

Waihola Walking Activities - SOP

Last Review:

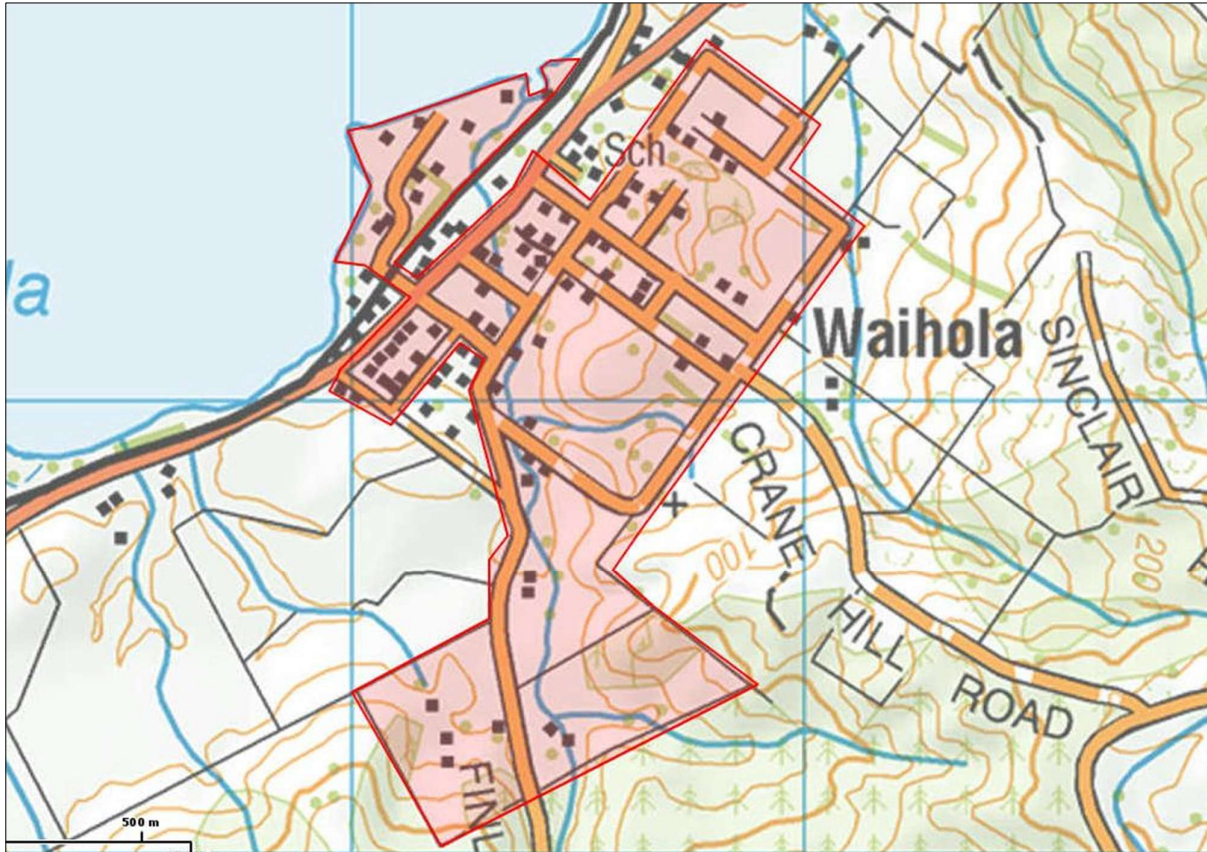
This SOP was last reviewed on 30 October 2020.

Activity Summary

Some activities require campers to travel by foot off-site to and from the activity area. Waihola Walking Activities are simple **medium risk activities**.

Location

Various locations around the camp-site



Activity Scope

These SOPs only apply within the context of a CYC Ministry Camp.

If run by an Accommodation Group, they do not fall under the responsibility of CYC Waihola unless an Activity Leader has been requested by the accommodation group, in which case these SOPs would be followed by that Activity Leader.

