



Safety & Management Policy

Major Revision: [2018.10](#)
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Last Full Review: [16 October 2018](#)

OutdoorsMark



Safety Audit
CERTIFIED

Adventure Activities

Premium

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Definitions used within this Policy

Refer to [Appendix 1: Glossary & Diagrams](#) to see definitions.

Document Control

Document Version

CYC Waihola standard policy controls are in place for this document

These include:

- All policy documents will include a footer that shows the version of the document.
- All older versions of the document that remain on the server will be stored in an archive folder and marked as "ARCHIVED"
- All development versions of the document will be stored in a development folder and marked in the footer as "IN DEVELOPMENT"
- This document's major version is 2018.10 and was last updated on (16 October 2018)
- This document's last full review was completed on 16 October 2018

Policy Location

- This document is stored on the file server at the following location:
 - `smb://timw@genesis/cyc/policy/development/POLICY01safetymanagementpolicy-development.odt`
- Electronic and paper copies are available on request however any copies are uncontrolled if printed or transmitted via email
- The pdf versions (updated nightly) will always be available at:
 - Active Version: <https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>
 - Development Version: <https://documents.cycwaihola.org.nz/xkcd/safety-management-policy-development/>



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Section 1: Policy

1.0 Background Information

Organisation Key Details

Name:	Christian Youth Camps Waihola Incorporated
Legal Structure:	Incorporated Society
Postal Address:	70 Finlayson Road, P.O. Box 15061, Waihola, 9243
Physical Address:	70-79 Finlayson Road, Waihola, South Otago
Website:	http://www.cycwaihola.org.nz/
Email:	info@cycwaihola.org.nz
Phone Number:	03 417 7120
Operations Manager's Name:	Tim Wiel
Operations Manager's Mobile:	021 294 5051
PLB UIN:	400FF3C1DCFFBFF
Adventure Activity Operator #:	AA099
Charities Services #	CC25364
MSD Nato Provider #	NATO4556

Organisation Core Purposes

CYC Waihola's core purpose for existing is for the running of evangelistic outreach camps in the school holidays. In running these camps we:

- run entry level adventure based activities both on-site at our property in Waihola and sometimes off-site depending on the camp.
- provide accommodation for those attending our camps
- provide food for those attending our camps
- are a Charitable Organisation registered with Charities Services

To help fund these camps CYC Waihola has opened its property along with facilities and on-site activities to outside groups to utilise. Primarily these outside accommodation groups are school camps, church camps and retreats, youth groups and other youth organisations and university groups.

Objects of the Society

The following are the objectives of the society:

- To sponsor, control and manage Christian Youth Camps for boys and girls on an inter-denominational basis in New Zealand. The purpose of such camps is to help boys and girls develop a normal Christian life centred around the wholesome atmosphere of Christian Fellowship.
- To acquire, hold, manage, dispose of and deal with in any manner whatsoever any real or personal property to aid and further the charitable work of the Society.
- The raising, holding or expending of any fund or funds in such manner as the Council of the Society shall direct in accordance with the Charitable objects of the Society.
- Any other object, business or transaction consistent with the herein stated charitable objects of the Society.

1.1 Scope of This Document

Operational Scope

This document is to be used for the management of all safety systems at CYC Waihola.



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Ministry Camps and Ministry Events

CYC Waihola's core purpose is for the running of Christian based evangelistic outreach camps. Throughout the document these camps are referred to as ministry camps. Sometimes for promotional and ministry purposes CYC Waihola's may often run additional one day events to promote the organisation

Because of the focus and additional child-care compliance involved in running ministry camp's this operational focus has it own policy document (see [Residential Camping Program Policy](#))

Accommodation Groups

CYC Waihola's offers its camp-site, facilities and activities for hire by external groups. These groups pay to hire and use our accommodation and/or activities.

See [Accommodation Groups - SOP](#) for a full summary of all the operational policies relating to Accommodation Groups.

Other Operational Scopes

Other areas where this policy document most certainly applies is:

- Farming Operations
- Volunteer Working Bees

Location Scope

Whilst most of the operations covered by this document are for activities run on-site there is an expectation that the safety management systems detailed also apply to any off-site activities that CYC Waihola runs.

Adventure Activity Scope

All activities that CYC Waihola runs that are defined as an Adventure Activity under the [Health and Safety at Work \(Adventure Activities\) Regulations 2016](#) are specifically managed with policy contained within this document. Any activities that fall under these regulations that are not managed in this document are not to run.

- See [8.1 List of Standard Operating Procedures](#) for a current list of activities managed within this document.

1.2 Other Key Policy Documents

Residential Camping Program Policy

The Residential Camping Program Policy is the operational policy for the ministry camps run by CYC Waihola.

It is a required document to meet the Ministry of Social Development's OSCAR accreditation standards that are set and audited by MVCOT under the [Social Security \(Childcare Assistance\) Regulations 2004](#).

Large sections of the Residential Camping Program Policy refer to this Safety & Management Policy Document in order to meet the required OSCAR standards.

The current document is at <https://documents.cycwaihola.org.nz/POLICY02ministrycamps.pdf>

Food Control Plan

This document is the operational policy for all food related operations within CYC Waihola.

It is a required document under the [Food Act 2014](#).

The current document is at: <https://documents.cycwaihola.org.nz/POLICY03foodcontrolplan.pdf>

1.3 Access to This Document

Availability

This policy document will be available to anyone upon request.

This policy document will also be made available to any person for compliance based requests such as auditors.

Copyright and Confidentiality

Notwithstanding the right of anyone to request the safety management systems of CYC Waihola, this document does contains key operational material to CYC Waihola so will not be shared with any other parties without the permission of the Operations Manager.

Therefore any unauthorised use, distribution or copying of the contents is expressly prohibited without permission of the Operations Manager.



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Section 2: Safety Culture

2.0 Safety Culture Statements

Safe Environment for All

CYC Waihola has a commitment to comply with all current health and safety legislation and good practise for the safety and benefit all involved with our organisation.

Prevention of Notifiable Incidents

CYC Waihola has a commitment to have zero notifiable incidents, which is achieved through its commitment to a safety culture and continual improvement of safety systems.

Commitment to Improve Safety

CYC Waihola will endeavour to maintain and continually improve safety within our camp-site environment and any off-site activities we may undertake whether it be for our ministry camps or accommodation/activity groups.

2.1 Safety Goals

Primary Safety Goal

CYC Waihola's primary safety goal is to provide safe entry level adventure pursuits and safe camp activities within a safe camp environment that results in a positive experience for all involved.

Future Safety Goals & Improvements

The following are the safety improvements and goals for the future:

Safety Goal	Timeframe	Started?
1. For a purpose built Air Rifles and Archery range to be built	30/06/2019	01/09/2017
2. To successfully pass OutdoorsMark Surveillance Audit	31/12/2018	22/08/2018
3. Install Stop / Wait / Go signage on camp-activities around site as per updated Flying Fox ASG (version 2.1; page 24)	31/12/2018	01/09/2017
4. For paid staff members to be trained in mid-line Flying Fox rescues	31/12/2018	22/08/2018
5. Run a Workplace First Aid Course (and refresher) for Ministry Staff including a Workplace First Aid refresher	30/11/2018	

Completed Safety Goals & Improvements

The following safety goals and improvements have been completed – any expiry dates are also listed for adding back into the future planning calendar:

Goal	Required by	Completed	Review*
For Operations Manager to attend PEHC course	30/06/2014	21/06/2014	21/06/2016*
To pass first OutdoorsMark audit	01/11/2014	01/11/2014	30/01/2016*
For Paid Staff Member to attend a suitable Foundation Ropes Course	31/07/2014	06/07/2014	06/07/2017
Run a Workplace First Aid Course for Ministry Staff including a Workplace First Aid refresher	30/11/2014	20/12/2014	30/11/2016
For all paid full-time staff to have current workplace first aid certificate or higher qualification	30/11/2014	20/12/2014	30/11/2016
Rebuild Flying Fox Launch platform	31/12/2014	20/11/2014	31/12/2020
All activity leaders of instructor level in activities marked with ♦ will have a current Workplace or	01/06/2016	20/12/2014	20/12/2016



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Outdoor First Aid or higher qualification as part of the pre-requisites to be certified			
Pathway from Horse Arenas to main crossing point to be constructed for safer horse crossings	01/04/2016	26/10/2015	
For Operations Manager to attend PEHC course*	30/06/2016	21/05/2016	21/05/2018*
Run a Workplace First Aid Course for Ministry Staff including a Workplace First Aid refresher*	30/11/2016	26/11/2016	30/11/2018
For all paid full-time staff to have current outdoor first aid certificate*	30/11/2016	26/11/2016	30/11/2018
To successfully pass OutdoorsMark Premium Audit	06/11/2017	21/12/2017	19/12/2020*
Create new entrance way to Homestead service area that removes the need for entrance in road blind spot	31/12/2017	28/04/2018	
For Operations Manager to attend PEHC course*	21/05/2018	25/05/2018	25/05/2020

*Items marked are an expiry date

*Items marked were a refresher or renewal

Progress Towards Meeting Goals

Progress towards meeting the safety goals will be discussed at the [Paid Staff Meetings](#) and/or Council of Management meetings and recorded in the corresponding minutes

The Council of Management will have a "Health and Safety" agenda item at each meeting

2.2 Policy Improvement

Improvement of Safety & Management Policies

CYC Waihola recognises the need to continually improve policies and performance in the area of safety.

Processes for Improvement

The following processes will support this focus of continual improvement:

- Annual assessment of work processes, equipment and environments to identify hazards and develop appropriate control measures
- The review of safety management processes following any significant change in work practice
- The review of safety management processes after any critical event such as:
 - Accidents
 - Near Misses
- The Operations Manager will conduct internal reviews of activities as necessary when:
 - prompted by audit findings
 - changes they way a particular activity runs
 - changes to the camp-sites
 - when new hazards are identified
 - changes to a particular environment relating to the activity
 - changes to key staff
 - after complaints are made
 - after incidents and emergencies
 - Following changes in legislation, standards, activity safety guidelines, codes of practices, sector developments or similar.
- Engaging appropriate Technical Experts (including within the processes described above) to check on the development of the safety management system.
- Ongoing monitoring to ensure that the Safety & Management Policies remain up to date, and that operations continue to comply.
- The involvement of staff in reviewing and developing policies and procedures
- Internal (or peer) annual review of the safety management system, including:
 - Reviewing policies and procedures in line with any organisational changes



- Checking for ongoing compliance to new and changing legislation, standards, codes of practice, good practice guidelines and similar
- Checking for changes in current good practice
- Reviewing the effectiveness of hazard management processes
- Analysing incidents and any incident trends
- Reviewing emergency procedures
- Reviewing health and safety goals and targets, and developing action plans to support improved safety performance (Annual Safety Improvement Plan)
- The external audit of the Safety & Management Policies every 3 years and/or following a serious incident of level 7 or higher (see [7.5 Incident Severity Table](#)).

As per [Day to Day Implementation](#), it is the Operations Manager responsibility to ensure compliance of the policies regularly and identify opportunities to improve it. Therefore the Operations Manager with support from the Council of Management will ensure that:

- Activity reviews are conducted by people with current competence in the particular activity
- Opportunities for improvement are identified
- Outcomes are communicated to staff and other relevant parties
- Actions arising from reviews are implemented
- All changes are recorded in this Safety & Management Policy Document

Involvement of Staff in Improvement

The views of staff are important in ensuring our safety within our operations.

The views of all staff will be taken into consideration when reviewing and developing policies

- Feedback from staff will be via staff meetings and regular surveys

Involvement of Clients in Policy Improvement

The views of clients are important in ensuring our service operations are catered to serve them best.

CYC Waihola will therefore take into account the views and feedback of clients when reviewing policies and shaping our operations.

- Feedback from clients will be via via regular surveys
- The results of client surveys will be analysed by the Operations Manager.

2.3 Policy Responsibility

Day to Day Implementation

The Operations Manager is responsible for the implementation and compliance of all policies and procedures, ensuring that they play an integral part in day-to-day operations.

This will include:

- Providing leadership and direction in matters of health and safety.
- Making every effort to ensure that CYC Waihola meets all its obligations under all relevant legislation (see [Details of legislation effecting CYC Waihola](#)).
- Establishing, monitoring and achieving overall health and safety goals and objectives.
- Reviews of the policy documents
- Reviewing, evaluating and reporting to Council of Management regarding the performance of the Safety & Management Policies.
- Ensuring that all employees / contracted staff are promptly informed of any changes to operational policies and procedures as per [Flowchart of Risk Management Processes](#)
- Monitoring staff performance in relation to assigned safety responsibilities and delegations with random safety spot checks.
- Ensuring that any complaints or concerns raised regarding health and safety are dealt with in an appropriate manner as per [Safety Concerns](#)
- Ensuring that all incidents are accurately recorded, reported and properly investigated.
- Ensuring compliance with the requirements of the Safety Audit Standard for Adventure Activities.



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Under the [Health and Safety at Work Act \(HSWA\) 2015](#), the Council of Management (as the top management within the organisation) is required to take an active role in knowing the policies of the organisation and ensuring that the day to day implementation occurs. Therefore

- Each year as part of the annual review of policies, the Council of Management will review and sign off on all policies of the organisation under guidance from the Operations Manager.
- The Operations Manager will prepare a "Health and Safety" report to each Council of Management meeting that contains any items that need to be addressed.
- Health and Safety concerns and recommendations made must be decided on in a timely manner whatever the outcome

2.4 Reviews of Safety & Management Policy

Annual Review

This document is to be reviewed annually as soon as possible to the calendar month of August as this is the quietest time of the CYC Waiholo operational calendar.

Reviews will:

- occur conjunction with the [Residential Camping Program Policy](#) document as many sections within it refer to the SMP
- have major changes summarised in [Appendix 6: Review Changes](#)
- be carried out by the the Operations Manager
- utilise the following check list for ensuring the safety systems remain current and up-to-date:

What to Check?	Notes Relating to Checks:
Overall Safety Policy <ul style="list-style-type: none"> • Check for emerging, new, or changes to, health and safety legislation, regulations, codes of practice and standards? 	<ul style="list-style-type: none"> • Checking for new and/or updated GPG, ASGs
<ul style="list-style-type: none"> • Are policies /procedures in line with any changes to the above? 	<ul style="list-style-type: none"> • Check relevant changes have been made in policy documents
<ul style="list-style-type: none"> • Check progress has been made against Health and Safety Goals? 	<ul style="list-style-type: none"> • Check 2.1 Safety Goals
Hazard Management <ul style="list-style-type: none"> • Are there changes in current good practice - as per ASG's, TE advice, or other information from the sector? 	<ul style="list-style-type: none"> • Check Support Adventure website for ASG changes
<ul style="list-style-type: none"> • Check hazard management forms are reviewed and that SOP's aligned with them? 	<ul style="list-style-type: none"> • Check forms located in Section 8: Standard Operating Procedures
Staff Competence <ul style="list-style-type: none"> • Check competence levels are appropriate? 	<ul style="list-style-type: none"> • Review trained staff in Panda Contact Manager
<ul style="list-style-type: none"> • Check processes sufficient to ensure staff competence? 	<ul style="list-style-type: none"> • Review annual training events
Incident Reporting <ul style="list-style-type: none"> • Check incident reports have been reviewed? 	<ul style="list-style-type: none"> • Check incident reports on file since last audit
<ul style="list-style-type: none"> • Complete trend analysis on incidents? 	<ul style="list-style-type: none"> • Complete and report to Council of Management incident trends?
Emergency Procedures <ul style="list-style-type: none"> • Check emergency responses (and practices) reviewed and signed off? 	<ul style="list-style-type: none"> • Check emergency procedures located in Section 8: Standard Operating Procedures • Submit new / changed emergency procedures to Fire and Emergency NZ if required



Safety Reviews & Feedback	
• Check external audit findings addressed?	
• Check Technical Expert reports?	
• Check other feedback addressed (received via surveys, staff meetings, etc.)	

After a Critical Event

After an incident of a serious nature a review is to be done by the Operations Manager to ensure:

- the policies were followed as required and if not then:
 - why were they not followed
 - how can CYC Waihola ensure that they are followed from now on
- what changes need to be made to this document and the associated activity SOPs where the incident occurred

Any changes required will be recommended to the Council of Management by the Operations Manager

- any approved changes will be implemented by the Operations manager and will be communicated to staff using updated or new SOPs, feedback in staff meetings or by direct notification to all those concerned parties.
- If significant changes are made to activity SOPS then all persons will be required to complete refresher training in that activity before they will be able to run the activity again.

2.5 Management Sign-off

Reason for Sign-off

CYC Waihola recognises the importance of safety within its organisation therefore the Council of Management will endorse, actively support and promote and sign-off on this policy.

Annually the Council of Management will minute a motion at a regular meeting that endorses this policy for the following year so that it remains current and enforced as important. This will occur at a meeting following the annual review of the document.

The day to day running of the organisation is performed by the Operations Manager therefore the Operations Manager will endorse, actively support and promote and sign-off on this policy.

Chairperson Sign-off

The Chairperson of the Council of Management hereby signs off on this document on behalf of the Council of Management:

Chairperson's Name:	
Signed:	
Date:	

Operations Manager Sign-off

The Operations Manager hereby signs off on this document:

Operations Manager's Name:	
Signed:	
Date:	



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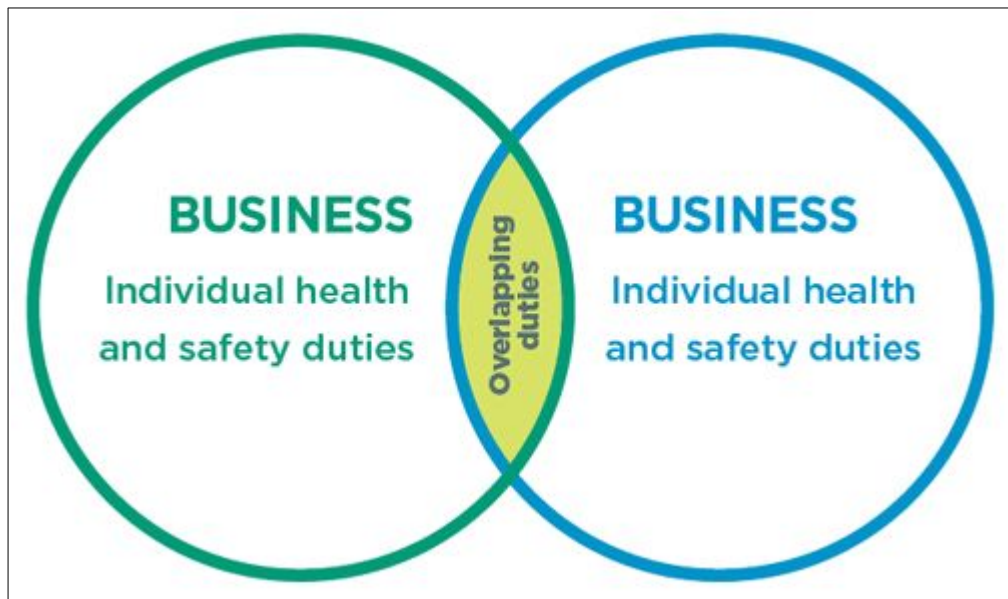
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Section 3: Operational – Governance and Management

3.0 Shared PCBU Responsibility

Duties can overlap in a shared workplace (e.g. CYC Waihola is a camp-site provider and a school running their own programme utilises our facilities at a school camp), where more than one business and its workers control and influence the work on site.¹



WorkSafe NZ requires Businesses must so far as is reasonably practicable consult, cooperate and coordinate activities with all other businesses they share overlapping duties with.

CYC Waihola Operations that Share PCBU Responsibility

The following operations of CYC Waihola overlap with responsibilities of other PCBUs:

- A external accommodation group using the CYC Waihola camp-site
 - This includes non-paying accommodation groups as found in [Accommodation Groups - SOP](#)
- A ministry camp using a sub-contractor for provision of activities
- CYC Waihola utilising a sub-contractor to provide services (i.e. an electrician)

3.1 Financial Management

Revenue and Expenses

CYC Waihola operates several keys operational areas that generate income / expenses including:

- Ministry Camps
- Accommodation Groups
- Farming
- Operational Grants (such as MSD OSCAR Assistance Funding)

Financial Accountability

The financial control and budget for the organisation is managed on a day to day basis by the Operations Manager and with overall responsibility remaining with the Council of Management.

The Operations Manager is accountable to the Council of Management and must present a statement of accounts five times yearly at their meetings.

Financial Record Keeping

CYC Waihola used standard accounting practises to keep records on accounts. This includes:

- Using Xero with a physical paper trail to maintain accurate financial accounts.

1 Refer to <https://worksafe.govt.nz/managing-health-and-safety/getting-started/understanding-the-law/overlapping-duties/overlapping-duties-quick-guide/>



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- All banking is recorded and reconciled with bank statements by the Operations Manager.

Annual Financial Review

The accounts of CYC Waihola will be financially reviewed at the end of each financial year by an independent accountant and a record of this audit will be presented by the Council of Management to the societies annual general meeting.

Accounts must be submitted annually to Charities Services as listed in [Financial Policies](#)

Financial Policies

Approval is required for all purchases for the organisation:

- All purchases by any staff are to be approved by the Operations Manager before purchase is made
- All capital improvement purchases over \$3000 (ex GST) by the paid staff are to be checked in with the Chairman of the Council of Management before purchase.

Under the Charities Act 2005, CYC Waihola is required as a registered charity to report annual financial reports to Charities Services.

- As an organisation with annual turnover over \$125,000 but under \$2million, CYC Waihola falls under the Tier 3 reporting standards and will submit reports as such.



Section 4: Operational - Staffing

4.0 Definitions used in this section

Paid Staff

Refers to staff in paid employment with CYC Waihola

Ministry Staff

Refers to all persons in non-paid volunteer leadership positions that have undergone the recruitment process within this document specified in [Ministry Staff Recruitment Process](#)

Volunteers

Refers to those who from time to time work on the property at working bees and at other times in the capacity of facility, activities and grounds maintenance.

Staff

This refers to both paid and ministry staff collectively.

Contractors

Refers to those who do not work for CYC Waihola either in volunteer or paid capacity but a rather contracted to undertake paid work on-site as a service contractor. Any contractors who are working on-site in a skilled capacity for free are deemed to be Volunteers.

4.1 Introduction

Staff have the primary role of safety at the camp-site and must be aware of the roles and limitations that they have within the CYC Waihola organisation.

4.2 Paid Staff

Paid Staff Summary

CYC Waihola has employees full and part time paid staff on payroll. These paid staff have the primary role of the day to day running of the organisation in particular:

- oversight of the facilities and accommodation groups
- oversight of activities
- oversight of training
- providing guidance to the ministry staff and volunteers
- provide oversight to the ministry camps
- organisation administration

Paid Staff Recruitment

Paid staff are employed by the Council of Management.

Employment Requirements

All paid staff will have an employment contract detailing:

- the employer as Christian Youth Camps (Waihola) Inc.
- details of hours of work including start and finish times
- wages/salary details including payment methods
- the disputes procedure

All paid staff will have a written job description for their role detailing:

- the employees' responsibilities
- the limits to their authority
- what is expected of them in their work

All employment agreements will allow for the minimum requirements as set out in current employment legislation. See [Employment Legislation](#).



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Qualification and Competency

All paid staff must be competent to complete their jobs. The following is the basic competencies that will be required of paid staff:

- a current workplace First Aid Certificate or higher qualification
- a current NZ Full Class 1 Drivers Licence or be on track to gain this licence as soon as they are able to

CYC Waihola will encourage paid staff to pursue further professional development in the outdoor and youth recreation industries to further qualify and build their skill set for use at camp.

Paid Staff attending Ministry Camps

Any paid staff that have volunteered to attend ministry camps in any of the roles listed under [Ministry Staff Roles](#) will be required to sign the ministry staff service agreement and will have a Ministry Staff role description appended to their paid job description for the duration of the camp they are attending.

The ministry staff service agreement is used to:

- specify any additional hours of employment for that week above what their paid employment contract specifies.
 - The Operations Manager will explain to the paid staff member that additional hours are volunteered and will not attract additional remuneration.
- specify any additional responsibilities that may be additional to their paid employment contract job description.
- This signed service agreement and the job description in no way supersede or replace their existing employment agreements.

4.3 Ministry Staff

Ministry Staff Summary

The ministry camps run by CYC Waihola will be overseen administratively by the Camping Committee of the Council of Management and on a day to day basis by the Ministry Coordinator in conjunction with the Operations Manager.

The camp program and leadership of the Ministry Camps is performed by non-paid Ministry Staff who volunteer their time and efforts to CYC Waihola.

Ministry Staff:

- are responsible to the Operations Manager.
- will be 16+ years old.
 - Those under this age will not be left in charge of campers at ministry camps without supervision from ministry staff that are 16+ years old.
- will have a personnel file kept in the main office containing their volunteer service agreements, application form, references and any other personal information
 - these files are in hard copy format and in digital format (see [Panda Contact Manager](#))
 - it is a Council of Management requirement that these are current at all times

Ministry Staff Roles

Ministry staff can have the different roles depending on the ministry camp or event they are in attendance at.

Ministry staff may be called upon from time to time to run an activity for an Accommodation Group:

- Any ministry staff running these activities are to be fully qualified as defined by the particular activity's Standard Operating Procedure

Camp Director

The Camp Director is a required role at all Ministry Camps and will be the person appointed to the role by the Camping Committee to run head-up the camp program and lead the ministry staff team for a particular camp.

The camp director must be 20+ years old.

Program Director

The Program Director is an optional role at camp and will be a person whose role is to run the program during camp in under the guidance of the Camp Director.

A program director must be 16+ years old.

Cabin Leader

Cabin Leaders are those appointed to leadership within a cabin group. Those appointed by the Camp Director (in conjunction with the Ministry Coordinator) to cabin leadership are done so based on experience and maturity.

A cabin leader must be 16+ years old.

Junior Leaders (or Apprentice Leaders)

Junior leaders (also known as Apprentice Leaders) are those appointed to leadership within a cabin group under the responsibility of a Cabin Leader. Generally these are leaders that are either first time leaders at a CYC Ministry Camp or lack the experience and maturity to be in full leadership within a cabin. Junior Leaders are appointed to the role by the Camp Director (in conjunction with the Ministry Coordinator) and are placed within a cabin group.

A Junior Leader must be 16+ years old.

Leaders in Training (LITs)

Leaders in Training are those generally under the age of 20 who are at camp for the first time to learn skills and experience for future leadership. Leaders in Training are appointed to the role by the Camp Director (in conjunction with the Ministry Coordinator).

Leaders in Training under the age of 16 are not to be left in sole supervision of campers and are not counted towards supervision ratios.

Day Helpers

Day Helpers are extra personnel (staying at camp or otherwise) in a supervisory role but not in leadership within a cabin group. Day helpers maybe accommodated on-site during the week and in the event of a Cabin Leader or Junior Leader leaving camp maybe appointed to replace this leader within a cabin context.

A Day Helper must be 16+ years old.

Other roles that encompass this title may include camp parents, camp nurse, etc.

Speakers

Speakers are staff whose role it is to present the main Christian content at the camp. Speakers maybe accommodated on-site during the week and in the event of a Cabin Leader or Junior Leader leaving maybe appointed to replace this leader within a cabin context.

A Speaker must be 16+ years old.

Cooks

Cooks are all personal involved in the kitchen and preparation of meals for the camp.

A Cook must be 16+ years old although sometimes those under the age of 16+ maybe utilised as "Cooks in Training", however those under the age of 16 are not to be left in sole supervision of campers and are not counted towards supervision ratios.

Ministry Staff Recruitment

Suitable Ministry Staff are recruited from a variety of sources including (but not limited to):

- a Church Youth Group Leader
- a Pastor in a church
- Camp Directors
- Council of Management members (and those serving on the sub-committees)
- paid staff



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The majority of referrals at CYC Waihola are from someone who has known the applicant for some time and can vouch for his or her social, moral and interpersonal skills.

