



Standard Operating Procedures Waihola Walking Activities

Location
Various locations around the Waihola township
Activity Leader Requirements
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. 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 No qualifications are required for this Activity Leader
Ratio
1 adult to 5 children
Participant requirements
Weather appropriate clothing Must wear shoes
Activity Leader Instructions
Give safety/instruction briefing and participant requirements 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 ▪ Stay to the right side of the road and where available use footpaths. ▪ Look carefully before crossing intersections ▪ No one is to enter private property At the end of the activity the Activity Leader should ensure everyone has returned to camp by completing an attendance list
Equipment
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. Each group must take a cellphone As many participants in the group as possible should have a fluorescent vest. If there are not enough fluorescent vests for every participant then leaders must wear them.
Reasons to end activity
If at any point the activity can no longer be run safely
Activity Maintenance
Operations Manager's (in conjunction with the other Technical Advisers) inspection of the activity every 2 years to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Waihola Walking Activities – Risk Analysis</i>
Emergency and Incident preparedness

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No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Waihola Walking		Last Review: August 2025		Location: Waihola Township	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Spinal injury Head injury Fractures Internal injury Bruising	Collision with a vehicle	High	Environment	Participants will be given clear instructions about road rules	Moderate
	Inadequate supervision	High	People	Participants will be supervised by trained leaders Clear instructions for use of activity will be given to all participants	Low
	Misbehaviour	High	People		Low
Allergic Reaction Medical conditions	Medical Incident	Moderate	Moderate	At least one supervisor must have a current first aid certificate Supervisors will be alerted to participants with known allergies and medical conditions	Low

Version Control			
Version	Date	Changes	Authorised by
2.0	20 Aug 2025	New SOP created	Esther Currie

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