Requirements for activity

Activity Leader

An overall Activity Leader needs to oversee the running of this activity if there are multiple groups walking around the township. This overall activity leader should not form part of the smaller groups and be readily contactable by each small group leader if required

- ▶ Only one person will be deemed to be the overall Activity Leader for this activity.
- ▶ Only one person will be deemed to be the Group Leader for each small group

Qualifications

No qualifications are needed for this activity.

Supervision Ratios

When children⁹⁶ are present:

- ▶ the high risk ratio of 1 adult to 5 children applies

This activity sometimes is run in small groups of participants (e.g. 3-5 different cabin groups with two cabin leaders per group).

- ▶ Supervision ratios still apply to each of these smaller groups.

Activity Restrictions

No activity restrictions are in place.

Activity Sign-off

No activity sign off is required for this activity.

Activity Equipment

The off-site activity grab bag stored in the Main Lodge first aid cabinet contains the following items and is to be taken on off-site activities:

- ▶ the emergency communication plan
- ▶ small first aid kit
- ▶ pens and pencils

The off-site grab bag does not need to be taken with each group however it must be readily accessible and transportable to a group when required from the camp-site by the overall Activity Leader.

The Group Leader (of each small group) must take a communication device (i.e. cellphone) to for use in emergencies and to make contact with the Activity Leader.

As many participants in the group as possible should have a fluorescent vest to wear for duration of this activity. If there are not enough fluorescent vests for every participant then leaders must wear them.

Ancillary Services

No ancillary services are required for this activity.

Key reasons to postpone activity

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

- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
- ▶ Inadequate competent 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 \[version 1.1:2017\]](#).

⁹⁶Refer to Appendix 1.1 Glossary of Terms



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<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>

This review will be done using the [Flowchart of Risk Management Processes](#) and [Waihola Walking Activities – 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.

Day of Activity Check

The following are to be completed before any 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.
- ▶ A communication device (i.e. cellphone if in coverage, satellite communicator if out of coverage) is required to be present at the swimming activity location for use in emergencies

All these items are contained within the [Waihola Walking Activities – Activity Sign-off](#) that is to be completed before the activity is to run.

Prior to departure of campers

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 will cover the following:

- ▶ required clothing and footwear for the activity
 - ▷ Suitable warm clothing (including a jacket) must be taken in case the weather turns
 - ▷ fluorescent vests
- ▶ Safety Rules as follows:
 - ▷ Activity boundaries
 - ▷ Stay together as a group
 - ▷ Listen to the group leader
 - ▷ Road Rules
 - Between the camp-site and township signs stay on the footpath and not the road.
 - Stay to the right side of the road and where available use footpaths.
 - Do not walk in the middle of the road
 - Look carefully before crossing intersections
 - No one is to enter private property
 - No one is to walk along the railway tracks

During the activity:

The Activity Leader and other leaders must ensure the groups stay together as per the rules given in the safety talk

At the end of the activity:

At the end of the current session the Activity Leader should ensure everyone has returned to camp by completing an attendance list.

Emergency and Incident Preparedness

First Aid Kits

Refer to First Aid Kits

General Incident Procedures

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



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Fatigue Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (medium 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 **low risk factor** (medium level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders 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

- ▶ [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 for Overarching Managing Risk Management \[Version 2:2019\]](#)

Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)⁹⁷

Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager

⁹⁷applied to this SOP as an OutdoorsMark Premium Activity



Waihola Walking Activities – 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
Environment: Collision with a vehicle	Spinal Injuries Head Injuries Fractures Internal Injuries Bruises	High	✓	Administrative	▶ Participants will be given clear instructions about road rules
People: Inadequate Supervision		High	✓	Administrative	▶ Participants will be supervised by trained leaders ▶ Clear instructions for use of activity will be given to all participants
People: Fooling around		High	✓		
Environment: Cold Weather	Hypothermia	High	✓	Administrative	▶ Weather forecast will be checked daily before activity use
Environment: Sun	Sunburn	High	✓	PPE	▶ Sunscreen will be provided for all participants and staff
People: Medical Incident	Allergic Reaction Medical Conditions	Moderate	✓	Administrative	▶ At least one supervisor must have a current first aid certificate ▶ Supervisors will be alerted to participants with known allergies and medical conditions
People: Impairment of activity leaders	Fatigue	Moderate	✓	Administrative	▶ Activity Leaders and Supervisors 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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