- However direct applications from unknown persons will require extra scrutiny through additional reference checking as per [4.6 References](#)

Ministry Staff Recruitment Process

The following is the process for Ministry Staff recruitment:

- 1 All potential Ministry Staff applicants must complete induction training (See [Ministry Staff Induction Training](#))
- 2 The Operations Manager, Ministry Coordinator and/or the Camping Committee will assess each potential Ministry Staff applicant on their ability to cope with leadership and responsibility. Applicants will be notified of all decisions.
- 3 The volunteer must return to the CYC Office **all** of the following documents:
 - [Ministry Staff Application Form](#)
 - [Ministry Staff Reference Form](#) (See [4.6 References](#))
 - [Authorisation to Disclose Information \(Police Vetting\) Form](#) (See [Police Vetting](#))
- 4 Those asked to become a Ministry Staff member at ministry camps will be offered positions depending on their skills, references and age via invitation by a Camp Director.
- 5 All Ministry Staff members upon appointment to a position will be given a volunteer service agreement that details their role, written job description and an agreement of service.

Volunteer Service Agreements

All Ministry Staff will sign a Ministry Staff service agreement for each camp they attend that details:

- that they are volunteers working in a voluntary position
- the employer as Christian Youth Camps (Waihola) Inc.
- description of the work to be performed
- details of hours of work including start and finish times
- the disputes procedure
- their responsibilities
- the limits to their authority
- what is expected of them in their work
- all directors, cabin leaders and junior leaders must remain with the ministry camp for the entirety of the camp unless given permission to leave by the Operations Manager and/or Camp Director.
- as per [Financial Policies](#), Ministry staff are not to pay for items relating to CYC Waihola's activities without permission from the Operations Manager if they expect reimbursement from CYC Waihola.

All agreements of service will allow for the minimum requirements as set out in current employment legislation.

A Ministry Staff member will sign an Ministry Staff service agreement along with a job description for every camp they attend.

4.4 Staff Code of Conduct

Required Behaviour From All Staff

The following is expected from all staff:

- Staff will treat clients with the highest of moral conduct.
- Staff will not physically, emotionally and/or sexually abuse any client or other staff members.
- Staff are to display a high standard of manners and use acceptable language at all times.

Sexual Harassment

Sexual harassment will not be tolerated at any time at CYC Waihola.

Sexual harassment is defined as any verbal or physical sexual advance that is unwelcome or sexual conduct which creates an offensive, hostile or intimidating environment.

It may include but is not limited to:

- verbal abuse
- joking or innuendoes
- unnecessary physical contact
- demanding sexual favours with implied or overt threats
- physical assaults

Staff / Client Relationships

Staff are not permitted to pursue, initiate or take part in intimate unmarried relationships with clients or other staff during the course of their work.

Serious Misconduct

The following constitute serious misconduct and can be grounds for dismissal:

- Any breach of the [4.4 Staff Code of Conduct](#) or any anything else unbecoming of the CYC organisation's ideals.

Any breaches of the Code of Conduct of a criminal nature or involving children may be referred to the Police or Oranga Tamariki if serious enough to merit it.

In cases of serious misconduct, Operations Manager will decide what constitutes a minor or serious breach on a case by case basis and present a written report to Council of Management on the matter at earliest opportunity (i.e. the next Council meeting).

- In cases of minor breaches, a formal letter of warning detailing the breach written by the Operations Manager will be given to the staff member concerned.
- In cases of serious breaches the staff member will be removed from duties pending an outcome to be decided by the Operations Manager in liaison with the Council of Management.

4.5 Police Vets and References

Police Vetting

Being a registered childcare provider and providing services such as accommodation and activities to groups predominantly involving children, Police Vetting is an important aspect of deciding who can and cannot work within the CYC Waihola environment.

Police vetting forms along with any results released are kept on file and will remain confidential to CYC Waihola paid staff, the Council of Management and it's Camping Committee.

Police checks may be also accessed by Oranga Tamariki Approved Assessors as part of any audit process.

Police vetting is to be carried out by the national Police Vetting Centre in Wellington.

All persons 17+ years old that meet **any** of the following conditions are required to be police vetted using Exception 19(3)(e) of the [Criminal Records \(Clean Slate\) Act 2004²](#):

- all paid staff
- live on the camp property
- all ministry staff

All persons 17+ years old that meet **any** of the following conditions are required to be police vetted using Section 16 of the [Criminal Records \(Clean Slate\) Act 2004³](#):

- all volunteers that work on the camp property at least once a week
- are on the Council of Management and/or its sub-committees
- are residing on the camp property during CYC ministry camps
- are residing on the camp property for more than 4 weeks in a row

2 The exception 19(3)(e) applies as their role within CYC Waihola fits one of more of the exception criteria – i.e. they are deemed to be a caregiver with unsupervised access to children

3 The exception does not not apply as their role within CYC Waihola does not meet the exception criteria



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All police vetts will be valid for three years after which another police vet will need to be completed if the above conditions are still valid

Police Checks on Persons Not Known to the NZ Police

For persons over 17 years old that are not New Zealand citizens/permanent residents or Australian citizens/permanent residents a No New Zealand Identity Declaration Form must be completed as well to declare they have not been investigated by police or any other agency relating to child welfare, whether overseas or in New Zealand.

Those that are Australian citizens/permanent residents can now be vetted by the NZ Police Vetting service using the standard Police Vetting forms.

Results from Police Vetting

Any persons that have prior convictions that have been released via police vet that relate to abuse or exploitation of children, recent violence, any violence towards children, or crimes of a sexual nature will not be allowed on-site during ministry camps.

Any persons that have had an 'Electronic Red Stamp'⁴ advised by police via a police vet will not be allowed on-site during ministry camps.

4.6 References

References help establish the suitability of persons wanting to work with CYC Waihola

All ministry staff are to submit both a written reference and verbal reference from someone that knows them well in a Christian ministry context and can vouch for their suitability to work at CYC Waihola.

- Written references cannot be written by any person named as a verbal referee and vice versa.
- The paid staff or Council of Management members can only be a referee if they know the volunteer in a Christian ministry capacity outside of the organisation i.e. within a youth group, Christian organisation or church.
- If the person having references completed for them is not known to either the Operations Manager or a member of the Council of Management (or someone on one of its sub-committees) a follow-up phone call will always be made for all verbal and written references to establish a better knowledge of the applicant.
- If the person is a potential new ministry staff member and is unknown to those listed above then that person will need to have at 2 written references and a verbal referee. All three references will be followed up with a phone call to establish a better knowledge of the applicant.

4.7 Training

Online Training

CYC Waihola utilises online training software to ensure that staff are trained and competent in various aspects of the operations of the organisation.

The online training software allows for the digital content to be printed out and given to those without the skills to complete the online training.

The training website is located at: <https://training.cycwaihola.org.nz/>

Risk Management Training

This is the basic in-house risk management training that is required for all safety conscious operations within CYC Waihola.

4 Electronic 'red stamps' are given via the Police Vetting process that recommend that vetted individuals do not have unsupervised access to children, older people or other vulnerable members of society. A 'red stamp' is issued if disclosing information would breach a Court order or be likely to prejudice the maintenance of the law.



Induction Training

Induction training is required for all those in potentially safety conscious roles.

Paid Staff Induction Training

All new paid staff will take part in an induction process during their first week of employment at CYC Waihola which will cover:

- Organisational Overview
- Administrative Functions
- This Safety & Management Policy Document
- Role Orientation and requirements as determined in their job description
- Emergency Procedures including procedures for evacuation

All paid staff will be trained in as many of the core activities provided by CYC Waihola as listed in [Section 8: Standard Operating Procedures](#) as possible within their skill set, so that all the listed activities are covered between the two full-time paid staff. If competent, they are to be current and signed off as an Activity Instructors.

Ministry Staff Induction Training

All ministry staff will take part in an induction process during their application to be a ministry staff member at CYC Waihola which will cover:

- a code of behaviour for Ministry Staff
- the Statement of Faith which all volunteers must agree to
- Appropriate behaviour
- Supervision guidelines
- Discipline guidelines
- Prevention, detection and reporting child abuse

Refer to [Ministry Staff Recruitment Process](#) for the induction process for any volunteer staff

Volunteer & Contractors Induction Training

The Operations Manager will be responsible for inducting any volunteers or contractors on-site to ensure that the following is communicated with them:

- Hazards and Risks present on the camp-site
- Any procedures or policies that may relate to there time on-site.
- Any contractor or volunteer that is going to be on-site for more than 4 weeks or during ministry camps and working in an un-supervised role will be required to be Police Vetted as per [Police Vetting](#)

Training Records

Staff training records will be stored both digitally (see [Panda Contact Manager](#)) and hard copies kept on file within the camp office which will be locked when paid staff are not in attendance.

Training Validity

All internal training is valid for two years only.

- After two years training must be completed again

High Risk Activities Training

All activities with an element of high risk will require training.

Any online training must be complimented with a practical sign-off component.

Training Pathways

All persons being trained to run activities within specific SOPs in this document be trained to one of the following internal training levels:

Activity Instructor

Allowed to train new supervisors and assistants

Allowed to run and supervise activity

Activity Supervisor

Allowed to run and supervise activity

Activity Assistant



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Allowed to assist either supervisor or instructor to run activity

Specifics of the requirements and training pathways for each qualification will be recorded within each activities SOP.

No person will be permitted to run an Activity without a suitable internal training qualifications as defined by the particular activity SOP.

No person will be certified as a instructor or supervisor under the age of 16 years old.

Bypassing Training Levels

A person may be able to move through the training pathway without completing the previous level if they meet any two of the following criteria:

- have suitable previous experience
- have suitable current qualifications as determined by industry best practise
- are 18+ years old

Any person that is moving through the training pathway without completing the previous level must be signed off by an instructor that has permission from the Operations Manager to sign off such people.

Training Refreshers

Refresher training will be required after the expiry of an activity qualification and must be completed within 12 months of the expiry otherwise the person shall be required to undergo full training for the qualification they hold.

Specifics of the requirements for a refresher will be recorded within each activity's SOP.

On the Job Training

On the job full training and/or refresher training is permitted only if allowed within the SOP for the particular activity. Some activities are not suitable for on the job training due to the nature of the activity.

Activity Logbooks

Trained persons with internal qualifications at CYC Waihola will have the option of an Activities Logbook stored in the CYC Waihola office.

These activity logbooks are for recording:

- Hours logged for a particular activity at the particular training level in order to progress to the next level
- All training that the individual completes whether it is internal or external
- Recording of any near misses / accidents occurring involving the leader

Any activity logbook entry must be signed off by either the Operations Manager, Ministry Coordinator or by someone either at supervisor level or higher.

4.8 Staff and Safety

Safety Culture

All staff will have or receive:

- The necessary knowledge, experience and training to perform their work in a safe manner
- An adequate level of supervision based on their competency to perform a task
- Training in what to do in an emergency as defined with the SOPs for each activity and in

Emergency Training

Safety Concerns

All staff have the right to raise any safety concerns with the Operations Manager and/or Council of Management at any time. Notification can be verbally with discussions with the Operations Manager or in written form to the Council of Management.

All safety concerns raised with the Operations Manager and/or Council of Management will be recorded in Trello as per [Paid Staff Meetings](#).

Right to Refuse Work

All staff have the right to refuse work if they believe it is likely to cause them or others serious harm. The staff member must inform the Operations Manager and/or Council of Management of their reasons for refusal to work and shall enter into discussions in an effort to resolve the concern in good faith.

Staff will be trained to have contingency plans for when any refused work creates a gap in a camp program.

- Activity specific contingency Plans will be listed in [Section 8: Standard Operating Procedures](#)

Paid Staff Meetings

Staff will meet at least once a month to discuss issues relating to the organisation and for planning the upcoming month.

- At this meeting any safety concerns will be addressed and dealt with. Any decisions made will be recorded in the staff meeting minutes.
- Timetabling and recording of safety concerns will be recorded in Trello. As the issues are addressed they will be archived in Trello with a note to the outcome.

Staff involvement in Policy Development and Safety Goals

All staff will be encouraged to contribute to the development and implementation of these policies, procedures, safety goals and objectives.

- Paid staff will be able to contribute ideas and suggestions during [Paid Staff Meetings](#)
- Ministry staff will be able to contribute ideas and suggestions during training events.

Staff Roles and Responsibilities

Refer to [Appendix 2: Organisational Structure of Management](#) for an organisation structure diagram

The Operations Manager will have the responsibility of maintaining this policy documents and for ensuring that policies and procedures are followed by all whom the plan will effect.

The Operations Manager will also be deemed to be the safety officer for the site.

All Ministry staff will have their particular safety roles written into their volunteer service agreements. This volunteer service agreement will also outline any activities that they are trained in and at what level of training they have reached.

4.9 Drug and Alcohol Policy

Drug and Alcohol Workplace Risk

As an organisation our paid staff:

- are from trusted Christian church and ministry backgrounds
- are known well amongst other staff and Council of Management members
- have extensive background testing occurs before employment takes place
- work at the CYC Waihola camp-site which is in a low-risk township without a significant party culture

As an organisation our ministry staff:

- are from trusted Christian church and ministry backgrounds
- Council of Management or paid staff tend to know most ministry staff well
- are on-site for the duration of our ministry camps
- extensive background testing occurs before appointment to a ministry position takes place

Drug and Alcohol Hazard Assessment

It is determined that CYC Waihola has a low risk for drug and alcohol impairment



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Drug and Alcohol Hazard Management for Paid Staff

The following management strategies are in place for paid staff:

- Paid staff are prohibited from taking recreational drugs and alcohol during work hours
- Paid staff are encouraged to minimise any alcohol consumption in the evenings before work days, particularly where a safety sensitive task might need to be undertaken the next day
- Paid staff will discuss with each other any potential increase in drug and alcohol hazards and will monitor each other, particularly when on prescription drugs that may impair performance.
- Paid staff will be stood down from any safety sensitive roles if there is any doubt about the amount of alcohol consumed the previous evening or if on any prescription or recreational drugs that may lead to doubt about ability to perform tasks safely.
- Illegal drugs will result in an immediate suspension from paid work and the police will be notified.
- CYC Waihola Council of Management has the right to perform random drug and alcohol testing if suspicions are raised about ability to safely perform tasks and post incidents if required.
 - Drug testing will be performed by external agency
 - This drug testing policy will be written into staff employment agreements including employee rights under employment and privacy legislation.

Drug and Alcohol Hazard Management for Ministry Staff

The following management strategies are in place for ministry staff:

- Ministry staff are prohibited from taking recreational drugs and alcohol during ministry camps or during work hours.
- Ministry staff are encouraged to minimise any alcohol consumption in the evenings before starting camp or before work days.
- Ministry staff will discuss with the paid staff any potential increase in drug and alcohol hazards and will be monitored by paid staff and each other, particularly when on prescription drugs that may impair performance.
- Ministry staff will be stood down from any safety sensitive roles if there is any doubt about the amount of alcohol consumed the previous evening or if on any prescription or recreational drugs that may lead to doubt about ability to perform tasks safely.
- Illegal drugs will result in an immediate suspension from the CYC ministry and the police will be notified.
- CYC Waihola Council of Management has the right to perform a drug and alcohol test post incidents if required.
 - Drug testing will be performed by external agency
 - This drug testing policy will be written into ministry staff volunteer service agreements and will include references to employee rights under employment and privacy legislation.

Drug and Alcohol Hazard Management with Clients

We will not permit any person to participate in any of the activities listed in [Section 8: Standard Operating Procedures](#) if we believe the person is affected by drugs or alcohol such that they may be a hazard to themselves or others

Alcohol Free Policy

CYC Waihola has a no alcohol policy for everyone on-site. At no time is anyone allowed to possess or consume alcohol on the camp-site grounds.

- The on-site manager's private residence is exempt notwithstanding the provisions in [Drug and Alcohol Hazard Management for Paid Staff](#).

Any alcohol discovered on-site or off-site will be disposed of without reimbursement

Recreational Drug Free Policy

The possession and use of legal recreational drugs whilst on the CYC Waihola property is prohibited

- The on-site manager's private residence is exempt notwithstanding the provisions in [Drug and Alcohol Hazard Management for Paid Staff](#).

Any legal recreational drugs discovered on-site or off-site at ministry camps will be disposed of without reimbursement.

Illegal Substances

The possession or use of illegal drugs or substances by any person on the camp property will result in that person being reported for police intervention.

4.10 Staff Fatigue

Fatigue Workplace Risk

CYC Waihola staff (both Paid and Ministry Staff) in the course of their work responsibilities may experience fatigue

Fatigue can occur within the Paid Staff context:

- Busy camping seasons can be physically and mentally demanding
- Many days worked without a break can be a possibility

Fatigue can occur within Ministry Camp context:

- Staff are often required to sleep on-site away from home and their own bed
- Long hours of supervision and physical activity are sometimes required
- Even during sleep at camp, active responsibility for the supervision of campers often continues

Fatigue Hazard Assessment

It is determined that CYC Waihola staff have a high likelihood for both physical and mental fatigue in the course of their work

Fatigue Hazard Management for all Staff

All staff are to be trained to recognise fatigue in themselves and the hazard it creates within the high risk activities within CYC Waihola operations:

- All staff will have the right to decline work (as per [Right to Refuse Work](#)) if they believe fatigue to be a factor.
- All staff will be encouraged to rest well outside of work and guidance will be given where staff are recognised as being consistently fatigued in the course of their work.
- The organisation will have lower-risk tasks available for staff that identify that they are fatigued.

Fatigue Hazard Management for Paid Staff

Paid staff will be required to take a day off after more than 7 straight days of work – such as:

- After ministry camping periods
- After working a weekend hosting accommodation groups and instructing activities

Paid staff not will be rostered on to host accommodation groups for more than 2 weekends in a row.

Fatigue Hazard Management for Ministry Staff

Camp Directors will need to be aware of the effect of fatigue on their Ministry staff. It is important that staff that maybe involved in running high risk activities are rested well.

4.11 Staff Performance Reviews

Paid Staff Performance Reviews

All paid staff will receive performance review every year.

- The Operations Manager will be reviewed by the Human Resources Committee of the Council of Management.
- Other paid staff will be reviewed by the Operations Manager.

The paid staff performance reviews will review tasks listed on their job description and provide opportunity to make changes to their job description if necessary with the permission of both the staff member and Council of Management.



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Paid staff performance reviews may make recommendations about any external professional development that may need to occur at CYC Waihola's expense.

Ministry Staff Performance Reviews

The Ministry Camps have their own performance review procedures for within the ministry camping environment.

Refer to [Residential Camping Program Policy](#) for further details.



Section 5: Operational – General

5.0 Complaints Procedures

Within the Ministry Camp Context

The Ministry Camps have their own complaints procedures for within the ministry camping environment.

Refer to [Residential Camping Program Policy](#) for further details.

Paid Staff Complaints

Procedures for staff complaints are to be written into all paid staff employment contracts.

Any personal grievances towards the Council of Management will take the following process:

- 1 The aggrieved staff member must first speak with the Operations Manager or the Pastoral Care Portfolio holder within the Council of Management. If for any reason they don't wish to raise it with the Operations Manager or Pastoral Care Portfolio holder, they should speak to the Chairperson of the Council of Management, or someone else on the Council of Management that can deal with the concern at once.
- 2 If the aggrieved staff member (or any representative they may choose to represent them) prefer to raise any matter with Council of Management in writing, or if any matter they have raised under Step 1 has not been resolved, they should write a letter regarding their problem or grievance, covering the following three points:
 - Details of their problem or grievance.
 - Why they feel aggrieved.
 - What solution they seek to resolve the matter.If their letter raises a grievance, it needs to be submitted within 90 days of the event giving rise to it.
- 3 A special Council of Management meeting will then be called and meet (within 7 days of receiving a Step 2 letter), to discuss and attempt to resolve the matter. If either party fails to attend this meeting it will be regarded as a serious breach of the employment relationship. If either party feels they are unable to reach a solution, they must advise the other party in writing, setting out the reason(s) for their decision.
- 4 If the problem or grievance cannot be resolved at the Step 3 meeting, and aggrieved staff member wish to pursue a Personal Grievance, they must write to Council of Management advising this. If there is no change in the details of the grievance, as set out in Step 2, they may simply refer to their Step 2 letter. Otherwise, they will need to write a further letter.
- 5 Within 7 days of receiving advice that the aggrieved staff member is pursuing a Personal Grievance, the Council of Management will advise them, in writing, of their final review of the circumstances and whether they believe a solution is possible. This step is not to delay the filing of the Personal Grievance with the Mediation Service of the Department of Labour, but to give the Council of Management a final opportunity to review their position.
- 6 The aggrieved staff member may file their Personal Grievance with the Mediation Service of the Department of Labour, or with any alternative mediation provider as may be agreed upon by both parties.

Accommodation Group and Clients Complaints

The following procedures will be the process for dealing with complaints from Accommodation Groups and any other clients outside of the paid staff or Ministry Camps:

- 1 The complaint should be made to the Operations Manager who will then attempt to rectify the situation.
- 2 If the complainant feels the situation requires more than a verbal rectification or the Operations Manager suggests this then a formal written complaint must be written to the Council of Management.
- 3 If the complaint is of a serious nature (as deemed by the Chairperson of the Council of Management) then a special meeting will then be called and meet (within 7 days of receiving a Step 2 letter), to discuss and attempt to resolve the matter.



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- 4 A written response will be sent detailing what action has been taken in response to the complaint within 3 – 6 months of the letter being received.

5.1 Animal Safety

Farm Animals

At times part of the camp is grazed by domestic stock. All those using the camp-site will be informed of this and instructed to stay out of these areas if necessary.

Pleasure stock such as horses and ponies are also present on the property for use in activities.

See [Section 8: Standard Operating Procedures](#) for specific risk management of horse and pony based activities.

Pets

No-one is permitted to bring any animals or pets to camp unless permission is granted by the Operations Manager

- Permission will be granted on a case by case basis as determined by the reason for the need to bring an animal on site and the particular animal.

Any full time staff that reside on site may have pets.

- Any pet that is owned by staff and has access to other persons using the property will be well trained and have the temperament and social skills that enables it to interact with children and others in a positive manner.

Horses and Ponies are allowed to be brought onto the property during ministry camps and events.

- The person bringing the horse or pony must maintain control of the animal at all times.

Other Animals

CYC Waihola is situated in a rural area where there is a chance that animals from neighbouring properties may stray onto camp property. Paid staff will advise about the best way to approach these animals in order to remove them from the grounds if necessary.

Dangerous animals such as stray dogs will be removed by animal control preferably. If animal control is unavailable or gives instructions to do so the animal will be shot if safe to do so.

- Only the Operations Manager or someone given direct permission to do so will be allowed to shoot the animal.

5.2 Firearms Safety

Pest Control

Pest control such as rabbit or goat shooting will only be carried out when there are no accommodation groups or ministry camps on the property unless direct permission has been given by the Operations Manager and Accommodation Group Organiser on-site.

- Any person doing pest control on the property must have permission from the Operations Manager to do so and make direct contact with the on-call staff member via a phone call or face-to-face to check immediately before starting.

High Powered Rifles

Persons wishing to bring any rifles (including air guns) on site for any reason including just storing for any off-site activities must have permission from the Operations Manager

- Any high powered rifles and ammunition on-site must be stored in the gun safes at the Operations Manager's house when not in use or in a satisfactorily secure area as determined by the Operations Manager.

5.3 Smoke-Free Policy

Smoke Free

CYC Waihola has a no smoking policy for everyone on-site. This is aligned with current legislation that prohibits smoking in schools and workplaces.

- The Operations Manager may allow exceptions for any group where children are not present. The Operations Manager will indicate suitable outdoor smoking areas.

5.4 Accommodation Policies

Bunk Beds

Bunk beds at CYC Waihola will meet the [AS/NZS 4220:2010 Bunk-bed Standards](#)

Cleaning

All Accommodation Groups and Ministry Camps will maintain a satisfactory level of cleanliness and hygiene:

- Rubbish bins will be emptied into approved bins everyday
- Toilets and bathroom areas will be cleaned at least once a day
- Kitchen areas are to be cleaned up after every meal

5.5 Vehicles

All Vehicles

All vehicles on site must be operated safely at all times

- all vehicles are to be operated under 15km/h within the camp property and driveways

Standard Operating Procedures for vehicle use for activities can be found at [Vehicle Use \(Road Vehicles\) - SOP](#)

Accommodation Group Vehicles

Vehicles belonging to those in accommodation groups are to be kept to driveways and parking areas unless permission given by paid staff

5.6 Buildings

Building Warrant of Fitness

The buildings at CYC Waihola are inspected monthly by paid staff as part of a routine maintenance plan

The buildings at CYC Waihola are inspected once a year by an independent building inspector (IQP) contracted to do the inspections in accordance with the [The Building Act 2004](#)

The following are checked and signed off during checks:

- Emergency warning systems
- Signs
- Means of escape in an evacuation
- Hose reels
- Fire extinguishers

Any repairs required after each inspection will be carried out by CYC Waihola paid staff or qualified contractors

- Paid staff can provide guidance to volunteers to complete any repairs
- Any repairs that require the use of a qualified person will use qualified contractors

5.7 Record Keeping

Privacy Act

All collection and storage of information will comply with requirements of the [Privacy Act 1993](#):



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- All information gathered on individuals will only be used for the purpose it was collected, will be stored securely and made available to the individuals concerned when requested.
- Information will not be shared without the individuals permission unless required by legislation.
- All physical records will be kept in the CYC office.
- All electronic records will be kept on secure servers – see [Panda Contact Manager](#) for the method of storage.
 - Any on-site server will be located in the CYC office or a locked cupboard
 - Any off-site servers (such as those used for cloud back-ups) will be in a secure location
- Any old information, which has no relevance past a certain date, will be destroyed.
 - Ministry Camp records are kept indefinitely for auditing and child protection purposes
- All information will be collected directly from the individual unless publicly available
- All staff and volunteers are to ensure that any information they receive in the course of work at CYC Waihola is to remain confidential.

Panda Contact Manager

The storage of digital information will be managed by the PANDA contact manager and only persons authorised by the Operations Manager will have login access.

- Each user will have their own audited login access

5.8 Client Information Gathering

Ministry Camps

The Ministry Camps have their own procedures information gathering for within the ministry camping environment.

Refer to [Residential Camping Program Policy](#) for further details.

Accommodation Groups

See [Accommodation Groups - SOP](#) for a full summary of all the operational policies relating to Accommodation Groups.

Use of Photos and Video for Promotion

CYC Waihola reserves the right to use any photos and/or video footage taken during a ministry camp, event or accommodation group use for the promotion of the organisations activities:

- Individuals that do not wish to have their photos used must advise the Operations Manager in writing before the camp starts, accommodation group stay or advise the photographer at the time of the photo being taken.
- Ministry Camp enrolment forms will have a statement that advises of this policy.
- Accommodation Group application forms will have a statement that advises of this policy.

Section 6: Operational – Risk Management

6.0 Introduction

The [Health and Safety at Work Act \(HSWA\) 2015](#) outlines an employer's responsibilities with respect to hazard and risk management.

CYC Waihola has utilised, based on this legislation, the following policies, process and procedures to identify, assess and control hazards and the associated risks.

6.1 Risk Management Policies

All hazards at CYC Waihola will be identified in a systematic manner (as defined in [6.2 Hazard and Risk Management Processes](#)) for all areas of the organisation.

- Staff will be involved in the hazard management process either through active hazard management development, reporting or feedback from training events.
- All significant hazards and their associated control strategies will be identified within specific SOPs found in [Section 8: Standard Operating Procedures](#)
- All equipment utilised where significant hazards exist will be regularly and thoroughly inspected as defined within their specific SOPs.
 - Records of these inspections are kept on file in the CYC office.
- All staff, volunteers, clients (including campers and visitors) and contractors will have the necessary protective equipment to ensure their health and safety during any high risk activities.

6.2 Hazard and Risk Management Processes

Step By Step Management of Hazards and Risk

CYC Waihola will use the following step by step process to manage risk in their operations and activities. The [Flowchart of Risk Management Processes](#) outlines this process in graphical form.

Step 1: Identifying the hazards

This step involves recognising what could cause injury or harm to a person.

New hazards or changed hazards will be identified at CYC Waihola through discussions, surveys of clients, meetings with staff, reporting and reviewing all incidents, regular checks of equipment and annual safety system reviews.

Staff will also be trained to use a *Take 5* approach to safety sensitive tasks in addition to any specific SOPs

- 1 What will I be doing?
- 2 What are the hazards?
- 3 What equipment and plant do I need?
- 4 How can I get hurt?
- 5 What if something unexpected happens?

