug and Alcohol Policy) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders are not to be involved in supervising this activity if they are under the influence of alcohol and/or drugs.

Specific Legislation relating to this activity

Acts and Regulations

- ▶ [Arms Act 1983](#)
- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

Activity Safety Guidelines

- ▶ None

Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide \(Tramping\) \[version 1:2019\]](#)



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- ▶ [Good Practise Guide \(Emergency Communication\) \[version 1:2019\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)⁴⁷

Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager
- ▶ Paul Paton (Hunting Camp Director)
- ▶ Alf Bradfield (Southern Lads Camp Director)

⁴⁷applied to this SOP as an OutdoorsMark Premium Activity



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Hunting – Risk Analysis

- ▶ The following table represents the hazards and risks associated with this activity as per [Hazard and Risk Management Processes](#)
- ▶ **Items highlighted in red indicate significant hazards within this activity**

Risk and Hazard Analysis				Risk Controls	
	Risk	Risk Rating	Serious risk	Control	Instructions
People: Moving into line of fire	Gun shot wounds Death	High	✓	Isolate	▶ All leaders will be vigilant to ensure everyone stays behind rifle
People: Separation from group		High	✓	Isolate	▶ All firing will stop unless everyone is in sight and accounted for
Equipment: Misfire		High	✓	Isolate	▶ Rifle will always be unloaded unless about to take immediate shot
People: Two of more hunting parties		High	✓	Isolate	▶ Split Hunting parties will hunt in opposite direction and with safe distance separation
People: Inadequate Supervision		High	✓	Administrative	▶ Firearms will be supervised by staff with firearms licence only
People: Fooling around		High	✓	Administrative	▶ Children will be supervised by competent Activity Leaders only
				Administrative	▶ Clear instructions for use of activity will be given to children
People: Allergic Reactions	Anaphylactic shock Poisoning	Moderate	✓	Administrative	▶ Participants with known medical issues will be discussed with all leaders before departure
Environment: Stinging Nettle / Plants		Moderate		Administrative	▶ Camp Director will point out areas to avoid if known ▶ Camp Director will give instructions about known plants to avoid
Environment: Hot / Cold weather	Dehydration Hyperthermia Hypothermia	Moderate	✓	Administrative	▶ Weather forecast will be checked daily ▶ Participants will be encouraged to drink water regularly ▶ Suitable clothing will be given in daily briefing and checked
People: Getting Lost	Exposure Fear	High	✓	Administrative	▶ Activity Leader will ensure participants have appropriate clothing for the weather forecasted. ▶ Activity Leader must know areas to be hunted in and planned route will be notified to CYC Office ▶ PLB and communication devices will be carried ▶ Participants will be instructed to remain with the group
People: Secondary Impact Syndrome	Spinal Injuries Head Injuries Broken Bones	High	✓	Eliminate	▶ Persons with a recent concussion may not participate in this activity
Environment: Uneven ground / Terrain		Moderate		Administrative	▶ Participants will be told about unmarked hazards (i.e. rabbit holes) and any unsafe terrain (i.e. bluffs, cliffs, etc.) during daily briefing
People: Impairment of activity leaders	Fatigue	High	✓	Administrative	▶ Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Moderate	✓	Administrative	▶ Full alcohol / drug prohibition applies to this activity as per policy

Risk and Hazard Analysis Last Updated: 30 October 2020



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