Step 2: Assessing the level of risk using the Risk Matrix

This step involves analysing the hazards systematically to identify the level and/or likelihood of harm

		Likelihood of a hazardous event occurring				
		Very unlikely to happen	Unlikely to happen	Possibly could happen	Likely to happen	Very likely to happen
Severity of injury/illness	Catastrophic (e.g. fatal)	Moderate	Moderate	High	Critical	Critical
	Major (e.g. Permanent Disability)	Low	Moderate	Moderate	High	Critical
	Moderate (e.g. Hospitalisation or Temporary Disability)	Low	Moderate	Moderate	Moderate	High
	Minor	Very Low	Low	Moderate	Moderate	Moderate



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(e.g. First Aid)						
Superficial (e.g. No Treatment Required)	Very Low	Very Low	Low	Low	Moderate	

Adapted from SiteSafe Risk Management 101, First Edition, March 2017

Step 3: Controlling the risk

This step is about managing the risk so it doesn't cause harm to anyone.

Controls must first try to eliminate then if that is not possible minimise the risk using the hierarchy of controls as below:

Most Effective  Least Effective	ELIMINATE:	
	1 Eliminate the Hazard remove it completely from the activity	If this isn't reasonably practicable, then...
	MINIMISE:	
	2 Substitute the Hazard with a safer alternative Isolate the Hazard using physical barriers, time or distances Use engineering controls adapt tools or equipment to reduce the risk	Minimise the risk, so far as practicable, by taking 1 or more of these actions that is most appropriate
	3 Use administrative controls develop methods of work, processes and procedures	If a risk remains, you must minimise the remaining risk so far as reasonably practicable
4 Use Personal Protective Equipment (PPE) this is the last option after you have considered all the other options for your workplace	If a risk remains, you must minimise the remaining risk by using PPE	

Adapted from SiteSafe Risk Management 101, First Edition, March 2017

Step 4: Reassess

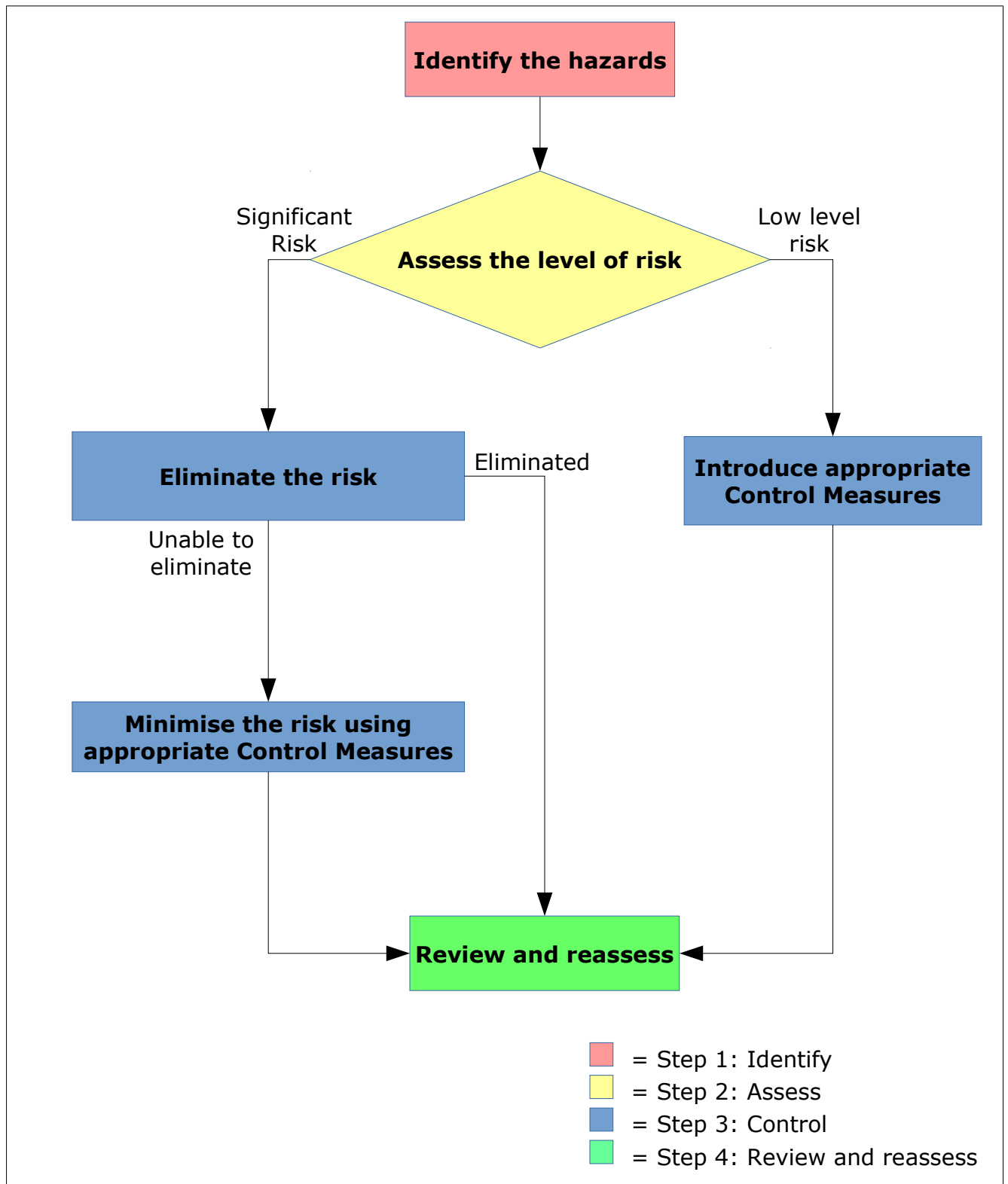
Reassessment will be done once controls are put in place to see if the control reduces the level of Risk to an appropriate level

- if not then new controls must be applied

Step 5: Review

Reviews of all hazard control measures will form part of the review process for policies and procedures as per [2.4 Reviews of Safety & Management Policy](#)

Flowchart of Risk Management Processes



New Activity Implementation

Prior to the implementation of all new activities with significant hazards involved the following process will be implemented:

- 1** Discussion of the proposed activity will occur with Operations Manager and any appropriate sub-committee of the Council of Management.
- 2** The activity will have the [Flowchart of Risk Management Processes](#) applied to it
- 3** A trial of the activity will run
- 4** An assessment of any staff requirements, any training that will be required or any other requirements for the activity will be done
- 5** SOPs will be updated with the assessed changes.
- 6** An annual review will occur within 12 months of the activity being implemented.



Section 7: Operational – Incidents and Emergencies

7.0 Definitions used in this section

See [Appendix 1.1 Glossary of Terms](#) for definitions

7.1 Introduction

The purpose of reporting and recording incidents/accidents is to implement changes if necessary so that improvements can be made to stop a re-occurrence of the incident/accident again.

- The [Health and Safety at Work Act \(HSWA\) 2015](#) requires incidents and accidents to be reported and recorded.

7.2 Procedures for Incidents

Step by Step Management of Incidents

Step 1: Incident Controller

Immediately following an incident the most senior responsible person present it to take charge of the situation as the Incident Controller (e.g. Operations Manager, Fire Warden, Activity Leader, Group Organiser, Camp Director, etc.)

The incident controller's task is to stabilise the situation as safely and quickly as possible.

Step 2: Analysing the Situation

The incident controller's immediate priority is to account for and maintain a safe environment for all involved in the incident (victims, staff and clients). Safety is the priority to prevent the situation escalating.

The incident controller will define if it is a near miss or accident.

Step 3: Accidents

All incidents that result in injury or loss (accidents) will be attended to immediately.

The safety of everyone present is first priority before the treatment of any victims.

The incident controller will assign someone to look after and move away from the situation any non-victims if safe to do so.

Any persons requiring first-aid treatment will be a high priority while endeavouring also to provide personal privacy.

The incident controller will assign someone with a current First Aid Certificate are to administer first aid if required, and if deemed to be serious enough will send someone to contact the emergency services and anyone with a high first aid qualification. This person must return to the incident controller as soon as possible to confirm help is on it's way.

- If multiple people are present with first aid or medical qualifications then the person with the highest medical qualification will be in charge of the situation

The incident controller in liaison with the first aiders will make the call to alert emergency services if required.

Specific procedures:

- Any person that has a loss of consciousness must be transported to hospital by ambulance for observation.
- Any person that has had a significant blow to the head and it can not be verified if loss of consciousness occurred then they must be transported to hospital by ambulance for observation.
- Any person requiring urgent emergency care will always be transported by ambulance
 - Those persons whose care is non-urgent (as determined by the first-aider) can be transported by private car.



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Step 4: Near Misses

Any activities that involve near misses where harm could continue to occur must be immediately stopped by the incident controller.

The incident controller must notify the Operations Manager immediately if the near miss was serious.

Step 5: Post Incident Procedures

All incidents on the [7.5 Incident Severity Table](#) that are level 3 and above will be reported on the [National Incident Database \(NID\)](#) as well as kept on file in the CYC Waihola office.

All incidents must be reported to the Operations Manager on the appropriate form and kept on file.

- Accidents are reported on Accident Reporting Form
- Near Misses are reported on the Near Miss Reporting Form

Forms must be completed within 24 hours of the incident occurring by either:

- a paid staff member if they were present
- the most senior person that administered first aid
- the most senior person present when the incident occurred

Reviews of incidents are to occur after all incidents by the Operations Manager who will report to the Council of Management as per [Council of Management Review of Incidents / Accidents](#)

Notifiable Events and Injuries

All notifiable events and notifiable injuries are to be reported to WorkSafe by the Operations Manager.

- Any notifiable incidents involving adventure or premium activities must also be notified to OutdoorsMark which the Operations Manager will also do.

Incidents of Serious Harm or Death

Incidents of serious harm or death are deemed to be notifiable events and Worksafe will be notified however the following additional procedures will occur:

- The Operations Manager must notify Worksafe NZ of all cases of serious harm as soon as possible by phone and follow this up by a written notice within seven days.
- A situation or scene involving serious harm must not be disturbed or interfered with until authorised by a Worksafe NZ Inspector or Police Officer except as necessary to help the injured person, to maintain essential services, or to avoid serious property damage.
- In all circumstances of death the police must be told first before notifying anyone else outside of the situation.
- In all incidents of serious harm or death an internal investigation will take place to establish the cause and if anything could have been done to prevent the incident from taking place

Council of Management Review of Incidents / Accidents

The Council of Management will review at its regular meetings all incidents / accidents / near misses at and above level 3 on the [7.5 Incident Severity Table](#) for the purposes of improving the health and safety of all.

See also [Progress Towards Meeting Goals](#)

7.3 First Aid

Access to First Aid Certified Persons

As per [Qualification and Competency](#), all paid staff will have a first aid certificate

Ministry staff will be encouraged to gain first aid qualifications and these will be recorded on the PANDA system

First Aid Training

CYC Waihola will facilitate a first aid training event (with external instructors) every two years for the purposes of gaining (and updating expired) first aid certificates for paid and ministry staff.

First Aid Kits

First Aid kits will either be annually replaced or checked using the first aid kit check-list form to ensure they are well stocked.

Workplace First Aid Kits

The following locations will contain first aid kits at all times:

- CYC Office
- Main Lodge Activity Storeroom / Sick Bay
- Homestead Storage Cupboard
- All CYC Waihola vehicles

For Ministry Camps

A fully stocked First Aid Kit will be available for Ministry Camps in the Sick Bay and the CYC Office

A small transportable first aid kit will be kept for off-site activities and taken on all off-site activities.

First Aid kits will be checked & restocked before every ministry camp.

For Accommodation Groups

Accommodation Groups will be informed that they must bring their own first aid kits for general use.

For High Risk Activities

Some activities as listed in [Section 8: Standard Operating Procedures](#), have small first aid kits allocated to them. These first aid kits will be checked as part of the annual review.

7.4 Annual Review of Incidents

Review of Incidents

Incidents will be reviewed annually or after every critical incident as part of the [Annual Review](#)

Trend Analyses will be performed on all incidents annually to gauge improvements that can occur in Health and Safety.



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7.5 Incident Severity Table

The following table shows the severity scale for incidents.

Severity Ranking	Impact on Participation	Injury Italics are Notifiable	Illness	Social Damage	Equipment Damage	Environment
1	Minor / Short Term Impact	Splinters, insect bites, strings	Minor irritant	Temporary Stress or embarrassment	Minor Cost	Littering
2	on individuals that doesn't have a large effect on participation	Sunburn, scrapes, bruises, minor cuts	Minor infection, cold, mild allergy	Temporary Stress or embarrassment with peers	Less than \$50	Minor damage to environment that will quickly recover
Severity Scale 3 or more must be recorded on National Incident Database (NID)						
3		Blisters, minor sprain, minor burns, cold / heat stress	Minor asthma, Cold, upset stomach	Stressed. Beyond comfort level. Shown up in front of group	Less than \$100	Scorched camp-site, plant damage
4	Medium Impact	Lacerations, minor burns, etc.	Mild Flu, Migraines	Stressed. Wants to leave the activity, a lot of work to bring back in	Less than \$500	Burnt shrubs, cut live branches, washed group dishes in stream, etc.
5		Sprains & hyper-extensions, minor fracture Visit to <i>Accident & Emergency</i>	Flu, food/hygiene related diarrhoea / vomiting	Distressed. Freezes on activity, requires 'emotional rescue', does not want to participate again	Less than \$2000	Walked through sensitive ecological area destroying some plant life, toileting close to water course
Severity Scale 6 or more are deemed to be notifiable incidents as per Notifiable Events and Injuries						
6	Major Impact	<i>Hospital Admission of less than 12 hours.</i> Fractures, dislocations, major burn, concussion, breathing difficulties, moderate hypothermia / hyperthermia	<i>Hospital Admission of less than 12 hours.</i> Serious asthma attack, serious infection, anaphylactic reaction	Very distressed. Leaves activity and required on-site counselling. Unwilling to participate in activity ever again	Less than \$8000	Destroyed / killed some example of flora / fauna
7		<i>Hospital Admission of more than 12 hours.</i> Arterial bleeding, severe hypothermia / hyperthermia, serious eye injury	<i>Hospital Admission of more than 12 hours.</i> Illness or infection causing loss of consciousness, serious medical emergency	Therapy / Counselling required by professional	Less than \$20,000	Killed, destroyed or polluted a small area of environment
8	Life Changing effect on individuals or death	<i>Major injury requiring long term hospitalisation:</i> i.e. spinal injury, head injury, amputation, serious burns,	<i>Major illness requiring long term hospitalisation:</i> heart attack, etc.	Long term counselling required after incident	Less than \$50,000	Killed example of protected species
9		Single Death	Single Death	PTSD, changed profession because of incident	Less than \$250,000	Fire or pollution resulting in area of wilderness being destroyed
10		Multiple Fatality	Multiple Fatality	Suicide because of incident	More than \$1million	Major fire or pollution causing serious loss of environment or life

Adapted from Incident Severity Scale by Davidson, 2005 for use with new HSWA 2015.

7.6 Emergency Preparedness

Reason for Emergency Procedures and Preparedness

The purpose of these emergency procedures is to preserve life and property, and prevent further loss.

Having clear procedures for expected emergencies at CYC Waihola allows us to be prepared for them when they occur.

On-call Staff Member

Whenever ministry camps or accommodation groups are in residence or activities are in progress at CYC Waihola, an on-call staff member will be clearly identified and be on call for the duration of the activity or camp.

- The on-call staff member can be the Operations Manager, any member of paid staff or key senior ministry staff
- The on-call staff member does not need to be on-site for the duration but needs to be contactable by phone or other means any time whilst programmes, activities or accommodation groups are in residence
- a staff roster will be in place for weekends requiring a on-call staff member
 - the roster will use Google Calendar for recording who is on call
- during week-days (excluding Friday nights which form part of the weekend) the Operations Manager will be assumed to be the on-call staff member unless prior arrangement is made and the arrangement is loaded into the staff roster

The on-call staff member has a large responsibility during a crisis or emergency situation. Therefore if the Operations Manager is available during a crisis or emergency and is able to take control of the situation then this is preferred.

- On-call staff members will attempt to contact the Operations Manager in the event of a crisis or large scale emergency.

Emergency Training

All new paid staff and anyone taking on the role of the on-call staff member will receive emergency procedures training and information as part of their induction training.

Regular emergency training will take place and wherever possible involve as many staff as possible. Practising different scenarios will take place regularly as part of the emergency training.

All training and emergency drills will be recorded in the CYC office.

Phone numbers

All hard wired camp phones within the camp-site will have a laminated sign advising how to make an emergency call located next to them

7.7 Crisis Procedures

Crisis Declaration and Recovery

Only the Operations Manager or Council of Management will declare a crisis and will facilitate the crisis recovery process:

- The crisis recovery is primarily to provide support and restore normality after a crisis situation. It is also to respond professionally and protect the organisation's reputation.
- The initial crisis recovery will involve:
 - Forming a 'game-plan' and resolving any immediate issues
 - Forming a crisis recovery team if required
 - Clarifying who does what and establishing roles

Crisis Aftermath

Counselling and support will be provided to all involved in the incident:



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- This is to provide external support to all those involved in the crisis and to provide support and counselling if deemed necessary.
- An external support group will be sourced from pastoral care members of the following identified churches if required:
 - Grace Presbyterian Church of New Zealand (Dunedin and Waihola)
 - Riverside Chapel
 - St Matthews Anglican Church (Dunedin)
- The Council of Management Pastoral Care Portfolio holder will organise support and counselling for the paid staff if deemed necessary. This may be in the form of the external support group.
- The crisis recovery team should be provided with access to counselling during and after the incident if required. This may be in the form of the external support group.

A full debrief and review of the incident will take place, preferably as soon as possible after the incident has occurred. This debrief will be separate from any investigation resulting from serious harm or death (see [Incidents of Serious Harm or Death](#)) as to the cause of the incident.

7.8 Media Response

Introduction

How the media reports a situation can have significant impact on the outcome of any investigations and the public image of CYC Waihola. Therefore these procedures must be followed at all times.

Authorised Persons to talk to the Media

Only the Operations Manager and the Council of Management Chairperson has the right to speak to the media.

All other staff should refer contact with the media to the Operations Manager and Council of Management chairperson

Responding to media

During a crisis or other incident/accident at CYC Waihola, the organisation is considered to be in a media lock-down.

Immediately after the incident or during a crisis situation the only comment that should be made by the Operations Manager or Chairperson is:

- The situation is current so facts have not been established yet
- Full and on-going support is being given to all those involved
- A full investigation will be completed after the incident and/or crisis
- CYC Waihola will cooperate fully with any external investigation by authorities
- No further comment can be made at this time.

After the incident or crisis is over a media release will be formulated by the Council of Management. The Operations Manager and Council of Management Chairperson will have no comment until this media release is given.

7.9 Evacuation Procedures

Assembly Points for Evacuations

Main Lodge

The assembly point for the Main Lodge is on the grass area in front of the bunk-room block beside the assembly point sign.

Chalets and Clark House

The assembly point for the Clark House and Chalets is on the grass area in front of the Chalet 4 beside the assembly point sign.

Homestead

The assembly point for the Homestead is on the gravel car park area in front of the Homestead beside the assembly point sign.

Evacuation Wardens

Accommodation Groups Evacuation Warden

Accommodation groups must define their own designated Evacuation Warden:

- The Evacuation Warden appointed must be written on the Accommodation Evacuation forms that must be completed as soon as possible after arrival and before bed-time on the first day of their stay.
- the on-call staff member will talk to the designated Evacuation Warden before the first night of their stay discussing:
 - What to do if the fire alarms go off
 - What to do in an evacuation
 - The location of the assembly points
- A on-call staff member will either:
 - show either an induction video or give a brief talk to the entire group before the first night of their stay explaining what to do in an emergency.
 - OR give detailed instructions to the designated Evacuation Warden about what to do in an emergency

Accommodation Groups that are using both the Main Complex, Chalets and Homestead facilities for accommodation must have designated Evacuation Wardens each responsible for the respective facilities.

Ministry Camps Evacuation Warden

Ministry Camps must have their own Evacuation Warden defined:

- the Evacuation Warden is usually the camp director
- the Evacuation Warden will be recorded on the Attendance forms before bed-time on the first night of stay
- A paid staff member will talk to the Evacuation Warden before the first night of their stay discussing:
 - What to do if the fire alarms go off
 - What to do in an evacuation
 - The location of the assembly points

Ministry Camps using both the Main Lodge and Homestead facilities must have two designated Evacuation Wardens each responsible for the respective facilities

Evacuation Lists

All persons staying on-site overnight (with exception of the Manager's House) must be recorded on the appropriate evacuation list file

- <https://documents.cycwaihola.org.nz/GROUP106evacuationslist.pdf>

Accommodation Groups

The Evacuation Warden for accommodation groups are responsible for writing all those staying overnight at the facilities into the Accommodation Evacuation forms

- The Evacuation Warden is responsible for removing any persons not staying on subsequent nights and adding any new persons that are staying to the Accommodation Evacuation forms

Ministry Camps

The Evacuation Warden for ministry camps are responsible for checking the list of all those staying overnight at the facilities is correct each night and adding persons as needed or removing those persons no longer staying

Procedures for General Evacuation

Immediate Instructions

Upon a situation arising that requires an evacuation of the buildings an adult will immediately activate the fire alarm if it is safe to do so



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If necessary then an adult will dial the emergency services:

- from a cellphone dial 111
- from a CYC Waihola internal phone dial 111
- the address of the Main Lodge and Chalets for the emergency services is 70 Finlayson Road, Waihola, South Otago
- the address of the Homestead for the emergency services 79 Finlayson Road, Waihola, South Otago

Evacuation Warden Instructions

Upon a situation arising that requires an evacuation of the buildings the Evacuation Warden will:

- check that the fire alarm is activated
- check if emergency services have been called if necessary
- collect Accommodation Evacuation List (or Attendance list if a ministry camp) & visitors book from the red fire box in the facility they are in charge of, i.e. Main Lodge or Homestead
- will collect the identifying fluorescent vest from the red fire box and put it on
- proceed to assembly point and account for every person on the Accommodation Evacuation List (or Attendance list if a ministry camp) & visitors book. The Evacuation Warden must account for all persons on-site.
 - If any persons are found to be missing the Evacuation Warden will assign two adults to do a room-by-room check of the buildings if it is safe to do so searching for the missing person.
 - If it is unsafe to do a room-by-room check of the buildings then everyone present will wait until the emergency services have arrived.
- Assign someone to deal with any first aid issues – preferably someone with a current First Aid Certificate.
- contact the CYC Waihola on-call staff member as soon as possible
- Report to and liaise with the senior emergency service personnel when they arrive to give a report if the on-call staff member has not arrived

On-call Staff Member's Instructions

Upon being notified of an evacuation the on-call staff member must:

- Check in with the Evacuation Warden to ensure everyone is accounted for or search is underway if safe to do so for any missing persons.
- Account for any other CYC staff, volunteers or contractors that may have been on site when the evacuation was called.
- Check to see emergency services have been called if necessary
- Report to and liaise with the senior emergency service personnel when they arrive to give a report
- Do a room-by-room check of the building if safe to do so:
 - Check toilets and accommodation areas to ensure all buildings are clear from danger
 - Turn off power switches to appliances and machinery but do not turn off lights
 - Close all doors behind you.
- Authorise the return of persons to the buildings only when deemed it is safe to do so

All Other Persons Instructions

All other persons will include all other paid staff, ministry staff, volunteers, accommodation group clients, ministry camp campers, visitors, contractors and anyone else on-site that is not mentioned previously above.

Upon a situation arising that requires an evacuation of the buildings all other people on site will:

- check that the fire alarm is activated
- proceed to the Assembly point and remain there until instructed to do otherwise

No person is to return to the buildings unless instructed to do so by the Evacuation Warden or senior emergency services person on-site.

Accommodation Groups - Instructions for Evacuation of the Camp-site

If a evacuation of the camp-site is required:



- The on-call staff member will notify any accommodation groups that are in residence at the facilities and advise the Evacuation Warden that evacuation from the camp is advisable.
 - If the police advise otherwise then follow those instructions implicitly
- The on-call staff member will activate the fire alarm and the Evacuation Warden will account for everyone at the assembly point.
- The on-call staff member will notify everyone that a camp-site evacuation back home is to occur and everybody should pack their belongings and be prepared to return to the assembly point when required to await further instructions.
- No-one is to leave the camp-site before signing out with the Evacuation Warden.
- Those unable to evacuate to their own homes in time will need to evacuate to the Lake Waihola Domain
- After camp-site evacuation proceed as per the [Procedures for General Evacuation](#) instructions

Ministry Camps - Instructions for Evacuation of the Camp-site

If a evacuation of the camp-site is required:

- The on-call staff member will notify the director of any ministry camps that are in residence at the facilities and advise the Evacuation Warden that evacuation from the camp is advisable.
 - If the police advise otherwise then follow those instructions implicitly
- The on-call staff member will activate the fire alarm and the Evacuation Warden will account for everyone at the assembly point.
- The on-call staff member will notify everyone that a camp-site evacuation back to their homes is to occur and everybody should pack their belongings and be prepared to return to the assembly point when required to await further instructions.
- The on-call staff member will arrange for phone calls to parents and caregivers to have them collect campers if it is safe to do so
- No-one is to leave the camp-site before signing out with the Evacuation Warden.
- Those unable to evacuate to their own homes in time will need to evacuate to the Lake Waihola Domain to await collection by parents and caregivers.
- After camp-site evacuation proceed as per the [Procedures for General Evacuation](#) instructions

Procedures for Structural Fire Evacuation

These instructions are specific to a structural fire and add to the [Procedures for General Evacuation](#) instructions

Immediate Additional Instructions

Fire and Emergency NZ must be contacted as soon as possible

- from a cellphone dial 111
- from a CYC Waihola internal phone dial 111
- the address of the Main Lodge and Chalets for the emergency services is 70 Finlayson Road, Waihola, South Otago
- the address of the Homestead for the emergency services 79 Finlayson Road, Waihola, South Otago

Evacuation Warden Additional Instructions

The Evacuation Warden will delegate suitable adults to co-ordinate fire fighting if it is safe to do so without creating the risk of serious harm to anyone

- No-one will continue to fight any fires if poisonous fumes from polystyrene, foam mattresses or other dangerous combustible materials are present
- the Evacuation Warden will not allow any person to enter any building that is on fire

On-call Staff Member's Additional Instructions

Upon being notified of a structural fire the on-call staff member must first report to the Evacuation Warden for a report before seeing if they can contain the fire with hoses and/or extinguishers and will not continue to fight the fire when there are poisonous fumes from polystyrene etc.



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Procedures for Earthquake Evacuation

These instructions are specific to major earthquakes and add to the [Procedures for General Evacuation](#) instructions

Immediate Additional Instructions

Upon feeling an earthquake everyone must:

- If inside a building, move no more than a few steps, drop, cover and hold. Stay indoors till the shaking stops and when they are sure it is safe to exit.
 - If it is safe to do so (i.e. within a few steps) move under a door-frame, under a bunk, under a strong table or similar
 - If it is safe to do so (i.e. within a few steps) move away from windows.
- If outdoors when the shaking starts, if it is safe to do so (i.e. within a few steps) move away from buildings, trees, and power lines, then Drop, Cover and Hold.

When the shaking stops and it is safe to do so move to the assembly point.

Evacuation Warden Additional Instructions

As soon as the shaking stops the Evacuation Warden will:

- activate the fire alarm if safe to do so
- After accounting for everyone but before allowing anyone to return to buildings the Evacuation Warden will check the buildings from the outside first (then inside) for major building faults and fires. If fires are discovered they will follow the procedure for Structural Fire ([Procedures for Structural Fire Evacuation](#)).

On-call Staff Member's Additional Instructions

Upon feeling a major earthquake the on-call staff member must first report to the Evacuation Warden for a report before checking for major building faults and fires. If discovered they will notify the fire service.

Procedures for Forest Fire Evacuation

The CYC Waihola camp-site is immediately adjacent to a large forestry plantation and has several plantations of trees on the property so forest fire could be a major concern.

The forest is at least 100m from the camp buildings however some of the camp buildings are close to the camp's own forest plantations. The greatest early danger is from flying sparks and smoke if the wind is blowing in the direction of the camp.

A forest fire may also temporarily cut off road access, interrupt power supplies and contaminate the water supply.

These instructions are specific to forest fires and add to the [Procedures for General Evacuation](#) instructions

Evacuation Warden Additional Instructions

The Evacuation Warden upon notification or observance of a forest fire will:

- activate the fire alarm
- contact the fire-service
- once all persons are accounted for and proceed with full camp-site evacuation if either:
 - concerned about danger to those on-site
 - OR advised by emergency services
 - OR advised by on-call staff member

On-call Staff Member's Additional Instructions

Upon notification of a forest fire the on-call staff member must first contact the police to advise of the situation and report the approximate number of persons on-site at the camp in case evacuation of the camp-site is advised

- Whatever the outcome of the discussions with emergency services, the on-call staff member must keep the Evacuation Warden informed

Procedures for Severe Storm Evacuation

Severe Storm Notification

Severe storm warnings for New Zealand are issued by the Meteorological Service through radio, television and internet with as much warning time as is possible. The progress of the severe storm is monitored and the areas likely to be affected assessed. Action to be taken in particular areas is decided by the Regional Authority or Civil Defence Officer.

Although the camp itself may not be affected, the roads through forested areas may have obstructions from fallen trees and debris. The power supply to the camp is very susceptible to damage and loss of power for extended periods is possible. Normal telephone/fax communications may also be disrupted.

Instructions upon severe storm notification

If any accommodation groups or ministry camps are in residence and notification is received of a severe storm approaching the Waihola area the on-call staff member will contact the Civil Defence office and obey any instructions given by them implicitly

- If the Civil Defence office advises evacuation then the on-call staff member will keep them informed of persons evacuating and those remaining on-site.

7.10 Other Emergency Procedures

Procedures for Lock-down due to violent incident

Violent incidents may include (but not limited to the following):

- armed offender
- shots heard
- hostage taking/kidnapping
- bomb scare
- terrorism threat

When a violent incident occurs:

Upon a violent incident arising:

- Nobody is to confront any hostile party
- If the hostile party can be seen, dial 111 immediately and request police
- Identify yourself, and, without endangering yourself or others, provide the following details:
 - The specific location of the incident
 - Known information on the emergency situation
 - The specific location of the hostile/s
 - Number of hostile parties
 - Whether hostiles are mobile or stationary
 - Identity of hostile/s if known
 - Description of physical appearance of hostile/s (gender, estimated age, clothing, height, build, etc.)
 - Description of any weapons or firearms seen
 - Possible motive or threats made
 - Any known injuries, and location of casualties
 - Confirm your contact phone number
 - Provide the phone number/s of the on-call staff member and request that notification of the incident be made to the on-call staff member by another police operator so the on-call staff member is made aware of what is occurring, and allowing you to remain online with Police Communications and provide instantaneous updates
- In any other case, and where the hostile/s cannot be seen, it is critical to notify the on-call staff member immediately. Obtain and provide the same details, if safe to do so, in your report:
 - Known information on the emergency situation
 - Your specific location and who is with you
 - The specific location of the hostile/s
 - Number of hostile parties
 - Whether hostile/s are mobile or stationary



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- Identity of hostile/s if known
 - Description of physical appearance of hostile/s (gender, estimated age, clothing, height, build, etc.)
 - Description of any weapons or firearms seen
 - Possible motive or threats made
 - Any known injuries, and location of casualties
- In any event, the on-call staff member is to be notified as soon as possible. If there is imminent threat of harm to person or property, it is appropriate to contact Police first on 111 (9-111 on a camp phone) as a matter of priority to ensure that emergency response is initiated without delay. The on-call staff member or designate must be notified as soon as possible thereafter.

When office staff is notified of a violent incident :

- When a violent incident is reported, the on-call staff member, with the assistance of any other staff as required, needs to maintain information flow, obtaining as much detail about the incident as possible from the initial observer.
- A priority at this point is to confirm whether or not a violent incident is actually occurring. After confirming that a violent incident has occurred or is occurring, immediately implement the Lock-down Procedures Plan and focus on remaining calm

Announcing Lock-down

- When made aware of a violent or potentially violent incident, notifying the on-call staff member, calling 111 and activating Lock-Down Signal should happen as closely together as possible. Responding personnel will have to use individual judgement as to what they can and should do first, keeping in mind that their primary role is taking care of campers and staff at risk.
- The Lock-Down Signal will be a repeated 5 second burst of the fire siren.

Notification to Police services, as well as Fire and Ambulance service if required.

- When calling 111, provide the following information:
 - Identify yourself, provide the following information:
 - Identify the camp name and full address (*Christian Youth Camps Waihola, 70 Finlayson Road, Waihola, South Otago*)
 - Describe situation and provide all know information
 - Identify whether anyone is injured and the severity of any injuries
 - Stay on the line and continue to provide information as requested by the emergency operator
 - Advise where the hostile party is located
 - Advise the location of members of your camp or group in relation to the hostile party
 - Identify yourself and confirm your phone number
 - Explain safe approach (routes/entrance) for Police and advise Police where they will be met
 - Begin to document times and events relating to the incident - the information that is being documented will greatly assist Police in their response to the incident
 - Stay on the line and continue to provide information as requested by the emergency operator
 - In the event of a violent incident, the notification of Police must be first priority. Police Communications will notify additional services, i.e. Ambulance or Fire, if required.

Implementing Lock-down

- Upon hearing the Lock-Down Signal, staff will immediately initiate lock-down procedures.
- Every attempt should be made to respond quickly and calmly
- During lock-down procedures, occupants will disregard fire alarm system unless otherwise informed. Lock-down is in effect until cancelled by the on-call staff member or Police Incident Controller.
- These Lock-down procedures describes the steps that staff members take to ensure the safety and security of camp occupants during a violent incident. These steps are outlined below:



Lock-down inside Camp Buildings

- During the lock-down phase, staff will focus on taking care of campers and ensuring they are directed out of harm's way.
 - Identify and confirm risk. **Do not confront any hostile party.**
 - If a hostile party is in plain sight without jeopardising safety to maintain that line of sight, ring 111 immediately and follow procedures as above
 - In any other event notify the Office immediately and appraise the on-call staff member of the situation. The on-call staff member will subsequently call 111 and activate lock-down procedures
 - When the Lock-Down Signal is given (repeated 5 second burst of the fire siren) staff must immediately lock all external doors and windows where possible.
 - Turn off all lights and electronic devices. All cell phones are to be put to silent mode (this is to stop any attention being brought to you or your room). No-one is allowed to ring home. Individual staff are to contact the office or police ONLY with vital information regarding incident.
 - Campers are instructed to sit on floor against walls with as many as possible out of sight from windows and doors. Where possible, doors to be barricaded.
 - Remain under furniture, beds, etc. and out of sight until you are given notice of **ALL CLEAR**. This will be done by the on-call staff member or Police officers going room to room
 - Campers MUST be silent and follow staff/police instructions.
 - NO ONE is to leave the relative safety of the room until the ALL CLEAR is confirmed.
 - If necessary, staff will take appropriate measures to assist the injured without jeopardising the safety of themselves or others.
 - Disregard the fire alarm system unless informed by authorised personnel
 - Evacuation of buildings will occur ONLY at the direction of authorised personnel
 - When authorised, campers and staff will evacuate the buildings in an orderly manner as per normal emergency procedures.
 - All camper and staff property must remain inside and is not to be taken on evacuation

Lock-down when outside of Camp Buildings, on Playing Fields or Other Open Areas

- If outside but reasonably close to a building, in a quick but orderly manner enter the nearest building, so long as it is in a direction away from the threat, and follow procedures until ALL CLEAR is given. Use common sense.
- If outside and not in reasonable proximity to a building, or the hostile party can be identified as being close to buildings and it would be unsafe to attempt to enter a building, staff are to gather campers to them, remain as a group, and proceed in a quick but orderly manner to COVER
 - Cover constitutes any barrier, whether natural or man-made, that ensures the group is out of sight of any hostile party. For example: a tree line, ditch, wall, water tank etc. Use common sense
 - The leader of the group is to make contact with the on-call staff member, as soon as possible, and inform that person of the group's location and number
 - Remain quiet and behind cover as a group until the ALL CLEAR is given
- If staff and campers are outside the camp-site, follow the steps outlined below:
 - Staff gather campers to them and group together to ensure each person is consistently accounted for
 - Do not return to or enter camp-site
 - Move to the nearest safe area as quickly as possible. An example of a safe area is the Waihola School or Waihola Domain.
 - A staff member to take an attendance roll and bring attendance report to the evacuation area at conclusion of incident
 - Remain in the safe area until authorised to leave – this will come by way of direction from the on-call staff member or Incident Controller, or delegate, such as a police officer
 - When notified that the lock-down incident is over, and ALL CLEAR has been given, proceed immediately as a group to the location directed by the Incident Controller or on-call staff member , most likely a central point on the camp-site.

Police

- Once police arrive on the scene, they assume incident control.



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- Police will identify and establish an Incident Control Point and Safe Forward Point from which the police operation will be run
- Staff, campers and other occupants must provide full cooperation and follow police direction without hesitation
- Police will control access to the camp and designated off-site locations.
- Police will assign an officer to the off-site evacuation location to communicate information to staff, campers and families.
- Police will direct families arriving on-site to pre-designated, off-site evacuation locations where they can receive information.
- The primary responsibility for the safety of campers and staff remains with the on-call staff member
 - The on-call staff member or designate will meet Police on arrival and describe the situation as known

Staff/Camper Responsibilities in Assisting Police:

- Staff, campers and other occupants need to be aware that following a violent incident, the area in which the incident occurred is regarded as a crime scene, and may contain crucial evidence
 - Avoid unnecessarily tampering with or disturbing evidence
 - If evidence is observed or located (i.e. shell casing, knife, explosives, clothing, mask etc.), do not touch any item but make a mental note of its location to pass on to police investigators
 - Maintain a wide berth around any obvious evidence so as not to contaminate the scene
 - If it is obvious where any hostile parties have walked, avoid taking that route. Direct staff and campers on a singular common approach path, where possible, avoiding any route known or likely to have been taken by any hostile party. Inform Police of the common approach path used
 - To the extent possible, leave all objects exactly as they are in order to protect and preserve the crime scene for subsequent specialist examination
 - If obvious evidence is likely to be lost or destroyed before specialists are able to retrieve it (i.e. rain washing away a footprint or blood stain, or animals likely to disrupt evidence, etc.), designate one individual to take steps necessary to preserve that evidence.
 - Such steps may include covering it, securing it, uplifting it, photographing it, etc. In such a case as this, minimise interference with or handling of evidence, and use common sense
 - Provide information to Police in respect of the location of any evidence, and measures taken to secure or preserve that evidence
 - Discourage others from disturbing potential evidence
 - Keep the area isolated

Media Response

- It is the responsibility of Police to cordon the area and set up a media relations centre outside incident area. Police representatives handle media relations regarding the incident and the subsequent police response
- For the CYC Waihola media response refer to [7.8 Media Response](#)

Procedures for Missing person

Upon discovering a person is missing:

- Notify the on-call staff member immediately
- Determine when and where the person was last seen and do quick visual and sound search of the property starting with places of risk.
- Drive along road either side of the camp property doing visual and sound search.

Notify police if initial search is unsuccessful and follow their advice, it is important for Search and Rescue teams that official search is started as soon as possible and there is minimal disturbance of the search area.

7.11 Emergency Communication Plan

The following page contains the emergency communication plan with key contact phone numbers for use in an emergency.



It is to be part of all:

- Ministry Camp Documents given to Camp Directors
- Activity Logbooks
- Off-site Activity Planning



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Emergency Communication Plan

Emergency Assistance Contacts

	<i>Detail</i>	<i>Location</i>	<i>Phone Number</i>
Emergency	Police, Fire or Ambulance	All locations	111
Police	Non Emergency or Sat Phone	South Comms (South Island wide):	+64 3 363 7400 (ask for Comms).
Dunedin Hospital	Accident and Emergency	Dunedin Area	03 474 0999
Milton Medical Centre		CYC Waihola	03 417 8226
Dunedin Urgent Doctors	After hours Non Emergency Medical Care	Dunedin Area	03 479 2900
National Poison Centre	Suspected Poisoning		0800 POISON (0800 764 766)
Rescue Coordination Centre	Inadvertant PLB Activation		0508 472 269 (+64 4 577 8030)

Organisational Contacts

	<i>Detail</i>	<i>Name</i>	<i>Phone Number</i>
CYC Waihola	Operations Manager	Tim Wiel	03 417 7120 ext 1 (or 9500 internally) 021 294 5051
	Ministry Coordinator	Sarah Leslie	03 417 7120 ext 2 (or 9506 internally) 027 388 4508
	On Call Staff Member		03 417 7120 ext 6 (or 9501 internally)
	Main Lodge		03 417 7120 ext 3 (or 9502 internally)
	Clark House		03 417 7120 ext 5 (or 9504 internally)
	Homestead		03 417 7120 ext 4 (or 9503 internally)
	Chairman of Council of Management	Russell Harrex	03 471 2275 027 844 2965

Other Contacts



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Section 8: Standard Operating Procedures

8.0 Introduction

These standard operating procedures are for all key activities and operations identified by [Flowchart of Risk Management Processes](#) that are in use at CYC Waihola.

High Risk Activity Regulations

All activities marked with **◇** are specifically mentioned activities defined within the [Health and Safety at Work \(Adventure Activities\) Regulations 2016](#)

All activities marked with **▮** are activities defined within the [Health and Safety at Work \(Adventure Activities\) Regulations 2016](#) as activities with the potential for serious harm but are not specifically referred to within the regulations.

8.1 List of Standard Operating Procedures

Operational Activities

- [Accommodation Groups - SOP](#)
- [Temporary Road Traffic Signs - SOP](#)
- [Vehicle Use \(Road Vehicles\) - SOP](#)
- [Vehicle Use \(Tractors and Mobile Farm Machinery\) - SOP](#)

On-site Activities

- [Assault Course - SOP](#)
- [Bubble Soccer - SOP](#)
- [Camp Fire - SOP](#)
- [Disc Golf - SOP](#)
- [Geocaching / GPS Based Games - SOP](#)
- [Horses - SOPs](#)
 - [Horses \(Riding and Trekking\) - SOP ▮](#)
 - [Horses \(Entry Level Riding\) - SOP ▮](#)
- [Mountain Boards - SOP ▮](#)
- [Shooting - SOPs](#)
 - [Shooting \(Air Rifles\) - SOP ▮](#)
 - [Shooting \(Archery\) - SOP ▮](#)
 - [Shooting \(ArcheryTag™\) - SOP ▮](#)
 - [Shooting \(Paint-ball\) - SOP ▮](#)
- [Team Initiative Course - SOP](#)
- [Zipline - SOP ◇](#)

Off-site Activities

- [Hunting - SOPs ▮](#)
- [Tramping - SOPs ▮](#)
- [Waihola Walking Activities - SOP](#)

Activities that are not able to be used

The following activities cannot be currently utilised due to legislative or audit requirements not being currently met:

- Go Carts - SOP ▮
- Kayaking - SOP ◇
 - Kayaking (Entry Level) - SOP ◇
 - Kayaking (Lakes & Lower Taieri River) ◇
- Trail Bike Riding - SOP ◇



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Accommodation Groups - SOP

Last Review:

This SOP was last reviewed on 16 October 2018.

Introduction

This SOP serves as a summary of all Standard Operating Procedures to do with external Accommodation Groups.

Hire Agreements

Each Accommodation Group that wishes to book the CYC Waihola facility needs to sign a group hire agreement before they can utilise the facility.

Non Paying External Groups

Non paying external groups must also sign this hire agreement as all terms in the agreement still apply to them. This includes:

- Use of the facilities by churches associated with CYC Waihola (i.e. Waihola Youth Group, Grace Presbyterian Church Presbytery meetings, etc.)
- Private use by Society Member's of any facilities / activities
- Any staff private hire of facilities

PCBU Overlapping Responsibilities

CYC Waihola and external accommodation groups have overlapping responsibilities for the duty of care of all persons on site.

Refer to [3.0 Shared PCBU Responsibility](#) for further information.

CYC Waihola will outline these shared responsibilities to all external groups as part of their hire agreement.

Staffing of Accommodation Groups

Accommodation Groups hire the facilities through a signed hire agreement therefore staffing of Accommodation Groups is not the responsibility of CYC Waihola except where the group requires activities as per those contained within the [Section 8: Standard Operating Procedures](#)

High Risk Activities during Accommodation Groups

Any accommodation groups that require an activity that has been defined within our SOPs that requires some training before use must have a CYC Waihola trained person run the specific activity for them.

This trained person can be one of the following:

- a paid staff member with the appropriate current qualifications for the activity
- a ministry staff member with the appropriate current qualifications for the activity
- a person from within the group that has attended and passed training for the activity within the specific training validity period.

Training for activities is as defined in the Standard Operating Procedures as per [High Risk Activities Training](#)

Disclosure of Risk

Accommodation Groups will be advised of hazards and risks via their Group Organiser during the tentative booking stage.

The hire agreement will outline a disclosure of risk.



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Terms and Conditions of Hire

The following terms and conditions of hire will be present on the hire agreement form given to all groups.

agreement

Signing this form by the Group Organiser constitutes an agreement between CYC Waihola and the group to hire facilities and for the group to abide by these terms and conditions

alcohol / smoking

CYC Waihola is a non smoking facility and we do not permit alcohol to be consumed or brought onto the campsite at any time

camp-site rules

The following rules will apply to every accommodation group on-site:

- 1** No smoking, alcohol, drugs and firearms allowed on the property
- 2** No candles or naked flames are allowed in any building
- 3** The camp-site should be quiet by 11:00 pm, with no outside noise between then and 7:00 am. Please respect our neighbours.
- 4** Vehicles are to be operated under 15km/h and are to be kept to the driveways and parking areas. Vehicles should not be operated between 11pm and 7am
- 5** Dogs and pets are not permitted on the property.
- 6** Furniture, equipment and mattresses are not to be moved without permission from the Camp Manager.
- 7** Fire escapes and fire extinguishers are out of bounds except in emergency.
- 8** All sheds, storage areas and areas labeled as staff only are out of bounds.
- 9** Activities in paddocks with stock are to be kept to a minimum and all gates should be left as you find them.
- 10** All equipment to be returned to its proper place after use. Handle all equipment with care and please report all breakages.

cyc ethos

CYC Waihola is a Christian faith based camp. The Group agrees that it will not use the hired facilities carry out any programs or activities that are not sympathetic to or are contrary to the causes and objects of CYC Waihola.

cyc promotion

CYC Waihola may request you allocate a short period of time to promote their kids holiday camps to those within your group. This consists of showing a promotional video, a quick 2 minute promotional talk and the handing out of our enrolment forms and or calendars. The promotion takes no longer than 10 minutes in total. This promotion can usually be done at the same time as the rules and instructions if required. You can view this promotional video on the CYC Waihola website at cycwaihola.org.nz CYC Waihola may use any photos/video containing the campers within your group for publicity purposes without any remuneration however you can request in writing that this does not occur if required.

facility care

Groups are to keep the hired facilities in good repair and condition, returning it in the same state as it was at the commencement of the period of hire. The Group also agrees to reimburse CYC Waihola for the cost of repairing any damage incurred to the facilities during the period of hire or the cost of cleaning after your group leaves. The Group also agrees to not remove from the hired property any contents, activities or fixtures belonging to CYC Waihola.

facility access

CYC Waihola retain the right of staff to access to the facilities during the period of hire for the purpose of inspection and other general business.

facility use

The Group agrees use the hired property in a manner that will not annoy, disturb or interfere with or damage any person or property belonging to CYC Waihola, other groups or camp-site neighbours. The Group also agrees to not use the hired facilities in a manner which could cause a risk to the health and safety of others. The Group also agrees not to sublet the hire of the facilities or transfer the hire to another party without prior permission from CYC Waihola.

group programs

The Group agrees not to bring adventure activity equipment onto the hired property without prior permission of CYC Waihola. The Group also agrees to not carry out any activities on the hired property which may prejudice the insurance cover on the camp-site

group welfare

Groups leaders are responsible at all times for the health, welfare and behaviour of their campers even with our staff are running a program. Group leaders are responsible for the first aid of your campers at all times and must supply their own first aid equipment, even when camp staff run an activity for the group.

high risk activities

Some activities provided by CYC Waihola may have an element of high risk therefore as we are committed to keeping persons using our camp-site safe we advise that our activities:

- have Standard Operating Procedures (SOPs) and RAMS forms accessible online using the following website <https://documents.cycwaihola.org.nz/> (use the access code "Group123"). This will ensure you always have access to the most recent policy documents.
- are subject to availability of trained CYC Waihola Staff that have undergone comprehensive training
- can be cancelled or postponed at the discretion of CYC Waihola Staff at any time for safety reasons
- maybe restricted for some people with health or behavioural issues that could affect their ability to participate and/or to follow the strict safety procedures given. It is important that if requested a list of participants medical or behavioural conditions are provided before the activity commences.
- can result in serious harm if any participants go outside the strict safety procedures given and/or any posted rules

You, as the Group Organiser, must ensure this information is passed on to all persons within your group including the caregivers of anyone under the age of 16 years old.

liability

CYC Waihola (including our board, employees and volunteers) do not accept liability for loss of property or damage or personal injury. Hirers should seek appropriate advice on their own public liability cover. CYC Waihola may require evidence of this public liability cover.

privacy

We abide by the requirements of the Privacy Act 1993. Any personal information provided will be used for the purposes of hire and will remain confidential. All staff working with children are regularly police vetted.

shared responsibility

Both CYC Waihola and Accommodation Groups have overlapping responsibilities for the duty of care of all persons on site.

CYC Waihola's responsibilities include:



- Provision of a safe accommodation facility addressing all building and site hazards as required.
- Provision of safe high risk activities (run by CYC Waihola) for the external accommodation group.
- Ensuring the safety of those within the group where it relates to providing activities on-site for group use.
- Guidance relating to the groups planned schedule whilst on-site when provided
- Reporting all safety concerns to the external group that relate to the group's own responsibilities

The accommodation group's responsibilities include:

- Assessing all risk and hazards relating to their own camp activities and schedule
- Ensuring the safety of those within the group where it relates to group management and group organised activities.
- Providing the group's schedule to CYC Waihola for guidance and implementing any recommendations as required.
- Provision of the groups own first aid equipment (CYC Waihola does not supply first aid equipment for accommodation groups)
- Reporting all safety concerns to CYC Waihola that relate to CYC Waihola's own responsibilities

I acknowledge that by signing this form below:

I have read the payment terms and agree on behalf of the group to them

I have read the terms and conditions of hire and agree on behalf of the group to them

I agree to convey all applicable terms and conditions of hire to the group and on behalf of the group agreed that everyone will abide by them.

I agree that if the CYC Waihola host is not able to convey to the entire group the following then I will be responsible to convey it to everyone in the group when they have arrived:

- ***emergency evacuation procedures***
- ***health and safety***
- ***property rules***
- ***our group's own first aid arrangements***
- ***all departure and cleaning instructions***

Assault Course – SOP

Last Review:

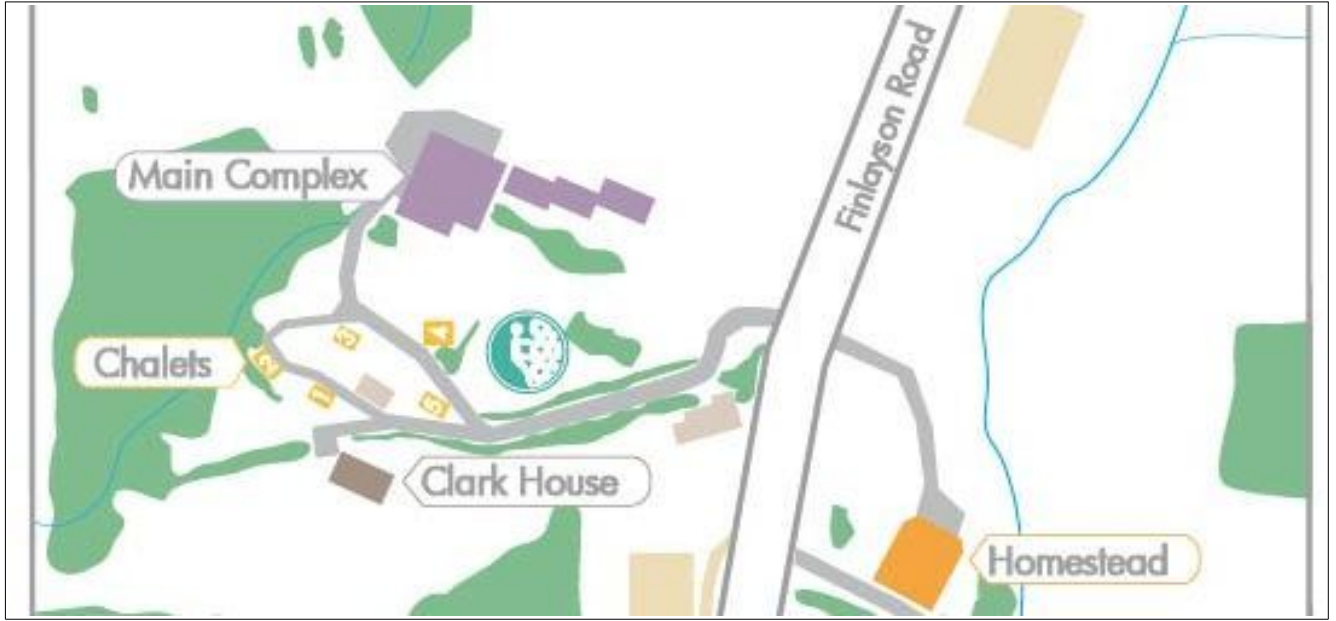
This SOP was last reviewed on 18 September 2018.

Activity Summary

The CYC Waihola Assault Course is a simple **low risk activity** that involves participants challenging themselves on a series of simple agility type structures.

Location

The Assault Course is a permanent activity located behind the CYC office.



Requirements for activity

Activity Leader

A supervising adult that has received instructions from the on-call staff member is required to be the Activity Leader for this activity.

Qualifications

No qualifications are needed for this activity.

Supervision Ratios

When children⁵ are present:

- the low risk ratio of 1 adult to 10 children applies

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 Syndrome⁶.

Activity Sign-off

No activity sign off is required for this activity.

Activity Equipment

The Assault Course is a permanently installed series of structures. Each item of equipment is designed for use by no more than two persons at a time.

5 Refer to [Appendix 1.1 Glossary of Terms](#)

6 Refer to [Appendix 1.1 Glossary of Terms](#)



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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 supervision
- Unsuitable weather either predicted by the current weather forecast or changing during the activity

Operating Procedures

6 monthly checks

A paid staff member must inspect the activity every six months using the [Assault Course – Risk Analysis](#) as a basis to identify any new significant hazards and review any additional risk management and sign off on the safety of the activity

- Records of the 6 monthly checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- Any safety concerns from the 6 monthly check 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.
 - The Activity Leader will do a quick visual check of the Assault Course to look for any additional hazards and must manage them to an acceptable level.
- Assessment of the current weather forecast and conditions at the location of the activity.
 - When the equipment is wet the Activity Leader must ensure that any slippery pieces of equipment are not to be used if they could cause a fall hazard.

With each new group of participants:

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:

- Participants are to complete each activity in their own time and within their own ability
- Only two persons on each piece of equipment within the Assault Course
- When the equipment is wet certain parts of the course (especially the wooden surfaces and tyres) can be slippery

Emergency and Incident Preparedness

First Aid Kits

As a permanently installed activity, the nearest First Aid kit is located in the CYC Office

Refer to [First Aid Kits](#)

General Incident Procedures

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

Concussion

If participant has a suspected concussion then they must be seen by a doctor as soon as possible.

Spinal Injury

All CYC Waihola Paid Staff will be trained in first aid including dealing with spinal injuries.

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 ([4.10 Staff Fatigue](#)) 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** (low 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 ([4.9 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](#)

Standards

- [Safety Audit Standard for Adventure Activities](#)⁷

Technical Advisers for this Activity

- CYC Waihola Operations Manager

⁷ applied to this SOP as an OutdoorsMark Premium Activity



Assault Course – Risk Analysis

- The following table represents the hazards and risks associated with this activity as per [6.2 Hazard and Risk Management Processes](#)
- Items highlighted in red indicate significant hazards within this activity**

Risk and Hazard Analysis				Risk Controls	
Hazard	Risk	Potential Risk Rating	Serious risk	Control	Instructions
People: Secondary Impact Syndrome	Fall from Height	High	✓	Eliminate	• Persons with a recent concussion may not participate in this activity
Equipment: Fall from equipment		Moderate	✓	Engineering	• Soft-fall exists under high points of the assault course
People: Fooling around		Moderate	✓	Administrative	• Clear instructions for use of assault course will be given to children
People: Inadequate Supervision		Moderate	✓	Administrative	• Children will be supervised by adults
Equipment: Soft-fall woodchips / wooden equip	Splinters	Low		PPE	• Participants will wear shoes
People: Impairment of Activity Leaders	Fatigue	Moderate	✓	Administrative	• Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Low		Administrative	• Full alcohol / drug prohibition applies to this activity as per policy

Risk and Hazard Analysis Last Updated: 18 September 2018



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Bubble Soccer – SOP

Last Review:

This SOP was last reviewed on 18 September 2018.

Activity Summary

The CYC Waihola Bubble Soccer activity is a simple **medium risk activity** that involves participants playing a game of soccer wearing inflatable bubble suits.

Location

Soccer Field and other suitable flat paddocks



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
- The activity leader must have a current *CYC Waihola Bubble Soccer Supervisor* qualification⁸.

Qualifications

All activity leaders must have at least the following qualification:

- *CYC Waihola Bubble Soccer Supervisor*

Supervision Ratios

Only children⁹ may participate in this activity therefore:

- the high risk ratio of 1 competent adult to 5 children applies
- there is a two competent adult minimum (this minimum includes the Activity Leader)

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 Syndrome¹⁰.

Only children may participate in the Bubble Soccer activity except for any of the following reasons:

- for the purposes of training

8 A person with a current *CYC Waihola Bubble Soccer Assistant* qualification can take on the role of Activity Leader if they are under the direct supervision of a person with at least a current *CYC Waihola Bubble Soccer Supervisor* qualification.

9 Refer to [Appendix 1.1 Glossary of Terms](#)

10 Refer to [Appendix 1.1 Glossary of Terms](#)



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- for the purposes of testing the bubble soccer activity
- There is a no exceptions height range of 120cm – 165cm and weight range limit of 30 – 50kg for this activity.

Activity Sign-off

As part of completing the daily log-book for this activity the Activity Sign-off Sheet must be completed every time this activity runs.

Activity Equipment

This activity equipment includes:

- Activity Logbook containing:
 - these current SOPS
 - a daily Activity Sign-off Sheet
- the emergency communication plan
- 10x bubble soccer balls for use by participants
- 1x inflatable swiss ball
- an electric pump that is only to be used indoors
- ear-muffs for use while inflating bubbles

If this activity is to be run in any location other than the the playing fields immediately adjacent to the Main Lodge then the off-site activity first aid kit is to be taken to the activity location

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
- Wind that is higher than 4 on the Beaufort Scale¹¹

Operating Procedures

6 monthly checks

A paid staff member that holds a *CYC Waihola Bubble Soccer Instructor* qualification must inspect the activity every six months using [Bubble Soccer – 6 monthly Check](#) to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- Records of the 6 monthly checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- Any safety concerns from the 6 monthly check 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. Conditions deemed to be unsuitable will be determined by any of the following:
 - Wind that is higher than 4 on the Beaufort Scale
 - Heavy precipitation
- The Activity Leader will do a quick visual check of the playing area to look for any hazards including sharp objects that may puncture the bubble soccer balls.
- The Activity Leader must complete the [Bubble Soccer – Activity Sign-off](#)

¹¹ Refer to [Appendix 1.2 Beaufort Scale](#)



Activity Setup

If Bubble Soccer is to be played on Main Lodge soccer field then:

- bubbles are to be inflated in hall and fitted to participants inside hall to prevent them blowing away. Participants are to carefully walk down to the soccer field without bumping into each other or objects.
- soccer goal posts are to be set 10 metres into play area away from soccer field banks

With Each New Group of Participants:

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:

- The Activity Rules as detailed below
- When the whistle is blown all stop and look at Activity Leader for further instructions – it could mean a goal, a game penalty or a safety issue.
- rules of any games played

The activity rules are:

- No pointy or sharp objects in your pockets – including belts on pants
- Participants must wear comfortable sport shoes (no studs) or be barefoot (i.e. no jandals).
- Don't tackle any person who isn't inside a Bubble.
- Don't bump into another player with their backs turned and not expecting it.
- Don't roll down any slopes hills until given permission.

During Game Play:

The Activity Leader will stop and reset the game if any of the following occurs:

- a Goal is scored
- a player gets too close to edge of soccer field embankment
- players are involved in a "maul" for more than 1 minute.

After the the activity is finished:

The Activity Leader must ensure that the Bubbles are not left out for any length of time as the can be damaged by wind and/or persons using them without supervision.

If the Bubbles are to be stored in the Main Lodge hall when not in use they must be out of bounds.

Emergency and Incident Preparedness

First Aid Kits

When this activity runs on the soccer field or camping area at the Main Lodge, the nearest First Aid kit is located in the Main Lodge Activity Store room / Sick Bay.

When this activity runs near the Homestead, the nearest First Aid Kit is located in the Homestead Storage cupboard.

Refer to [First Aid Kits](#)

General Incident Procedures

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

Concussion

If participant has a suspected concussion then they must be seen by a doctor as soon as possible.

Spinal Injury

All CYC Waiholā Paid Staff will be trained in first aid including dealing with spinal injuries.



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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 ([4.10 Staff Fatigue](#)) 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** (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 ([4.9 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](#)

Standards

- [Safety Audit Standard for Adventure Activities](#)¹²

Technical Advisers for this Activity

- CYC Waihola Operations Manager

¹² applied to this SOP as an OutdoorsMark Premium Activity

Bubble Soccer – Risk Analysis

- The following table represents the hazards and risks associated with this activity as per [6.2 Hazard and Risk Management Processes](#)
- **Items highlighted in red indicate significant hazards within this activity**

Risk and Hazard Analysis				Risk Controls	
Hazard	Risk	Potential Risk Rating	Serious risk	Control	Instructions
Equipment: Loud inflation pump	Hearing Loss	High	✓	PPE	• Ear protection will be worn whilst inflating bubbles
Environment: Wind	Damage to Bubbles	High	✓	Isolate	• Bubbles will not be left in the wind when not in use
People: Secondary Impact Syndrome	Spinal or Head Injury Broken Bones	High	✓	Eliminate	• Persons with a recent concussion may not participate in this activity
People: Bumping into persons not expecting it		Moderate	✓	Administrative	• Activity Leader will give clear instructions about bumping people
Equipment: Under inflated balls		Moderate	✓	Engineering	• Activity Leader will ensure bubbles are correctly inflated
People: Inadequate Supervision		Moderate	✓	Administrative	• Children will be supervised by adults • Clear instructions for use of activity will be given to children
People: Fooling around		Moderate	✓		
People: Impairment of Activity Leaders	Fatigue	Moderate	✓	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: 18 September 2018



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Bubble Soccer – 6 monthly Check

Check Date:	
Staff Member:	

Report Reviews

Near Miss / Accident reports reviewed:	Yes / No
Logbook safety comments reviewed:	Yes / No

Bubble Checks

Harness Strap Integrity	Pass / Fail	CERTIFICATE EXPIRY DATE:
No Pictures:	Pass / Fail	
General Bubble Integrity:	Pass / Fail	

Safety Equipment Checks

Ear Muffs Present:	Yes / No
Air Pump Present:	Yes / No
Logbook Present:	Yes / No
# of sessions since last 6 month check:	

Sign-off

Bubble Soccer 6 monthly check:	PASS / FAIL
Staff Member Signature:	

Notes

Notes relating to this check: (include any reviews needed)	
---	--



Bubble Soccer – Activity Sign-off

- Always refer to the [Bubble Soccer – SOP](#) for complete instructions in use of this activity

SESSION DETAILS:	
GROUP NAME:	
Activity Leader Name:	
Session Date and Time:	
DAILY PRE-CHECK:	
Activity Leader at least a current CYC Waiholā Bubble Soccer Supervisor qualification	Yes / No
<i>Bubble Soccer Inspection</i> - Bubbles visually inspected and integrity good - Bubbles inflated correctly and strap integrity good	Yes / No
	Yes / No
	Pass / Fail
<i>Play area checked and set-up</i> - Goal posts set at least 10 metres into soccer area - no stock located in play area	Yes / No
	Yes / No
	Pass / Fail
PRIOR TO ACTIVITY COMMENCING:	
Supervision ratios met (1 adult to 5 children present including 1 current Activity Leader)	Yes / No
Adults with current First Aid Certificate on-site are:	
Current weather conditions checked	Yes / No
Beaufort Scale Conditions are:	
Any additional current risks have been assessed and instructions for minimising noted below	Yes / No
ACTIVITY TO PROCEED:	Yes / No
ACTIVITY LEADER INITIALS:	
AFTER ACTIVITY:	
Total number of unique participants:	
Playing Time (in mins):	
All gear returned to camp	Yes / No
Activity Leader Initials:	

PLEASE TURN OVER



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ADDITIONAL RISK MANAGEMENT (additional to Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed

Comments (note any additional instructors, supervisors or assistants present):



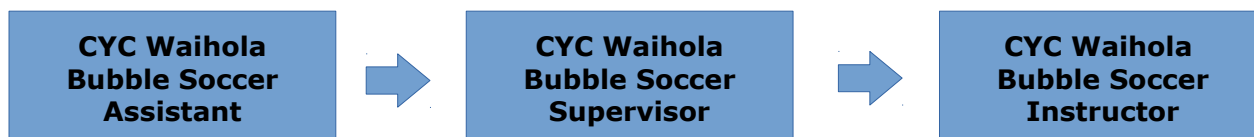
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Bubble Soccer – Training

Internal Training Pathway



Qualifications

CYC Waihola Bubble Soccer Assistant Qualification

Online Course Link

Coming soon

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Complete and be current with [Risk Management Training](#)
- 16 years or older

Qualification Content

Understanding of the nature of the activity

- Understand the identified risks involved with running a Bubble Soccer activity
- Knowledge of the Beaufort Scale and reading current weather conditions
- Have the knowledge of what are the supervision ratios this activity
- Knowing when not to run or put a stop to the activity

Recognise

- Have a basic knowledge of head / spinal injuries and emergency procedures for treating them

Demonstrate

- Either verbally or in a scenario:
 - Effective group management tools
 - The basic rules of Bubble Soccer

Record Keeping

- Know when it is required to complete the activity sign off sheets
- Know the incident reporting procedures

CYC Waihola Bubble Soccer Supervisor Qualification

Online Course Link

Coming soon

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Complete and be current with [Risk Management Training](#)
- Complete and be current with [CYC Waihola Bubble Soccer Assistant Qualification](#)
- 20 years or older OR if person is 16 – 20 years old and is signed off by Operations Manager as being suitable as a supervisor



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Qualification Content

Revisit

- Training content from previous level

Demonstrate

- Setting up the activity
- Running the activity with a group of participants

CYC Waihola Bubble Soccer Instructor Qualification

Online Course Link

No online course

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires a peer review.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Complete and be current with [Risk Management Training](#)
- Complete and be current with [CYC Waihola Bubble Soccer Supervisor Qualification](#)
- 20 years or older

Qualification Content

Revisit

- Training content from previous level

Assessing

- Know how to assess assistants in this activity
- Know how to assess supervisors in this activity

Experience

- Show evidence of having run at least 20 hours of Bubble Soccer with participants

Camp Fire – SOP

Last Review:

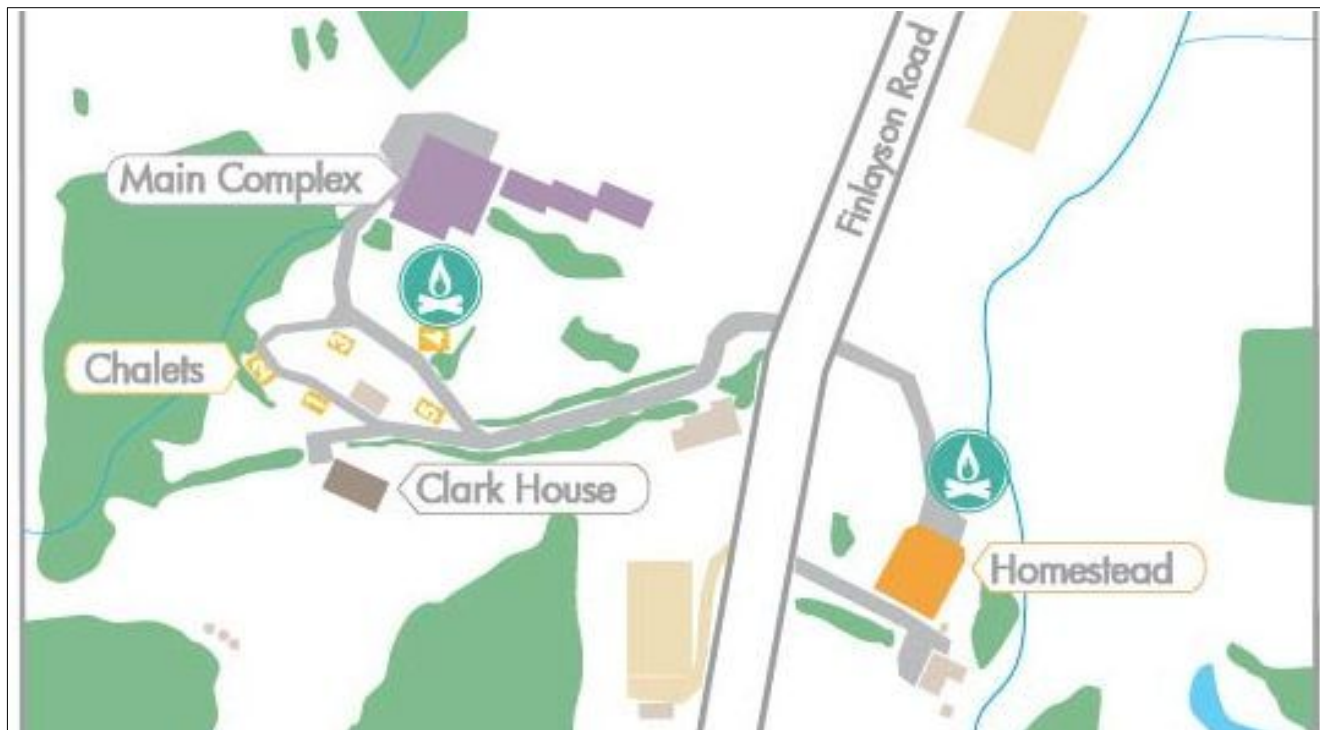
This SOP was last reviewed on 18 September 2018.

Activity Summary

The CYC Waihola Camp Fire is a simple **medium risk activity** that involves a group of participants watching a small camp-fire. Sometimes it may involved roasting marshmallows or cooking damper/sausages.

Location

The Camp Fire is a movable activity set on a portable frame for keeping camp-fires contained and off the ground.



Requirements for activity

Activity Leader

A supervising adult that has received instructions from the on-call staff member is required to be the Activity Leader for this activity.

Qualifications

No qualifications are needed for this activity.

Supervision Ratios

When children¹³ are present:

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

Activity Restrictions

Due to fire restrictions in place at CYC Waihola:

- Activity sign-off is required for this activity every use of the camp-fire
- Part of the activity sign off must be completed by the on-call staff member
 - the on-call staff member must check the forecast weather conditions, current fire danger and validity of fire permit before signing off on the lighting of the camp-fire.
- Supervising adult must sign off the rest of the Activity Sign-off before lighting the fire

13 Refer to [Appendix 1.1 Glossary of Terms](#)



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Activity Sign-off

As part of completing the log-book of use for this activity the Activity Sign-off Sheet must be completed every time this activity runs before lighting the fire.

Activity Equipment

The Camp Fire activity requires:

- the camp fire to be placed in a suitable position by the on-call staff member
- a full bucket of water ready for burns and fire extinguishing as needed

Ancillary Services

No ancillary services are required for this activity.

Key reasons to postpone activity

This activity should not be run or supervising adults 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
- Wind that is higher than 3 on the Beaufort Scale¹⁴ coming up during the activity

Operating Procedures

6 monthly checks

A paid staff member must inspect the activity every six months using the [Camp Fire – Risk Analysis](#) as a basis to identify any new significant hazards and review any additional risk management and sign off on the safety of the activity

- Records of the 6 monthly checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- Any safety concerns from the 6 monthly check will result in the activity being out of action until the safety concern is remedied.

Day of Activity Check

The following is to be completed before any activity commences by the on-call staff member on day of lighting:

- check fire permits must be checked for validity and that any restrictions imposed on the permit have been met.
- on-call staff member must text the Waiholo Fire Brigade (Brent Goodsir on 027 435 9100) to notify that fire is to be lit

Prior to Activity Leader lighting fire (but after 2pm if fire is to be lit in the evening):

- Signed Consent must be gained to light from the on-call staff member
- Activity Sign-off Sheet must be completed before fire is lit. This sign-off will include:
 - CYC Staff Member sign-off
 - Wind and Weather Assessment
 - Assessment of any new risks

With each camp-fire:

The Activity Leader must:

- Gain consent to light from on-call staff member
- Give basic instructions for use which will include:
 - Only the CYC camp fire frame is to be used for building camp fires.
 - Participants may gather suitable wood for fire but the supervising adults will placing it on the camp fire frame.
 - Explain that participants are not allowed to add wood to fire
 - Explain that camp fire frame safety rails will be too hot to touch whilst fire is going.

¹⁴ Refer to [Appendix 1.2 Beaufort Scale](#)

Only the Activity Leader is allowed to light the fire and not accelerating fuel is to be used to start it.

After use of the camp fire

The Activity Leader must ensure fire is completely extinguished using enough water for the fire to stop smouldering

Emergency and Incident Preparedness

First Aid Kits

When this activity runs on the grassed areas around the Main Lodge, the nearest First Aid kit is located in the Main Lodge Activity Store room / Sick Bay.

When this activity runs near the Homestead, the nearest First Aid Kit is located in the Homestead Storage cupboard.

Refer to [First Aid Kits](#)

General Incident Procedures

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

Burns

All CYC Waihola Paid Staff will be trained in first aid including dealing with burns.

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 supervising adults as a result of fatigue.

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([4.10 Staff Fatigue](#)) 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 ([4.9 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

- [Fire and Emergency New Zealand Act 2017](#)
- [Health and Safety at Work Act \(HSWA\) 2015](#)

Activity Safety Guidelines

- None

Good Practise Guidelines

- [Good Practise Guide for Organised Outdoor Activities](#)



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Standards

- [Safety Audit Standard for Adventure Activities](#)¹⁵

Technical Advisers for this Activity

- *CYC Waihola Operations Manager*
- [Fire and Emergency New Zealand](#)

¹⁵ applied to this SOP as an OutdoorsMark Premium Activity



Camp Fire – Risk Analysis

- The following table represents the hazards and risks associated with this activity as per [6.2 Hazard and Risk Management Processes](#)
- Items highlighted in red indicate significant hazards within this activity**

Risk and Hazard Analysis				Risk Controls	
Hazard	Risk	Potential Risk Rating	Serious risk	Control	Instructions
Environment: Wind spreading fire	Forest / Building Fire	High	✓	Administrative	• Fire will not be lit when wind is either unsuitable or is forecast as such
Environment: Fire Danger too high		High	✓	Administrative	• Fire will not be lit when fire danger is too high • Fire permits must be current and without revocation
Equipment: Fire too large	Burns	Moderate	✓	Administrative	• Supervising adult will ensure camp fire is no larger than frame sides
People: Flammable Clothing		Moderate	✓	Substitute	• Participants will be told to wear close-fitting non-flammable items
Equipment: Flare Ups		Moderate	✓	Eliminate	• No accelerants will be used to either start or maintain the fire
People: Inadequate Supervision		Moderate	✓	Administrative	• Children will be supervised by adults • Clear instructions for use of activity will be given to children
People: Fooling around		Moderate	✓		
People: Impairment of supervising adults	Fatigue	Moderate	✓	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: 19 September 2018



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Camp Fire – Activity Sign-Off

- Always refer to [Camp Fire – SOP](#) for complete instructions in use of this activity

SESSION DETAILS:	
GROUP NAME:	
Activity Leader Name:	
Session Date:	
FIRE LIGHTING CONSENT:	
Fire Permit Number	
Extreme Fire Danger check on http://www.checkitsalright.nz/check-fire-season-status	Pass / Fail
Camp Fire Permit Expiry	
Consent from on-call CYC staff member given	Yes / No
Time Consent Given	
On-call CYC staff member Initials	
BEFORE FIRE IS LIT:	
Supervision ratios met (1 adult to 5 children present)	Yes / No
Adults with current First Aid Certificate on-site are:	
Current weather conditions checked for suitability	Yes / No
Beaufort Scale Conditions are (cannot light over level 3):	
Any additional current risks have been assessed and instructions for minimising noted below	Yes / No
Water available for burns and putting fire out	Yes / No
Introductory Talk given	Yes / No
ACTIVITY TO PROCEED:	Yes / No
SUPERVISING ADULT'S INITIALS:	
AFTER ACTIVITY:	
Fire is completely out	Yes / No
Activity Leader's initials	

PLEASE TURN OVER



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ADDITIONAL RISK MANAGEMENT (additional to Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed

Comments (note any additional instructors, supervisors or assistants present):



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Disc Golf - SOP

Last Review:

This SOP was last reviewed on 19 September 2018.

Activity Summary

The CYC Waihola Disc Golf activity is a simple **low risk activity** that involves participants throwing “frisbees” towards a basket goal.

Location

Upper CYC Waihola camp-site



Requirements for activity

Activity Leader

A supervising adult that has received instructions from the on-call staff member is required to be the Activity Leader for this activity.

Qualifications

No qualifications are needed for this activity.

Supervision Ratios

When children¹⁶ are present:

- the low risk ratio of 1 adult to 10 children applies

This activity sometimes is run in small groups of children (e.g. 3-5 persons per small group). As the participants are within the bounds of the camp-site boundaries and are within sound range of adults at all times the small groups can roam without the need for direct adult supervision in each group.

Activity Restrictions

No activity restrictions exist for this activity

Activity Sign-off

No activity sign off is required for this activity.

Activity Equipment

The Disc Golf activity uses:

- throwable “Frisbee” discs
- 9 semi-permanent baskets

16 Refer to [Appendix 1.1 Glossary of Terms](#)



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Ancillary Services

No ancillary services are required for this activity.

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
- Wind that is higher than 7 on the Beaufort Scale¹⁷ coming up during the activity

Operating Procedures

6 monthly checks

A paid staff member must inspect the activity every six months using the [Disc Golf - SOP](#) as a basis to identify any new significant hazards and review any additional risk management and sign off on the safety of the activity

- Records of the 6 monthly checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- Any safety concerns from the 6 monthly check will result in the activity being out of action until the safety concern is remedied.

With each new group of participants:

Prior to starting the activity:

- The activity leader must ensure that all participants are wearing suitable clothing and footwear. The activity runs throughout the upper camp-site so footwear is required.
- If the activity is running at the same time as other different activities in the flying zones of the disc-golf activity then the Activity leader must ensure that the other Activity Leaders are aware of the disc golf activity running and the warning call for flying discs.
- Prior to starting the Activity Leader must check to ensure conditions are suitable to run the activity. Conditions deemed to be unsuitable will be determined by any of the following:
 - A wind that is higher than 7 on the Beaufort Scale
 - *Heavy precipitation*

Before the departure of participants from the starting point the following safety rules must be given:

- Boundaries of the activity given
- Never throw a disc towards a person that isn't aware of disc's flying. Participant's must call "Disc Flying" before releasing any discs where someone could be hit.
- Be careful of unmarked hazards such as rabbit holes

During the activity:

If small groups are being used to split participants amongst the baskets then the Activity Leader should roam around and check in with each small group to confirm they are on task.

Emergency and Incident Preparedness

First Aid Kits

As a permanently installed activity, the nearest First Aid kit is located in either the CYC Office or Main Lodge Activity Storeroom / Sick bay.

Refer to [First Aid Kits](#)

General Incident Procedures

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

¹⁷ Refer to [Appendix 1.2 Beaufort Scale](#)



Fatigue Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **low risk factor** (low 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 ([4.10 Staff Fatigue](#)) 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** (low 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 ([4.9 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](#)

Standards

- [Safety Audit Standard for Adventure Activities](#)¹⁸

Technical Advisers for this Activity

- CYC Waihola Operations Manager
- CYC Waihola in-house technical experts
 - Chris McLean (Disc Golf aficionado)
 - Regan Roff (Disc Golf aficionado)

18 applied to this SOP as an OutdoorsMark Premium Activity



Disc Golf – Risk Analysis

- The following table represents the hazards and risks associated with this activity as per [6.2 Hazard and Risk Management Processes](#)
- **Items highlighted in red indicate significant hazards within this activity**

Risk and Hazard Analysis				Risk Controls	
	Risk	Potential Risk Rating	Serious risk	Control	Instructions
Equipment: Persons hit by disc	Broken Bones Bruises	Moderate	✓	Administrative	• Participants will call "Disc Flying" if throwing towards other people
Environment: Tripping on uneven ground		Moderate	✓	Administrative	• Participants will be told about unmarked hazards (i.e. rabbit holes)
People: Inadequate Supervision		Low		Administrative	• Children will be supervised by adults • Clear instructions for use of activity will be given to children
People: Fooling around		Low			
People: Impairment of supervising adults	Fatigue	Low		Administrative	• Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Low		Administrative	• Full alcohol / drug prohibition applies to this activity as per policy

Risk and Hazard Analysis Last Updated: 19 September 2018



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Geocaching / GPS Based Games - SOP

Last Review:

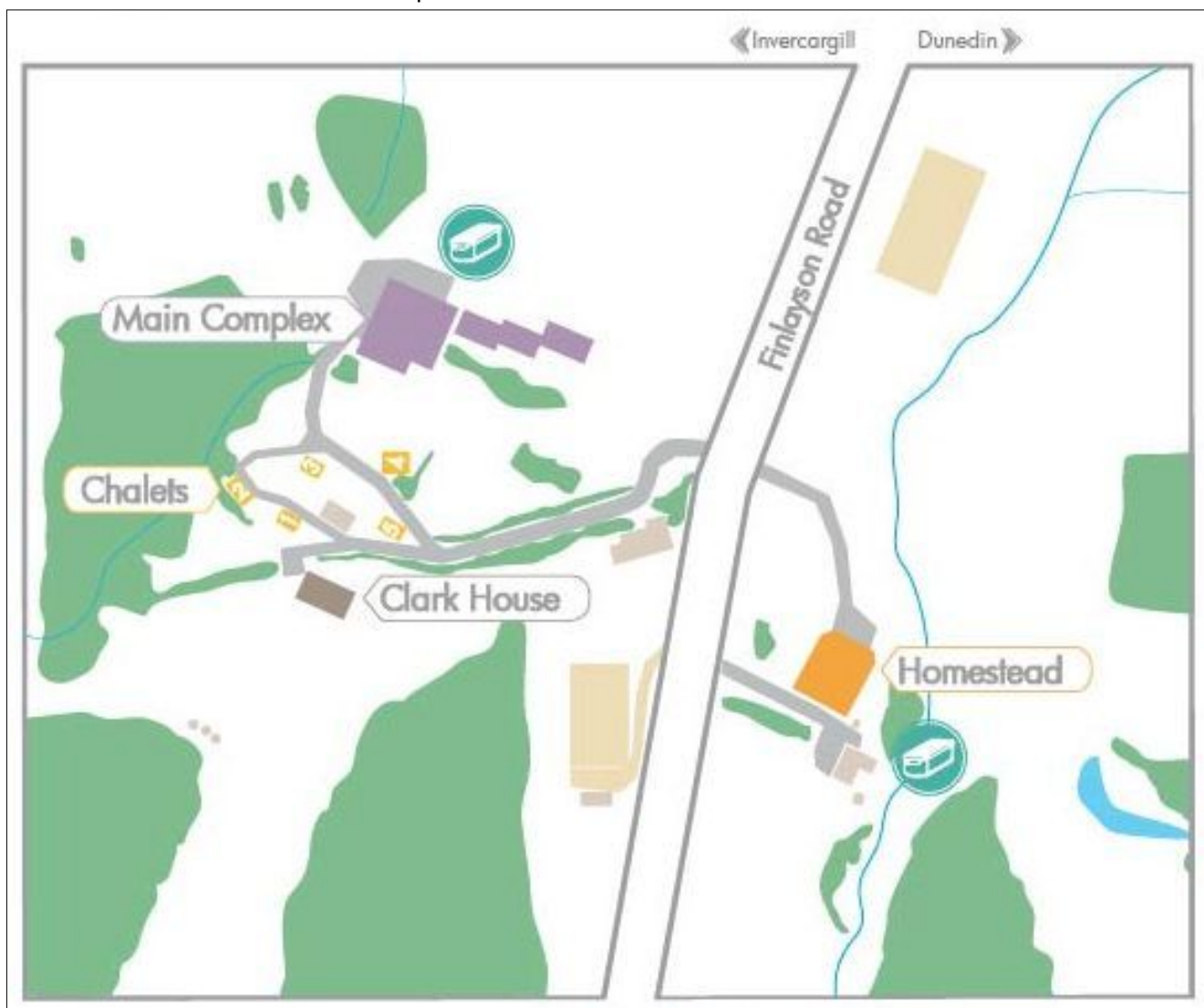
This SOP was last reviewed on 19 September 2018.

Activity Summary

Geocaching / GPS Games activity is a simple **low risk activity** that involves participants using GPS receivers to find "treasure" or perform other tasks.

Location

Various locations around the camp-site



Requirements for activity

Activity Leader

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

Qualifications

No qualifications are needed for this activity.



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Supervision Ratios

When children¹⁹ are present:

- the low risk ratio of 1 adult to 10 children applies
- the ratio of children to adults within small groups must be greater than 1 adult to 2 children for child protection

This activity sometimes is run in small groups of children (e.g. 3-5 persons per small group). As the participants are within the bounds of the camp-site boundaries and are within sound range of adults at all times the small groups can roam without the need for direct adult supervision in each group.

Activity Restrictions

No activity restrictions exist for this activity

Activity Sign-off

No activity sign off is required for this activity.

Activity Equipment

The Geocaching activity uses:

- 10 GPS receivers (1 per small group)
- Geocache containers (40+) hidden around the camp site at various safe waypoints for the participants to find

Ancillary Services

No ancillary services are required for this activity.

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

Annual Review

This activity will be reviewed annually as part of the policy review process.

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

Activity Setup

This activity requires extensive setup prior to use:

- The Activity Leader must have ensured that all Geocache containers are set up in a location where the participants are not put into a unsafe location.
- GPS Receivers must be fully charged with rechargeable batteries and loaded with appropriated GPX file for the area the Geocaching is occurring in.

With Each New Group of Participants:

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader

- Boundaries of the activity given
 - point out that the only point to cross the road is at the bottom of the Main lodge driveway if road crossing is in use
 - point out the camp-site is bounded by barb wire fences the entire way around the site
- Participants need to be aware of their surroundings at all times and try to to be "too dialed into the GPS screen"

¹⁹ Refer [Appendix 1.1 Glossary of Terms](#) for definitions



- Activity will end when the call siren sounds for approx 15 seconds to call everyone back to the starting point.
- Ensure everyone who is going to participate in the activity has:
 - enclosed shoes
 - Suitable warm clothing (including a jacket) in case the weather turns

Activity Leader must run through two demo waypoints for each small group to ensure they know how to use the GPS

If the activity is using both sides of the camp-site and road crossings will occur then Temporary Road Signs must be put into use as per [Temporary Road Traffic Signs - SOP](#)

During the activity:

The Activity Leader should roam around and check in with each small group to confirm they are using the GPS correctly and finding geocaches

After the the activity is finished:

The Activity Leader will sound siren to call everyone back to starting point.

Once everyone has arrived then mark the score sheets and announce the winner.

Emergency and Incident Preparedness

First Aid Kits

As this activity can roam over the whole camp-site with multiple small groups, the nearest First Aid Kits can vary. Activity Leader must be aware of nearest first aid kit locations.

Refer to [First Aid Kits](#)

General Incident Procedures

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

Fatigue Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **low risk factor** (low 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 ([4.10 Staff Fatigue](#)) 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** (low 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 ([4.9 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.



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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](#)

Standards

- [Safety Audit Standard for Adventure Activities](#)²⁰

Technical Advisers for this Activity

- CYC Waihola Operations Manager (Geocaching aficionado)

²⁰ applied to this SOP as an OutdoorsMark Premium Activity



Geocaching / GPS Based Games – Risk Analysis

- The following table represents the hazards and risks associated with this activity as per [6.2 Hazard and Risk Management Processes](#)
- Items highlighted in red indicate significant hazards within this activity**

Risk and Hazard Analysis				Risk Controls	
	Risk	Potential Risk Rating	Serious risk	Control	Instructions
Equipment: Persons hit by disc	Broken Bones Bruises	Moderate	✓	Administrative	• Participants will be warned about being “dialled into the GPS”
Environment: Tripping on uneven ground		Moderate	✓	Minimise	• Participants will be told about unmarked hazards (i.e. rabbit holes)
People: Inadequate Supervision		Low		Minimise	• Children will be supervised by competent Activity Leaders only • Clear instructions for use of activity will be given to children
People: Fooling around		Low			
People: Getting lost	Exposure / Fear	Low		Administrative	• Participants will be told boundaries of the activity
People: Impairment of supervising adults	Fatigue	Low		Administrative	• Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Low		Eliminate	• Full alcohol / drug prohibition applies to this activity as per policy

Risk and Hazard Analysis Last Updated: 19 September 2018



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Horses – SOPs

Horse activities are a **high risk activity** at CYC Waihola. The range of the activities varies greatly from entry level through to advanced horse activities for experienced participants

Therefore horse activity is split into the following SOPs:

- [Horses \(Riding and Trekking\) – SOP](#) which can include: paddock riding, trekking, arena work and using the cross country course
- [Horses \(Entry Level Riding\) – SOP](#) which is for participants that are “having a go” at riding (as opposed to learning to ride) in a controlled arena

Overlapping Responsibilities within Horse Activities

CYC Waihola does not own many of the horses that are grazed on it's camp-site and utilised within some of it's operations. This means sometimes there are horse activities that do not fall under the responsibility of CYC operations and therefore do not use the above SOPs.

The following list includes all those activities that **do fall** under the above two activity SOPs:

- Ministry Camps involving horses (i.e. Horse Trek, Pony Camp, etc.)
- Accommodation Groups using horses as an activity (i.e. school camps, etc.)
- Waihola Riding Club
- Other events that involve horses that are organised by CYC Waihola

The following list of activities **do not fall** under CYC Waihola operations however overlapping responsibility of PCBU²¹ applies:

- Local Youth Group's using horses as part of their organised activities on-site²² unless the activity is being run by CYC Waihola for the youth group.
- Owners of the horses (and anyone that has been invited to come along) going on rides to and from the CYC Waihola camp-site.

Where horse activities do not fall under CYC Waihola operations, CYC Waihola's responsibilities still include:

- Provision of a safe facility addressing all building and site hazards as required
- Giving guidance relating to the groups planned schedule whilst on-site where provided
- Passing on information such as forest closures, pest control operations, etc
 - This can be via phone-call, txt message or viber message.
- Reporting all safety concerns to the external group that relate to the group's own responsibilities

The external persons (ie. horse owners, youth group, etc.) responsibilities include:

- Signing a group hire agreement form where exclusive use of any of the facilities is required
 - Where regular use is expected then a signed agreement form per season (i.e. from October through to April) is sufficient rather than every time.
- Assessing all risk and hazards relating to their own activities and schedule
- Ensuring the safety of those within their group
- Communicating to the CYC Waihola on-call staff member when they are planning to be on-site
 - This can be via phone-call, txt message or viber message.
 - Where regular use is expected then this can be agreed ahead of time (e.g. every Thursday from 3pm - 5pm)
- Providing their own first aid equipment
- Reporting all safety concerns to CYC Waihola that relate to CYC Waihola's responsibilities

21 Refer to [3.0 Shared PCBU Responsibility](#)

22 However [CYC Waihola Operations that Share PCBU Responsibility](#) policy still applies here



Horses – Risk Analysis

- The following table represents the hazards and risks associated with this activity as per [6.2 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: Secondary Impact Syndrome	Spinal Injuries Head Injuries Fractures Internal Injuries Bruises	High	✓	Eliminate	• Persons with a recent concussion may not participate in this activity
Equipment: Fall from a horse		High	✓	PPE	• Anyone riding must wear a correctly fitted riding helmet.
				Administrative	• Participants must hear horse safety talk and agree to adhere to content.
				Administrative	• Leaders will instruct participants in correct position for balance.
Environment: Collision with a vehicle		High	✓	Administrative	• Participants will be given clear instructions about road rules
Equipment: Horse Spooked / Misbehaving		High	✓	Isolate	• Activity will not run if winds speed is too high or forecast as such
				Eliminate	• Misbehaving horses that cannot be calmed down will be removed from the activity
People: Experience not matched to horse		High	✓	Substitute	• Activity Leader must ensure those participants with little prior experience be matched with appropriate horses.
Equipment: Horse Tack failure		Moderate	✓	Administrative	• Leaders will check horse tack before mounting. • Regular equipment checks performed
People: Inadequate Supervision	Moderate	✓	Administrative	• Children will be supervised by competent Activity Leaders only • Clear instructions for use of activity will be given to children	
People: Fooling around	Moderate	✓			
Equipment: Kicked by a horse	Fractures Bruises Internal Injuries	High	✓	Isolate	• New participants stay a horse space away from rear of horse when walking behind them.
				Administrative	• Participants taught how to Handle a horse including: No loud noises, avoid sudden or jerky movements, correct catching, leading & tying up.
				Substitute	• Don't tie horses in gate ways and don't have loose horses in the same area as tied ones.
Equipment: Crushed by horse	High	✓	Administrative	• Competent person selected by instructor to manage gateways.	
			Substitute	• Participants not to walk between tied horse and rail.	
People: Allergic Reactions	Anaphylactic shock	High	✓	Administrative	• Participants with known medical issues will be discussed with all leaders before departure
Environment: Extreme Fire Danger	Forest Fire	Moderate	✓	Isolate	• Access to forest areas will not be permitted during periods of very high or extreme fire danger
Environment: Hot weather	Dehydration	Moderate	✓	Administrative	• Participants will be encouraged to drink water regularly

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People: Getting Lost	Exposure Fear Hyperthermia Hypothermia	Moderate	✓	Administrative	<ul style="list-style-type: none"> Activity Leader will ensure participants have appropriate clothing for the weather forecasted. On non standard routes: <ul style="list-style-type: none"> Activity Leader must know routes planned route will be notified to CYC Office PLB and communication devices will be carried
People: Impairment of activity leaders	Fatigue	High	✓	Administrative	<ul style="list-style-type: none"> Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Moderate	✓	Administrative	<ul style="list-style-type: none"> Full alcohol / drug prohibition applies to this activity as per policy
<i>Risk and Hazard Analysis Last Updated: 20 October 2017</i>					



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Horses – 6 monthly Check

Check Date:	
Staff Member:	

Report Reviews

Near Miss / Accident reports reviewed:	Yes / No
Logbook safety comments reviewed:	Yes / No

Tack Checks

Saddle Integrity:	Pass / Fail
Bridles Integrity:	Pass / Fail

Safety Equipment Checks

First Aid Kit Present:	Yes / No
Riding Helmets Integrity Check:	Yes / No
Horse Trekking Logbook Present:	Yes / No
Horses Riding Logbook Present:	Yes / No
Entry Level Riding Logbook Present:	Yes / No
# of sessions since last 6 month check:	

Activity Area Checks

Arena Checks:	Pass / Fail
---------------	-------------

Sign-off

Horses 6 monthly check:	PASS / FAIL
Staff Member Signature:	

Notes

Notes relating to this check: (include any reviews needed)	
---	--



Horses (Riding and Trekking) – SOP

Last Review:

This SOP was last reviewed on 19 September 2018.

Activity Summary

The CYC Waihola Horses (Riding and Trekking) activity is a **high risk activity** that involves participants that involves participants working with and riding horses.

Location

Various on-site locations depending on activity – these include riding locations around the CYC Waihola camp-site as indicated on the map below:

Horse Arenas

- This is a permanently installed structure encompassing the 3 horse areas with a top and middle wooden rails running the perimeter of the 3 arenas.

Homestead Horse Arena Paddocks

- These are cattle fence enclosed paddocks used as temporary arena's for riding lessons.

Cross Country Course

- This course is located to the east of the camp-site boundary and is used for riding lessons for advanced groups of participants only. For the purposes of this SOP it is considered to be on-site.



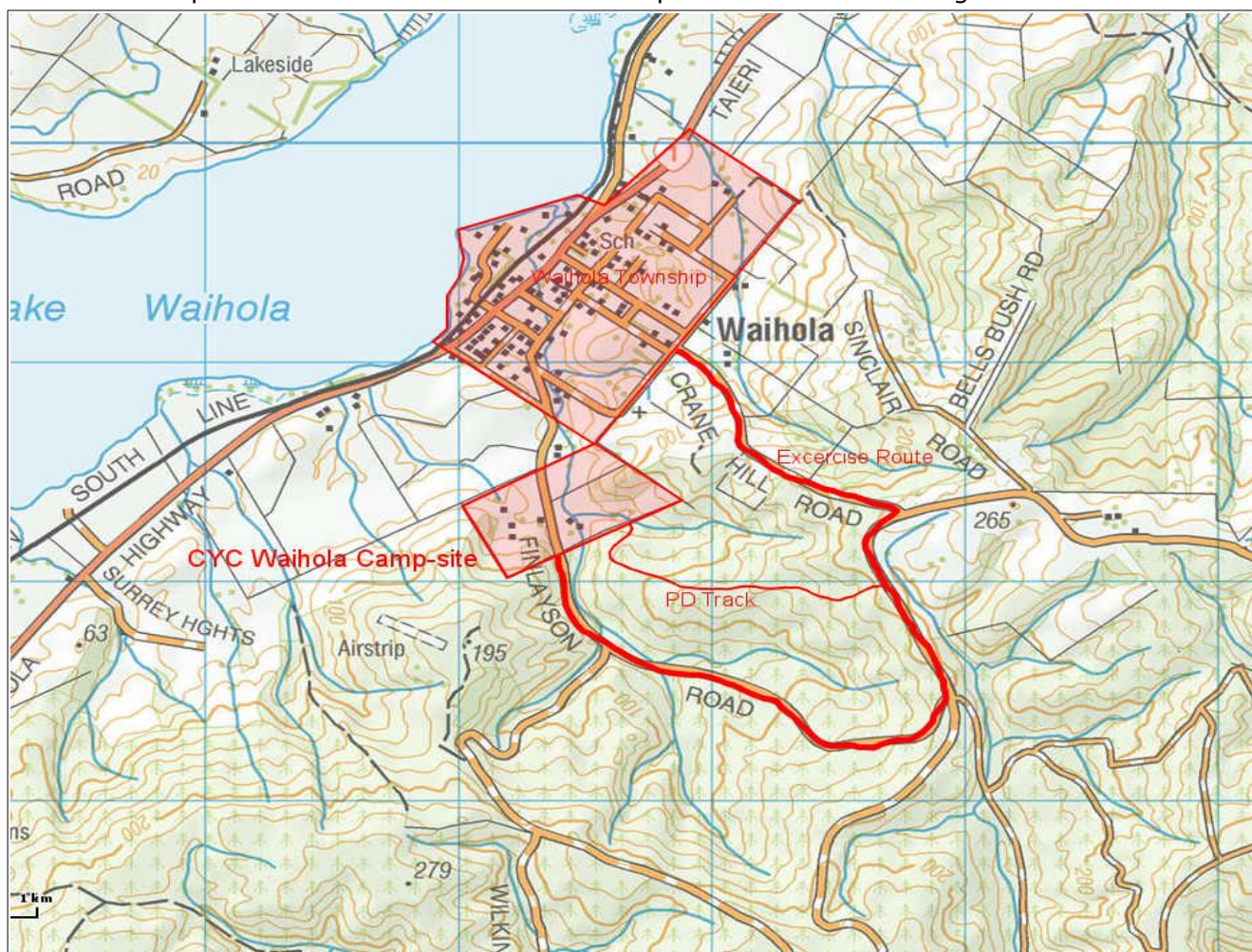
Various off-site locations depending on activity – these include riding locations around the Waihola district as indicated on the map below:

Established Trekking routes

- Established Trekking routes as shown on topographic location map
- Streets and roads within the CYC Waihola township boundaries

Non Established Trekking routes

- If trekking routes are not shown marked on the location maps then detailed route maps must be provided to the CYC Office before departure for use in emergencies.



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
- The activity leader must have at least a current *CYC Waihola Horse Supervisor* qualification²³.

Qualifications

All activity leaders must have at least the following qualification:

- *CYC Waihola Horse Supervisor*

Supervision Ratios

Supervision on trekking trips and exercise routes is as follows:

- 1 trained person to 5 untrained participants to 6 horses is required on this activity.

²³ A person with a current *CYC Waihola Horse Assistant* qualification can take on the role of Activity Leader if they are under the direct supervision of a person with at least a current *CYC Waihola Horse Supervisor* qualification.

- The 6th horse is for use by the trained person.
- At least one person with a current First Aid Certificate is required on all external rides

Supervision within established horse riding areas is as follows:

- Within these contained areas the supervision ratio of 1 trained person to 10 untrained participants to 10 horses for all ability levels except the absolute beginners group.

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 Syndrome²⁴.

Horse riding activities are not permitted on any mown grass areas (such as the assault course and soccer fields) due to hoof depressions causing turf damage and tripping hazards for sports activities.

Activity Sign-off

Activity Sign-off for established Horse Trekking Routes

- As part of completing the daily log-book for this activity the [Horses \(Established Horse Areas & Routes\) – Activity Sign-Off](#) must be completed every time this activity runs.

Activity Sign off for groups leaving Established Trekking Routes

- Any Horse Trekking activity leaving the established trekking routes **must be signed off prior to departure** using the [Horses \(Trekking\) – Pre-Activity Sign-Off](#) - this includes some trip planning that must be submitted to the CYC office.

- Each day of the trek must have a [Horses \(Trekking\) – Daily Activity Log](#) completed.

Activity Equipment

Horse Tack Shed

The horse tack shed is purpose built for the storage of Horse tack gear and all equipment relating to the Horse activities.²⁵

The horse tack shed is to be unlocked during the period of the activities operation.

The horse tack shed will be used to store:

- a storage cupboard containing:
 - Activity Logbook containing:
 - these current instructions
 - the current Activity RAMS
 - a daily Activity Sign-off Sheet
 - a large first aid kit
 - pens and pencils for recording in logbook
- tack gear for all the horses needed
- enough suitable riding helmets for all those actively riding the horses in use.

Additional Equipment

The following additional equipment is to be used when leaving CYC property:

- Small First Aid Kit (located in the storage cupboard in the Horse Tack Shed)
- Twine and pocket knife (located in the storage cupboard in the Horse Tack Shed)
- Cellphone or other emergency communication device

The following equipment is to be used when **when leaving established Horse Riding Areas and/or Exercise routes**.

- Personal locator beacon OR other emergency communication device
- Small First Aid Kit (located in the storage cupboard in the Horse Tack Shed)
- Twine and pocket knife (located in the storage cupboard in the Horse Tack Shed)
- Cellphone

24 Refer to [Appendix 1.1 Glossary of Terms](#)

25 The tack shed may sometimes be used for other equipment storage as needed by other CYC Waihola operations.



Ancillary Services

Groups doing trekking off-site and on non-established Horse riding areas may utilise transport for participants to and from the start/end points of day treks:

- 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
 - Adverse weather will be determined by participants not having suitable wet weather gear to safely be involved in the activity.
- Wind that is higher than 6 on the Beaufort Scale²⁶
- Horses becoming spooked beyond immediate control

Operating Procedures

Bi Yearly Audit and Review

As an OutdoorsMark Premium activity this activity is to be reviewed by an external auditing body every 2 years under the requirements of the [Safety Audit Standard for Adventure Activities](#)

6 monthly check

A staff member that holds a *CYC Waihola Horse Riding Instructor* certificate must inspect the activity every six months using [Horses – 6 monthly Check](#) to sign off on the safety of the activity

- Records of the 6 monthly checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- Any safety concerns from the 6 monthly check will result in the activity being out of action until the safety concern is remedied.

Trekking - Prior to the Day Activity

The following procedures must occur prior to the day of the trek when a horse trek is planning to leave established Horse Riding Areas and/or Exercise routes:

- The Activity Leader (preferably the camp director) must complete the [Horses \(Trekking\) – 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 rides
 - any forestry permits required (required least 6 weeks in advance of the ride)
 - The Activity Leader must have written permission²⁷ for access to any private land.
 - The Activity Leader must have visited rides prior to camp starting and noted any additional significant hazards and how the risk will be managed.

Day of Use 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. Conditions deemed to be unsuitable will be determined by any of the following:
 - Wind that is higher than 6 on the Beaufort Scale
 - 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

²⁶ Refer [Appendix 1.2 Beaufort Scale](#) for definitions

²⁷ Email correspondence or text message is sufficient

- 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 ride.
- The Activity Leader needs to have verified experience of participants and match them with appropriate horses.
 - it is important that those participants with little prior experience be matched with appropriate horses.

If the activity is in established areas or routes then the following must be completed before any activity commences:

- complete the [Horses \(Established Horse Areas & Routes\) – Activity Sign-Off](#) which is located in the Horses logbook.
- Assessment of any new risks

If the activity is a horse trek that plans to leave established Horse Riding Areas and/or routes then the following must be completed before any activity commences:

- complete the [Horses \(Riding and Trekking\) – SOP](#) before leaving the camp-site
- Ensure that an emergency communication devices is available

Activity Set up

Before participants arrival and if required then the Temporary Traffic signs are to be folded down (refer to [Temporary Road Traffic Signs - SOP](#) for further instructions)

With Each Group of Participants:

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 and the Activity Leader must assume any participants that they have not gained knowledge of have no prior experience with horses until they have demonstrated otherwise.

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader even if they have prior experience. 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 horses.
- An overview of the day's activities
- Any hazards that exist for the day's activities and instructions for managing them safely.

Prior to any **new participants** having contact with a horse, the Activity Leader must give the Horse Safety Talk.

The horse safety talk will explain the hazards involved in working with horses and how the risks will be managed including.

- That everyone riding a horse at any time must wear a correctly fitted riding helmet
- How to approach a horse correctly
- Catching, leading and turning out horses
- Tying up a horse correctly
- Correct grooming and tacking up procedures
- Basic horse riding aids (Steering and balance)
- Appropriate footwear and clothing
- Road crossing procedures
- Road riding procedures
- Correct gate opening / shutting

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



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Participants will be able to then retrieve and tack their horses under the guidance of a trained person. Once all participants have tacked their horse the trained staff will check the correct fit of the gear to the horse.

After the activity is finished:

Participants are to help un-tack the horses and then brush them down.

If the horses are to be hosed down (if necessary) then this must be done under the supervision of a trained person.

Participants are to help return the horses to their paddocks (following correct turn out procedures) only when given express permission from the Activity Leader to do so.

If the activity has involved riding within on CYC Waihola driveways, the Waihola township or footpath than runs from Waihola to the CYC Waihola camp then any horse poo must be removed from these areas.

All equipment taken from the Horse Tack shed is to be returned to it

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

Horse Tack shed is to be locked

Emergency and Incident Preparedness

Horse Related Incidents

Incidents²⁸ that involve horses have special incident forms that must be completed:

Minor incidents are falls and incidents not resulting in anything more than a minimal injury. Any fall or other incident that was a cause for concern or could have been "more serious if not for the grace of God" should have a full Horse Incident Reporting Form completed.

- Minor Form - <https://documents.cycwaihola.org.nz/xkcd/minor-horse-incident-form/>
- Full reporting form - <https://documents.cycwaihola.org.nz/xkcd/horse-incident-form/>

First Aid Kits

The Horse Tack shed must contain a First Aid Kit at all times. Additionally there will be stored a small takeaway first aid kit for use on treks and off-site rides.

All off-site rides must have a first aid kit taken on the ride.

Refer to [First Aid Kits](#)

General Incident Procedures

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

Falls from a Horse

If participant falls from a horse and does not get up themselves and/or has a suspected injury. The participants condition must be assessed by someone with a first aid certificate or an ambulance must be called to assess injured participant.

Concussion

If participant has a suspected concussion then they must be seen by a doctor as soon as possible.

Spinal Injury

All CYC Waihola Horse Instructors & Supervisors will be trained using a scenario where a participant falls from a horse and has suspected spinal injury.

28 Refer to [Step by Step Management of Incidents](#)



Stopping an off-site horse activity (i.e. trek / exercise activity)

If there is a need to stop an off-site horse activity then the following will take place:

- Safety of participants, spectators and staff is to take priority over the horses at all times
- If possible all riders are to dismount horses and tie them up in a safe location before moving to a safe waiting location as indicated by the Activity Leader for further instructions
- If the safety issue that is preventing the continuation of the activity cannot be remedied, then the Activity Leader is to make contact with the Operations Manager if possible to arrange transport of the participants if required / horse arrangements if required / etc.
 - If leading the horses by foot and walking back to camp safely is possible then this is to be done
 - If leading the horses by foot and walking back to camp safely is not possible then participants will be picked up and horses floated from location.

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 ([4.10 Staff Fatigue](#)) 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 ([4.9 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

- [The Animal Welfare Act \(1999\)](#)
- [Health and Safety at Work Act \(HSWA\) 2015](#)

Activity Safety Guidelines

- None

Good Practise Guidelines

- [Good Practise Guide for Organised Outdoor Activities](#)

Standards

- [Safety Audit Standard for Adventure Activities](#)²⁹

Technical Advisers for this Activity

- Brenda Duthie (Waihola Riding Club instructor)
- Joanne Bullin (Waihola Riding Club instructor)
- Alf Bradfield (experienced Horse handler)

²⁹ applied to this SOP as an OutdoorsMark Premium Activity



Horses (Established Horse Areas & Routes) – Activity Sign-Off

- Always refer to [Horses \(Riding and Trekking\) – SOP](#) for complete instructions in use of this activity

SESSION DETAILS:	
GROUP NAME:	
Activity Leader Name:	
Session Date and Time:	
PRIOR TO ACTIVITY COMMENCING:	
Activity Leader at least a current CYC Waiholā Horse Supervisor qualification	Yes / No
Supervision ratios met: 1 trained person to 10 untrained participants for all ability levels except absolute beginner	Yes / No
Write down adults with current First Aid Certificate at activity:	
Current weather conditions checked	Yes / No
Any additional current risks have been assessed and instructions for minimising noted below	Yes / No
If on established exercise route – has communication device been packed	Yes / N/A
ACTIVITY TO PROCEED:	Yes / No
ACTIVITY LEADER INITIALS:	
AFTER ACTIVITY:	
All gear locked away	Yes / No
Number of Horse Incidents during activity:	Minor: Full:
Horses shut away in correct paddocks and gate correctly secured	Yes / No
Participant numbers	
Activity Leader initials	

ADDITIONAL RISK MANAGEMENT (additional to Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed



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Horses (Trekking) – Pre-Activity Sign-Off

- Always refer to [Horses \(Riding and Trekking\) – SOP](#) for complete instructions in use of this activity
- This log is to be completed once prior to departure on any horse trekking trip or camp that has trekking routes outside of the established routes

BEFORE DAY OF DEPARTURE:	
Date of pre-activity sign-off:	
Camp/Trip Director's Name:	
Camp/Trip Dates:	
INITIAL PLANNING (preferably completed within 6 weeks of camp):	
Draft intentions maps for the trekking routes along with any contingencies plans have been submitted to CYC Office to look over	Yes / No
All access permits gained and private land permission granted	Yes / No / Not applicable
Visit of the riding route has occurred within 6 weeks of the camp	Yes / No / Not applicable
Satellite Communicator activated and set-up:	Yes / No
ON DAY OF DEPARTURE FROM CYC WAIHOLA ON TREKKING TRIP (OR first day of Horse Trek Camp)	
Long ranch weather forecast assessed for planning purposes	Pass / Fail
Medical details of each participant (including leaders) checked for planning purposes and leaders notified if necessary	Yes / No
Adults with current First Aid training attending camp/trip are (with qualification listed beside):	
First Aid Kit collected	Yes / No
PLB and Satellite Communicator collected	Yes / Not applicable
Leaders who understands use of PLB and Satellite Communicator are:	
Name of nominated contact person for Satellite Communicator messages is:	
Intentions plan finalised and includes: <ul style="list-style-type: none"> • Finalised maps of intended routes and contingencies • List of any medical conditions (including leaders) 	Yes / No
Final intentions plan lodged with CYC office	
Any known risks for this trip have been assessed and instructions for minimising noted below.	Yes / No
General safety briefing given to all participants (including leaders) covering horse safety, important safety rules and daily risk management instructions	Yes / No
TREKKING ACTIVITIES TO PROCEED:	Yes / No
CAMP DIRECTOR'S INITIALS:	

PLEASE TURN OVER FOR PRE-PLANNING RISK MANAGEMENT TABLE



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ADDITIONAL PRE-PLANNING RISK MANAGEMENT (additional to Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed

PLEASE TURN OVER FOR INTENTIONS MAPS



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Intentions Map

If the intended route is not able to be drawn on this map then visit - http://wams.org.nz/wams_desktop/index.aspx to create a new one with the area to be trekked on



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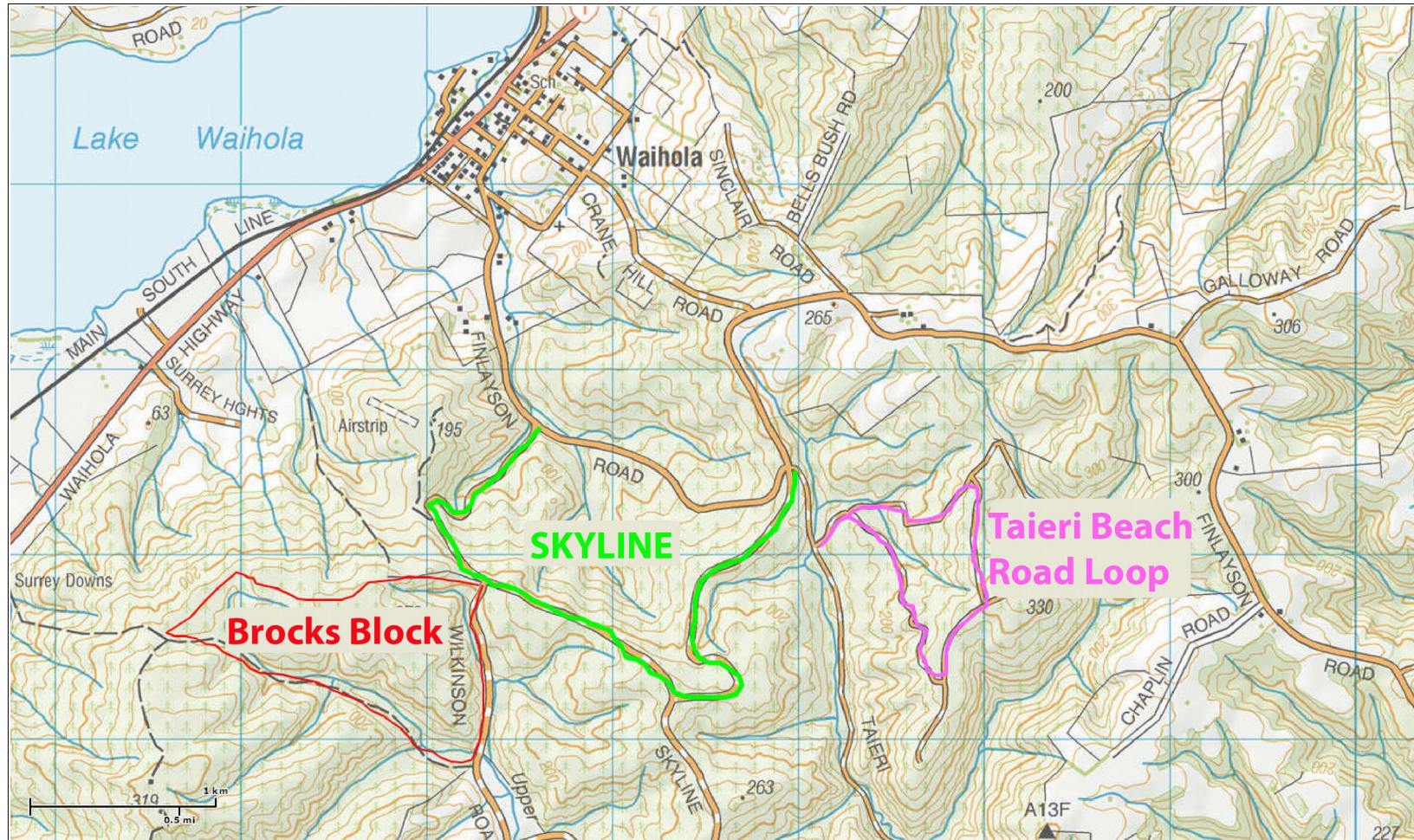
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Regular Trekking Routes

These regular trekking routes still require [Horses \(Trekking\) – Daily Activity Log](#) to be completed before use and permissible access to that area and the intended route is required and must be recorded on the Intentions Map.

- All the routes shown below require access permits from either [Wenita Forestry Limited](#) or [Calder Stewart Forestry](#).
- Use of Skyline road requires additional permission from [Forestry Roding Services](#).



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Horses (Trekking) – Daily Activity Log

- Always refer to [Horses \(Riding and Trekking\) – SOP](#) for complete instructions in use of this activity
- This daily activity log is to be completed every day on a horse trek prior to departure from any overnight location (including the first day of camp)

BEFORE DEPARTURE FROM CURRENT LOCATION	
Current Location:	
Current Date:	
Current Time:	
Supervision ratios of 1 trained person to 5 untrained participants meet	Yes / No
Current weather conditions are:	The forecast weather is:
Days intentions confirmed: • given to nominated contact person (either in person OR by phone OR by confirmed text message OR by satellite communicator message)	Yes / No
Medical details checked and copy taken if needed	Yes / No
Any Current risks have been assessed and instructions for minimising noted below	Yes / No
First Aid Kit packed for the trip	Yes / No
Communications devices packed for the trip	Yes / No
PLB / Satellite Communicator packed for the trip	Yes / Not applicable
Food and water packed for the trip	Yes / No
Sunscreen provided prior to leaving and packed for the trip	
Check in with all participants for confidence / "happiness" check	Yes / No
Daily briefing given to all participants (including leaders) covering important safety rules, additional daily risk management instructions and planned intentions	Yes / No
Final Gear Check	Yes / No
Rider numbers (including leaders):	
CAMP DIRECTOR'S INITIALS:	
AFTER ACTIVITY	
First Aid / Communications devices / Sunscreen returned to camp	Yes / No
Rider numbers (including leaders):	
Camp/Trip Director's Initials:	

PLEASE TURN OVER FOR ADDITIONAL RISK MANAGEMENT TABLE



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ADDITIONAL RISK MANAGEMENT (additional to Risk Analyses Table and pre-planning Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed



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Horses (Entry Level Riding) – SOP

Last Review:

This SOP was last reviewed on 19 September 2018.

Activity Summary

The CYC Waihola Horses (Entry Level Riding) activity is a **medium risk activity** that involves participants being lead around an arena on a horse by an adult under the supervision of an Activity Leader.

Activity Scope

This specific SOP is instructions for the Entry Level Riding activity of the CYC Horse operation.

This activity is most likely to run within the following situations:

- Junior Level Ministry Camps
- Family Camp
- Group Bookings such as schools
- Family Open Days

Refer to [Horses \(Riding and Trekking\) – SOP](#) for information relating to all other use of the horses

Location

The entry level riding activity uses the established Horse arenas unless only one horse is in use in which case a suitable flat paddocks can be used (e.g. paddock next to Homestead)



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



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- The activity leader must have at least a current *CYC Waihola Horse Supervisor* qualification³⁰.

Qualifications

All activity leaders must have at least the following qualification:

- *CYC Waihola Horse Supervisor*

Supervision Ratios

When children³¹ are present:

- the special risk ratio of 1 trained person to 6 children to 2 horses applies
- there is a two adult minimum (this minimum includes the Activity Leader)

When children are not present:

- the special risk ratio of 1 trained person (includes Activity Leader) to 5 adults to 5 horses applies

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 Syndrome³².

Horse riding activities are not permitted on any mown grass areas (such as the assault course and soccer fields) due to hoof depressions causing turf damage and tripping hazards for sports activities.

Activity Sign-off

As part of completing the log-book of use for this activity the Activity Sign-off Sheet must be completed every time this activity runs.

Activity Equipment

Horse Tack Shed

The horse tack shed is purpose built for the storage of Horse tack gear and all equipment relating to the Horse activities.³³

The horse tack shed is to be unlocked during the period of the activities operation.

The horse tack shed will be used to store:

- a storage cupboard containing:
 - Activity Logbook containing:
 - these current instructions
 - the current Activity RAMS
 - a daily Activity Sign-off Sheet
 - a large first aid kit
 - *pens and pencils for recording in logbook*
- tack gear for all the horses needed
- enough suitable riding helmets for all those actively riding the horses in use.

Ancillary Services

No ancillary services are required for this activity.

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

30 A person with a current *CYC Waihola Horse Assistant* qualification can take on the role of Activity Leader if they are under the direct supervision of a person with at least a current *CYC Waihola Horse Supervisor* qualification.

31 Refer to [Appendix 1.1 Glossary of Terms](#)

32 Refer to [Appendix 1.1 Glossary of Terms](#)

33 The tack shed may sometimes be used for other equipment storage as needed by other CYC Waihola operations.



- Unsuitable weather either predicted by the current weather forecast or changing during the activity
 - Adverse weather will be determined by participants not having suitable wet weather gear to safely be involved in the activity.
- Wind that is higher than 6 on the Beaufort Scale³⁴
- Horses becoming spooked beyond immediate control

Operating Procedures

These Standard Operating Procedures extend the [Horses \(Riding and Trekking\) – SOP](#) therefore the following requirements from those SOPs also apply here:

- [Bi Yearly Audit and Review](#)
- [6 monthly check](#)

Day of Use 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. Conditions deemed to be unsuitable will be determined by any of the following:
 - Wind that is higher than 6 on the Beaufort Scale
 - Heavy precipitation if **all participants** do not have suitable wet weather gear/warm clothing
- The Activity Leader needs to have verified that beginner horses are in use as the nature of this activity would mean participants experience needs to be assumed as none.
- complete the [Horses \(Entry Level Riding\) – Activity Sign-Off](#) sheet

Activity Set up

Only trained staff will be permitted to collect the horses from their appropriate paddocks and tie them up in the arena ready for the participants to arrive.

With Each Group of Participants:

The Activity Leader must assume any participants that they have not gained knowledge of have no prior experience with horses until they have demonstrated otherwise.

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader even if they have prior experience. 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 horses.
- An overview of the day's activities
- Any hazards that exist for the day's activities and instructions for managing them safely.

Prior to any **new participants** having contact with a horse, the Activity Leader must give the Horse Safety Talk.

The horse safety talk will explain the hazards involved in working with horses and how the risks will be managed including.

- That everyone riding a horse at any time must wear a correctly fitted riding helmet
- How to approach a horse correctly
- Correct grooming and tacking up procedures
- Appropriate footwear and clothing

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

Once these instructions are given the Activity Leader can split the participants up to tack assigned horses under the guidance of an trained person assigned to them by the Activity Leader.

³⁴ Refer [Appendix 1.2 Beaufort Scale](#) for definitions



Once all participants have tacked their horse the assigned trained staff will check the correct fit of the gear to the horse.

The participants may (one person per horse) mount their horse with the assistance of the assigned staff member. Any extra participants must wait their turn outside the arena wooden fence unless given permission to lead.

The assigned staff member should ensure each participant gets a fair turn on the horse assigned to them.

After the the activity is finished:

Participants are to help un-tack the horses and then brush them down. Participants are not to help return the horses to their own paddocks unless given express permission from the Activity Leader to do so.

All equipment taken from the Horse Tack shed is to be returned to it

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

Horse Tack shed is to be locked

Emergency and Incident Preparedness

Horse Related Incidents

Incidents³⁵ that involve horses have special incident forms that must be completed:

Minor incidents are falls and incidents not resulting in anything more than a minimal injury. Any fall or other incident that was a cause for concern or could have been "more serious if not for the grace of God" should have a full Horse Incident Reporting Form completed.

- Minor Form - <https://documents.cycwaihola.org.nz/xkcd/minor-horse-incident-form/>
- Full reporting form - <https://documents.cycwaihola.org.nz/xkcd/horse-incident-form/>

First Aid Kits

The Horse Tack shed must contain a First Aid Kit at all times.

Refer to [First Aid Kits](#)

General Incident Procedures

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

Falls from a Horse

If participant falls from a horse and does not get up themselves and/or has a suspected injury. The participants condition must be assessed by someone with a first aid certificate or an ambulance must be called to assess injured participant.

Concussion

If participant has a suspected concussion then they must be seen by a doctor as soon as possible.

Spinal Injury

All CYC Waihola Horse Instructors & Supervisors will be trained using a scenario where a participant falls from a horse and has suspected spinal injury.

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.

³⁵ Refer to [Step by Step Management of Incidents](#)



Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([4.10 Staff Fatigue](#)) 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 ([4.9 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

- [The Animal Welfare Act \(1999\)](#)
- [Health and Safety at Work Act \(HSWA\) 2015](#)

Activity Safety Guidelines

- None

Good Practise Guidelines

- [Good Practise Guide for Organised Outdoor Activities](#)

Standards

- [Safety Audit Standard for Adventure Activities](#)³⁶

Technical Advisers for this Activity

- Brenda Duthie (Waihola Riding Club instructor)
- Joanne Bullin (Waihola Riding Club instructor)
- Alf Bradfield (experienced Horse handler)

36 applied to this SOP as an OutdoorsMark Premium Activity



Horses (Entry Level Riding) – Activity Sign-Off

- Always refer to [Horses \(Entry Level Riding\) – SOP](#) for complete instructions in use of this activity

SESSION DETAILS:	
GROUP NAME:	
Activity Leader Name:	
Session Date and Time:	
PRIOR TO ACTIVITY COMMENCING:	
Activity Leader at least a current CYC Waihola Horse Supervisor qualification	Yes / No
Supervision ratios met: 1 trained person to 2 horses used by participants OR 1 trained person to 5 untrained adults to 5 horses	Circle One only: Yes / No Yes / No
Adults with current First Aid Certificate at activity are:	
Current weather conditions checked	
Any additional current risks have been assessed and instructions for minimising noted below	
ACTIVITY TO PROCEED:	Yes / No
ACTIVITY LEADERS INITIALS:	
AFTER ACTIVITY:	
All gear locked away	Yes / No
Horses shut away in correct paddocks and gate correctly secured	Yes / No
Participant numbers	
Activity Leader initials	

ADDITIONAL RISK MANAGEMENT (additional to Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E M	How risk will be managed

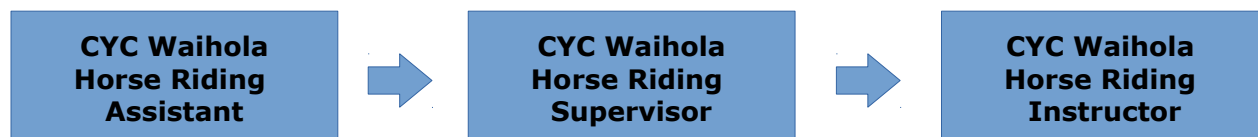


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Horses – Training

Internal Training Pathway



Qualifications

CYC Waihola Horse Riding Assistant Qualification

Online Course Link

Coming soon

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Complete and be current with [Risk Management Training](#)
- 16 years or older

Qualification Content

Understanding of the nature of the activity

- Understand the training pathway for this activity
- Understand the supervision ratios for the activity
- Understanding reasons not to run the activity and what are reasons for stopping the activity
- Overview of horses used at CYC Waihola
 - including temperaments
 - including rider ability matching

Demonstrate

- How to perform a visual check of equipment
- How to set up a session ready for participants
- How to give safety rules for this activity
- How to give instructions for this activity
- The correct way of shutting of gates
- How to identify any concerns with a horse before tacking
- How to tack a horse
- How to help a participant mount a horse
- How to lead a horse around the arena

Record keeping:

- Know when it is required to complete the activity sign off sheets and which ones to use depending on activity.

CYC Waihola Horse Riding Supervisor Qualification

Online Course Link

Coming soon

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Have a Workplace First Aid qualification or higher qualification
- Records of being an active CYC Waihola Horse Riding Assistant for at least 10 sessions



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- Complete and be current with [Risk Management Training](#)
- Complete and be current with [CYC Waihola Horse Riding Assistant Qualification](#)
- 20 years or older

Qualification Content

Revisit

- Revisit all training from previous level

Demonstrate

- a detailed working knowledge of the CYC Horses
- procedures for treating a fall from a horse resulting in suspected spinal or head injury

Record Keeping

- Know accident & near miss reporting procedures

CYC Waihola Horse Riding Instructor Qualification

Online Course Link

Coming soon

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Have a Workplace First Aid qualification or higher qualification
- Records of being an active CYC Waihola Horse Riding Assistant for at least 10 sessions
- Complete and be current with [Risk Management Training](#)
- Complete and be current with [CYC Waihola Horse Riding Supervisor Qualification](#)
- 20 years or older

Qualification Content

Revisit

- Revisit all training from previous levels

Assessing

- Know how to assess assistants in this activity
- Know how to assess supervisors in this activity

Experience

- Show evidence of having run at least 20 hours of horse activities as an Activity Leader with participants
- Know how to perform the 6 monthly checks on the equipment

Further External Qualification Progression for Staff

Equestrian Sports NZ has several suitable courses for qualification progression:

- Introductory Equine Management Course
- Introductory Coaching Course
- Introductory Riding Course

For more information see <http://www.nzequestrian.org.nz/Article.aspx?ID=2871>

Hunting – SOPS

Last Review:

This SOP was last reviewed on 04 October 2018.

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 Morrissions, East Otago
- Tramping Camps – refer to [Tramping – SOPS](#)

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 Syndrome³⁷.

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 Based Camps – 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.

37 Refer to [Appendix 1.1 Glossary of Terms](#)



Enough high visibility vests will be sent to each hunting based camp for use when campers are travelling in wilderness areas.

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

Bi Yearly Audit and Review

As an OutdoorsMark Premium activity this activity is to be reviewed by an external auditing body every 2 years under the requirements of the [Safety Audit Standard for Adventure Activities](#)

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 permission³⁸ 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.
- The Activity Leader must complete the [Hunting Based Camps – Daily Activity Log](#) before leaving the camp-site

Key Hunting Instructions

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

³⁸ Email correspondence or text message is sufficient

- 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
- 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



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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.

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 ([4.10 Staff Fatigue](#)) 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 ([4.9 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](#)

Standards

- [Safety Audit Standard for Adventure Activities](#)³⁹

Technical Advisers for this Activity

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

³⁹ applied to this SOP as an OutdoorsMark Premium Activity



Hunting Based Camps – Risk Analysis

- The following table represents the hazards and risks associated with this activity as per [6.2 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
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: 04 October 2018



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Hunting – Pre-activity Sign-off

- Always refer to [Hunting – SOPS](#) for complete instructions in use of this activity

BEFORE DAY OF DEPARTURE:	
Date of pre-activity sign-off:	
Camp/Trip Director's Name:	
Camp/Trip Dates:	
INITIAL PLANNING (preferably completed within 4 weeks of camp):	
Draft intentions maps for the trekking routes along with any contingencies plans have been submitted to CYC Office to look over	Yes / No
All access permits gained and private land permission granted	Yes / No / Not applicable
Satellite Communicator activated and set-up:	Yes / No
ON DAY OF DEPARTURE FROM CYC WAIHOLA ON HUNTING TRIP (OR first day of Hunting Based Camp)	
Long range weather forecast assessed for planning purposes	Pass / Fail
Medical details of each participant (including leaders) checked for planning purposes and leaders notified if necessary	Yes / No
Adults with current First Aid training attending camp/trip are (with qualification listed beside):	
First Aid Kit collected	Yes / No
PLB and Satellite Communicator collected	Yes / Not applicable
Leaders who understands use of PLB and Satellite Communicator are:	
Name of nominated contact person for Satellite Communicator messages is:	
Intentions plan finalised and includes: <ul style="list-style-type: none"> Finalised maps of intended routes and contingencies List of any medical conditions (including leaders) 	Yes / No
Final intentions plan lodged with CYC office	Yes / No
Any known risks for this trip have been assessed and instructions for minimising noted below.	Yes / No
General safety briefing given to all participants (including leaders) covering firearms safety, important safety rules and daily risk management instructions	Yes / No
HUNTING ACTIVITIES TO PROCEED:	Yes / No
CAMP DIRECTORS INITIALS:	

PLEASE TURN OVER FOR PRE-PLANNING RISK MANAGEMENT TABLE



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ADDITIONAL PRE-PLANNING RISK MANAGEMENT (additional to Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed

PLEASE TURN OVER FOR INTENTIONS MAPS



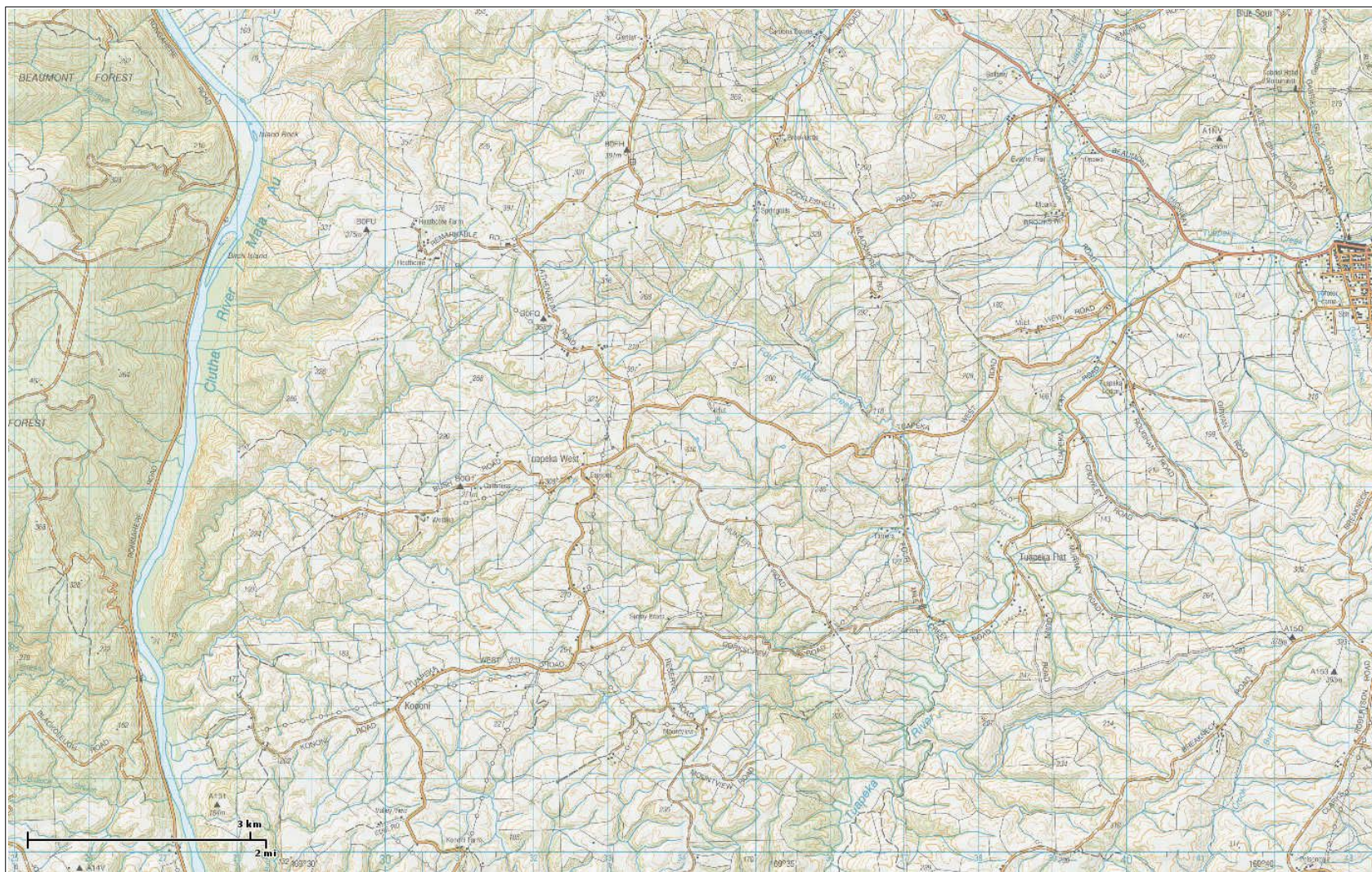
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Intentions Map – Tuapeka West, West Otago

- If the intended route is not able to be drawn on this map then visit - http://wams.org.nz/wams_desktop/index.aspx to create a new one with the area activities are to be run



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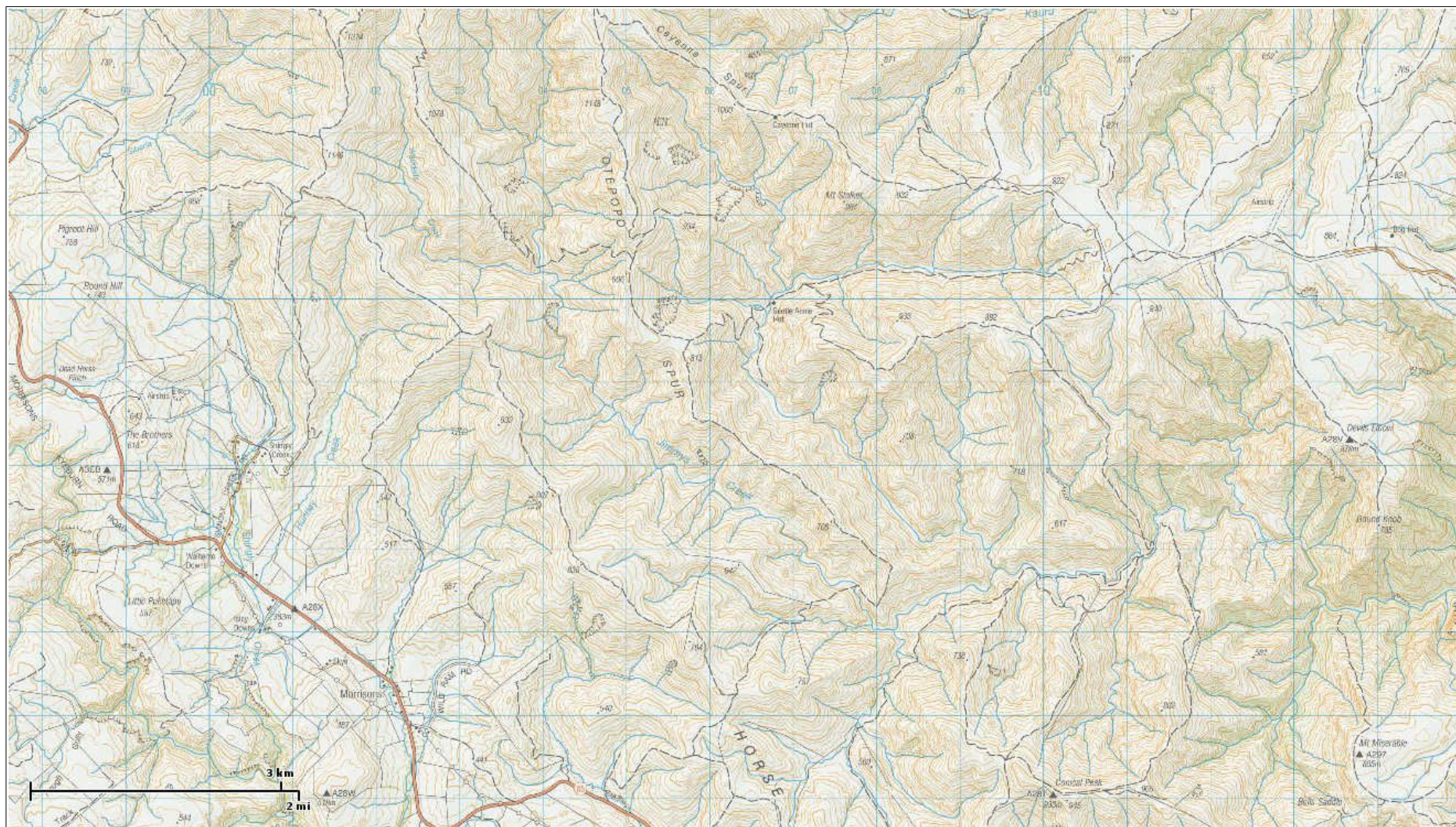
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Intentions Map – “Home Farm”, Morrissions, East Otago

- If the intended route is not able to be drawn on this map then visit - http://wams.org.nz/wams_desktop/index.aspx to create a new one with the area activities are to be run



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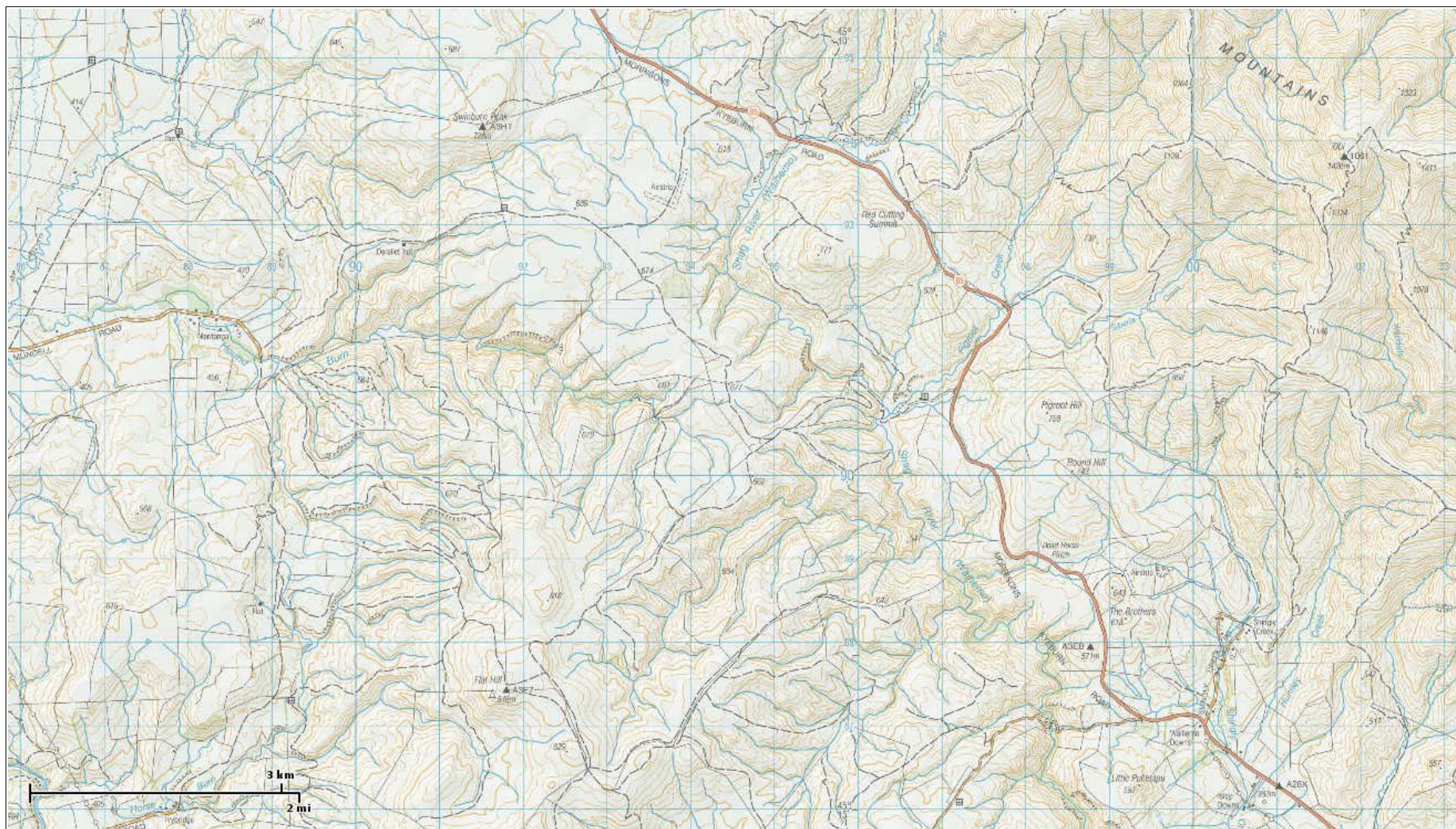
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Intentions Map – “Up the Run”, Morrissions, East Otago

- If the intended route is not able to be drawn on this map then visit - http://wams.org.nz/wams_desktop/index.aspx to create a new one with the area activities are to be run



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Hunting Based Camps – Daily Activity Log

- Always refer to [Hunting – SOPS](#) for complete instructions in use of this activity
- This log is to be completed each day on a hunting trip prior to departure from any overnight location (or before departure on first day)

BEFORE DEPARTURE FROM CURRENT LOCATION	
Current Location:	
Current Date:	
Current Time:	
Supervision ratios of 1 trained person to 5 untrained participants meet	Yes / No
Current weather conditions are:	The weather forecast is:
Days intentions confirmed: • given to nominated contact person (either in person OR by phone OR by confirmed text message OR by satellite communicator message)	Yes / No
Medical details checked and copy taken if needed	Yes / No
Any Current risks have been assessed and instructions for minimising noted on next page	Yes / No
First Aid Kit packed for the day	Yes / No
Communications devices packed for the day	Yes / No
PLB / Satellite Communicator packed for the day	Yes / Not applicable
Food and water packed for the day	Yes / No
Sunscreen provided prior to leaving and packed for the day	Yes / No
Check in with all participants for confidence / "happiness" check	Yes / No
Daily briefing given to all participants (including leaders) covering important safety rules, additional daily risk management instructions and planned intentions	Yes / No
Final Gear Check	Yes / No
Participant numbers before leaving (including leaders):	
CAMP DIRECTORS INITIALS:	
AFTER ACTIVITY	
First Aid / Communications devices / Sunscreen returned to camp	Yes / No
Participant numbers after returning (including leaders):	
Camp/Trip Director's Initials:	

PLEASE TURN OVER FOR ADDITIONAL RISK MANAGEMENT TABLE



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ADDITIONAL RISK MANAGEMENT (additional to Risk Analyses Table and pre-planning Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed



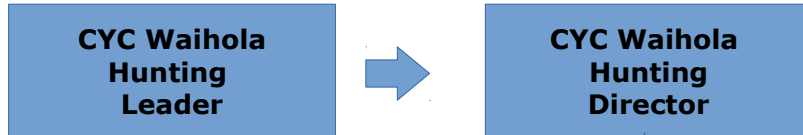
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Hunting – Training

Internal Training Pathway



Qualification Requirements

CYC Waihola Hunting Leader Qualification

Online Course Link

Coming soon

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Complete online and be current with [Risk Management Training](#)
- 16 years or older

Qualification Content

Understanding of the nature of the activity

- Understand the training pathway for this activity
- Understand the supervision ratios for the activity
- Understanding reasons not to run the activity and what are reasons for stopping the activity
- Overview of the Hunting Based Camps SOPs
- Overview of Firearms safety around campers

Demonstrate

- rules for hunting with campers

CYC Waihola Hunting Director Qualification

Online Course Link

Coming soon

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Complete online and be current with [Risk Management Training](#)
- Complete and be current with [CYC Waihola Hunting Leader Qualification](#)
- Complete Directors training (<https://training.cycwaihola.org.nz/xkcd/?course=cyc-waihola-directors-training>)
- 20 years or older

Qualification Content

Revisit

- Revisit all training from previous level

Understanding of the nature of the activity

- Intimate knowledge of Hunting Based Camp SOPs and be part of the annual review process
- How to select appropriate leaders for Hunting Based Camps
- How to review leaders for Hunting Based Camps

Record Keeping

- Know accident & near miss reporting procedures

Further External Qualification Progression for Staff

Mountain Safety Council Firearms Safety Course

- <http://www.mountainsafety.org.nz/Training/Firearms/Firearms-Safety-Course.asp>



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Mountain Boards – SOP

Last Review:

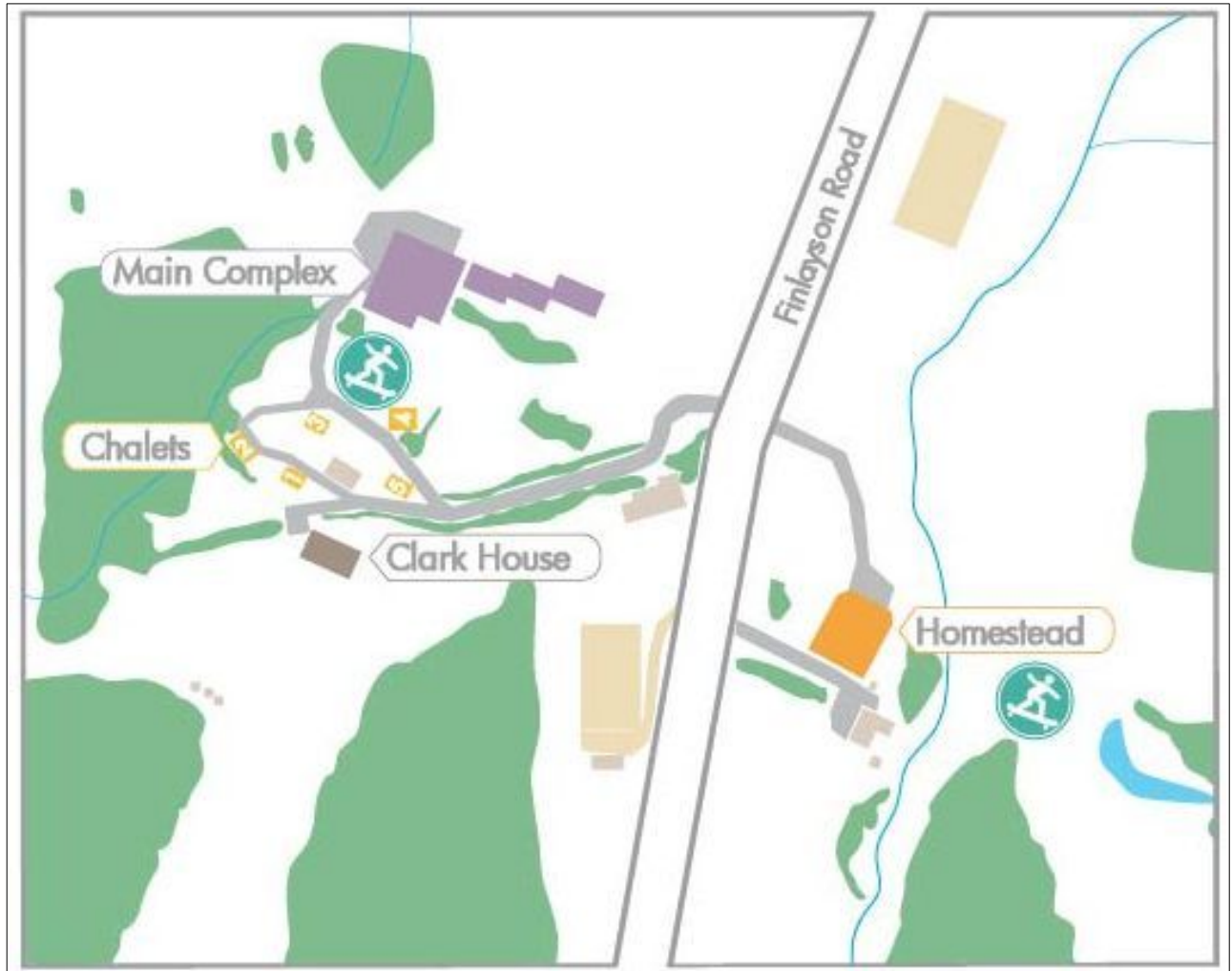
This SOP was last reviewed on 04 October 2018.

Activity Summary

The CYC Waihola Mountain Boards are a **medium risk activity** utilising special mountain boards to travel down low to medium sloped banks.

Location

Various locations around the camp-site of suitable slope size but NOT on the mudslide slope



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
- An activity leader is a person that has received instructions from a CYC Paid Staff member in the use of the Mountain Board activity

Qualifications

No qualifications are needed for this activity.

Supervision Ratios

When children⁴⁰ are present:

40 Refer to [Appendix 1.1 Glossary of Terms](#)



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- the low risk ratio of 1 adult to 10 children applies

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 Syndrome⁴¹.

Activity Sign-off

As part of completing the daily log-book for this activity the Activity Sign-off Sheet must be completed every time this activity runs.

Activity Equipment

This activity equipment crate includes:

- Activity Logbook containing:
 - these current SOPS
 - a daily Activity Sign-off Sheet
- Two mountain boards
- Two safety helmets
- Two pairs of wrist guards for each wrist

If this activity is to be run in any location other than the the playing fields immediately adjacent to the Main Lodge then the off-site activity first aid kit is to be taken to the activity location

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

6 monthly checks

A paid staff member must inspect the activity every six months using the [Mountain Boards – 6 monthly Check](#) form to list any additional risks discovered and sign off on the safety of the activity.

- Records of the 6 monthly checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- Any safety concerns from the 6 monthly check 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. Conditions deemed to be unsuitable will be determined by any of the following:
 - Heavy precipitation
- The Activity Leader will do a quick visual check of the slopes to look for any collision hazards.
- The Activity Leader must complete the [Mountain Boards – Activity Sign-Off](#)

With Each New Group of Participants:

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader

⁴¹ Refer to [Appendix 1.1 Glossary of Terms](#)



The introductory talk will cover the following:

- safe use of the Mountain Boards including a demonstration of how to use them including:
 - turning
 - stopping
- each participant must wear a helmet and wrist guards before getting onto a mountain board
- separation of the two mountain boards from each other to prevent collision
- waiting location of spectators

After activity is finished:

The Activity Leader must ensure that the Mountain Boards are not left out for any length of time to ensure persons don't use them without supervision.

Emergency and Incident Preparedness

First Aid Kits

When this activity runs immediately behind the Main Lodge, the nearest First Aid kit is located in the Main Lodge Activity Store room / Sick Bay.

When this activity runs near the Homestead, the nearest First Aid Kit is located in the Homestead Storage cupboard.

Refer to [First Aid Kits](#)

General Incident Procedures

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

Concussion

If participant has a suspected concussion then they must be seen by a doctor as soon as possible.

Spinal Injury

All CYC Waiholā Paid Staff will be trained in first aid including dealing with spinal injuries.

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 Waiholā has a comprehensive site-wide fatigue policy ([4.10 Staff Fatigue](#)) 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 Waiholā has a comprehensive site-wide drug and alcohol policy ([4.9 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.



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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](#)

Standards

- [Safety Audit Standard for Adventure Activities](#)⁴²

Technical Advisers for this Activity

- CYC Waihola Operations Manager

42 applied to this SOP as an OutdoorsMark Premium Activity



Mountain Boards – Risk Analysis

- The following table represents the hazards and risks associated with this activity as per [6.2 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: Crashing into objects	Spinal Injuries Head Injuries Broken Bones Concussion	Moderate	✓	Eliminate	• Slopes are to be clear of objects that can be crashed into
Equipment: Fall from Mountain Board		Moderate	✓	PPE	• Participants will wear wrist guards at all times on mountain boards • Participants will wear helmets at all times on mountain boards
People: Crashing into other people		Moderate	✓	Isolate	• Separate the participants and spectators from each other
Equipment: Mountain Board failure		Moderate	✓	Engineering	• Mountain Boards will be checked before use
People: Inadequate Supervision		Moderate	✓	Administrative	• Participants will be supervised by competent adults • Clear instructions for use of activity will be given to all participants
People: Fooling around		Moderate	✓		
People: Impairment of supervising adults	Fatigue	Moderate	✓	Administrative	• Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Low		Administrative	• Full alcohol / drug prohibition applies to this activity as per policy

Risk and Hazard Analysis Last Updated: 04 October 2018



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Mountain Boards – 6 monthly Check

Check Date:	
Staff Member:	

Report Reviews

Near Miss / Accident reports reviewed:	Yes / No
Logbook safety comments reviewed:	Yes / No

Equipment Check

Mountain Board Integrity:	Pass / Fail
Helmet Integrity Check	Pass / Fail
Wrist guard Integrity Check	Pass / Fail
Logbook Present:	Yes / No
# of sessions since last 6 month check:	
Overall Equipment Integrity Check:	Pass / Fail
Logbook Present:	Yes / No

Sign-off

Mountain Boards 6 monthly check:	PASS / FAIL
Staff Member Signature:	

Notes

Notes relating to this check: (include any reviews needed)	
---	--



Mountain Boards – Activity Sign-Off

- Always refer to [Mountain Boards – SOP](#) for complete instructions in use of this activity

SESSION DETAILS:	
GROUP NAME:	
Activity Leader Name:	
Session Date and Time:	
DAILY PRE-CHECK:	
Activity Leader has received instructions from CYC Paid Staff on use of Mountain Boards	Yes / No
PRIOR TO ACTIVITY COMMENCING:	
Supervision ratios met (1 adult to 5 children present including 1 current Activity Leader)	Yes / No
Adults with current First Aid Certificate on-site are:	
Weather conditions assessed for suitability	
	Pass / Fail
Instructions for use have been given to all participants including wearing helmets and wrist-guards	Yes / No
Any additional current risks have been assessed and instructions for minimising noted below	Yes / No
ACTIVITY TO PROCEED:	Yes / No
ACTIVITY LEADER INITIALS:	
AFTER ACTIVITY:	
Total number of unique participants:	
All gear returned to camp	Yes / No
Activity Leader Initials:	

ADDITIONAL RISK MANAGEMENT (additional to Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed



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Shooting – SOPs

There are several shooting activities at CYC Waihola which are varied and different.

Therefore the shooting activity is split into the following SOPs:

- **Air Rifles** is entry level air rifle target shooting – see [Shooting \(Air Rifles\) – SOP](#)
- **Archery** is entry level archery shooting – see [Shooting \(Archery\) – SOP](#)
- **ArcheryTag™** is a entry level dodge-ball style game involving archery – see [Shooting \(ArcheryTag™\) – SOP](#)
- **Paint-ball** is entry level paint-balling shooting and games – see [Shooting \(Paint-ball\) – SOP](#)



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Shooting (Air Rifles) – SOP

Last Review:

This SOP was last reviewed on 04 October 2018.

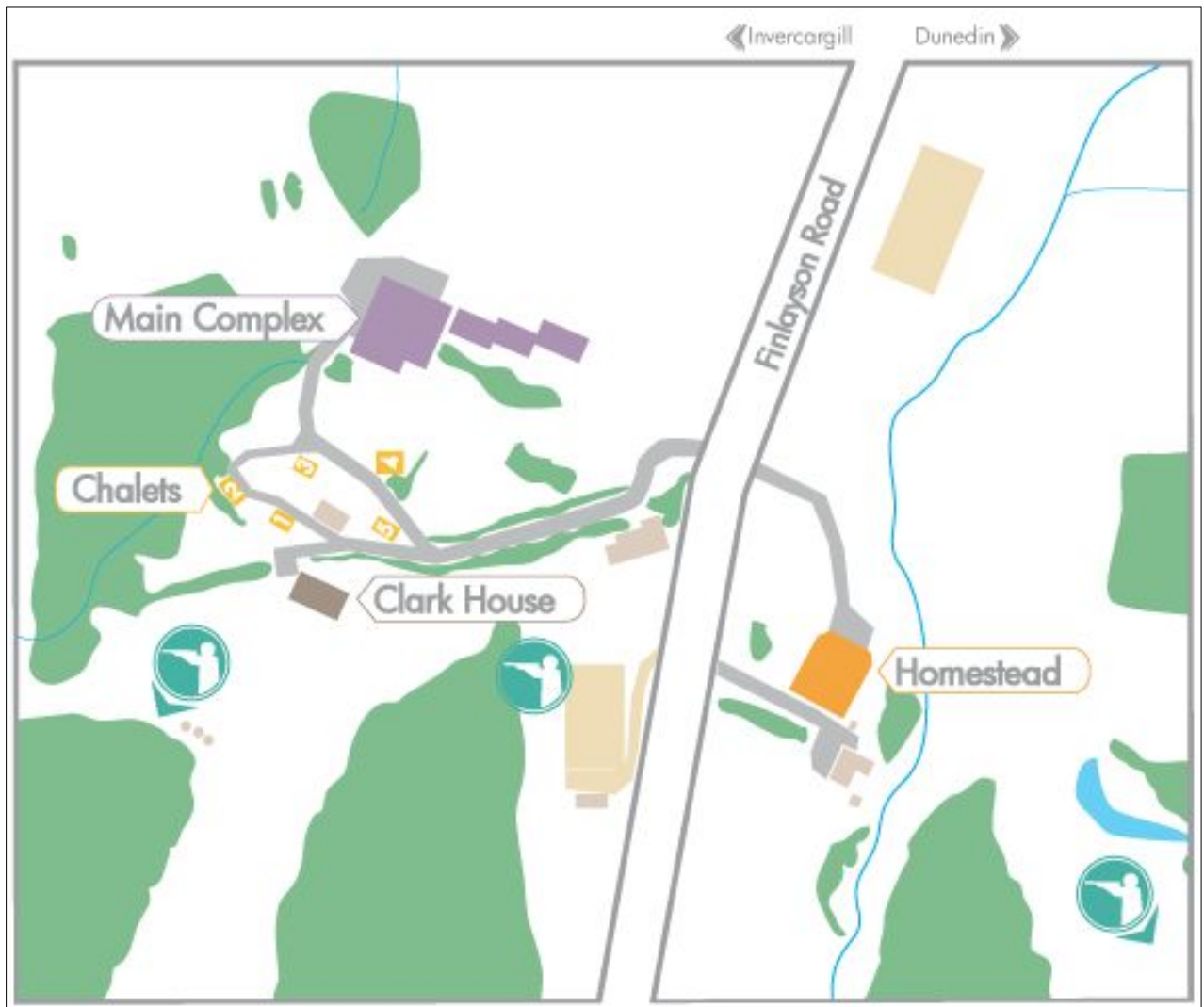
Activity Summary

The CYC Waihola Shooting (Air Rifles) activity is a **medium risk activity** that involves shooting targets with .177 air powered pellet rifles on a non-permanent range.

Location

Either:

- Flat area next to water tanks
- Unused Horse Arena
- Dam paddock on Homestead side of camp



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



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- The activity leader must have a current *CYC Waihola Shooting Supervisor* qualification with *Air Rifles Endorsement*⁴³.

Qualifications

All activity leaders must have at least the following qualification:

- *CYC Waihola Shooting Supervisor* with the *Air Rifles Endorsement*

Supervision Ratios

When children⁴⁴ are present:

- the high risk ratio of 1 competent adult to 5 children applies
- there is a two competent adult minimum (this minimum includes the Activity Leader)

When children are not present then there is no supervision ratio other than the requirement for a trained person to be the Activity Leader

Activity Restrictions

The maximum number of air rifles to be used at any time is 2.

Activity Sign-off

As part of completing the daily log-book for this activity the [Shooting \(Air Rifles\) – Activity Sign-off Sheet](#) must be completed every time this activity runs.

Activity Equipment

There are two equipment boxes / cases for this activity.

Air Rifles Equipment Box

This box **WILL NOT** be used to store air rifles and is to be taken to the activity area every time the activity is in use. It is to be locked when not in use.

The box will contain:

- Activity Logbook containing:
 - these current instructions
 - the current Activity RAM
 - a daily Activity Sign off sheet
- an Emergency Whistle for the Activity Leader
- air rifle pellets
- a small selection of tools for on-the-go minor fixes of the Air Rifles
- pens and pencils for recording in Activity logbook
- 2x sets of rope and two electric fence standards to:
 - used to mark the firing line
 - used to mark the spectator line if required
- Easy reset targets

Air Rifles Case

This case **WILL NOT** be used to store pellets and is to be taken to the activity area every time. It is to be locked when not in use.

This locked case will only contain the air rifles.

If this activity is to be run in any location other than the the Horse Arena then a off-site activity first aid kit is to be taken to the activity location

Ancillary Services

No ancillary services are required for this activity.

43 A person with a current *CYC Waihola Shooting Assistant* qualification can take on the role of Activity Leader if they are under the direct supervision of a person with at least a current *CYC Waihola Shooting Supervisor* qualification with *Air Rifles Endorsement*.

44 Refer to [Appendix 1.1 Glossary of Terms](#)



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

6 monthly checks

A paid staff member that holds a *CYC Waihola Shooting Supervisor* qualification with the *Air Rifles Endorsement* must inspect the activity every six months using [Shooting \(Air Rifles\) – 6 Month Check](#) to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- Records of the 6 monthly checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- Any safety concerns from the 6 monthly check 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. Conditions deemed to be unsuitable will be determined by any of the following:
 - Heavy precipitation
- The Activity Leader must complete the pre-activity sections of the [Shooting \(Air Rifles\) – Activity Sign-off Sheet](#)

Activity Setup

The Activity Leader must set up the activity by doing the following:

- Erecting the targets
- Placing the firing line and spectator line on the ground with at least 3 metres between them

The rifles are not to be taken out of the Air Rifles Case until participants arrive unless the Activity Leader remains with the rifles at all times.

With Each New Group of Participants:

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:

- The Safety Rules as detailed below
- A demonstration of:
 - how to “break” and load the air rifles
 - how to line up the sights on the target
 - the correct shooting stance
- The way that the target scoring will work

The safety rules are:

- Always point the rifle in a safe direction at all times
- Only two participants are allowed on the firing line at any time only when given permission by the Activity Leader
- That when participants are finished shooting their allocated pellets they are to break the air rifle into the safe position before placing it on the ground and stepping back to the spectator line until given express permission from the Activity Leader to go forward to retrieve their targets (if using paper targets) from within the firing zone
- No spectators are to go beyond the spectator line



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- Explain what the whistle blast means – that participants are to immediately lower their rifles to the ground due to a safety issue

During the Activity

The Activity Leader can give guidance to participants if it does not distract them from observing the safety of all present and anyone else wandering into the firing zone or behind the targets.

Other adults and leaders can give one on one instruction by standing next to each participant if given permission by the Activity Leader however they cannot give instructions to retrieve targets from within the firing zone.

If the Activity Leader observes a person or animal within the firing zone or anything else that could endanger others then they will sound the whistle and the activity will not re-commence until the issue is resolved.

After the the activity is finished:

Air Rifles are to be checked to ensure they are not loaded and placed back into the Air Rifles Case

If the instructor is leaving the Air Rifles activity area for any reason at all then the Air Rifles Case with the rifles must be taken away from the activity area and the Air Rifles Equipment box is too be locked. The targets and safety lines can be left erected if the activity is to be run again within the same day. Anything else removed from the Air Rifles Equipment Container is to be returned to it.

The Activity Leader must complete after activity sections of the [Shooting \(Air Rifles\) – Activity Sign-off Sheet](#)

Emergency and Incident Preparedness

First Aid Kits

When this activity runs at the Horse Arena, the nearest First Aid kit is located in the Horse Tack shed.

If this activity is to be run in any location other than the the Horse Arena then a off-site activity first aid kit is to be taken to the activity location

Refer to [First Aid Kits](#)

General Incident Procedures

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

Puncture Wound

All CYC Shooting Activity Leaders will be trained using a scenario where a participant receives a puncture wound from an air rifle pellet

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 ([4.10 Staff Fatigue](#)) 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 Activity Leaders as a result of alcohol and/or drugs.

Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy ([4.9 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 Practice Guide \(Target Shooting\)](#)

Standards

- [Safety Audit Standard for Adventure Activities](#)⁴⁵

Technical Advisers for this Activity

- CYC Waihola Operations Manager

⁴⁵ applied to this SOP as an OutdoorsMark Premium Activity



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Shooting (Air Rifles) – Risk Analysis

- The following table represents the hazards and risks associated with this activity as per [6.2 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: Misuse of equipment	Puncture Wound Loss of Eye	High	✓	Administrative	• Clear safety instructions will be given before activity begins
Environment: People behind target area		High	✓	Administrative	• Activity Leader will carry a whistle
		High	✓	Isolate	• Safety lines / spectator barriers will be set up
Equipment: Pellet ricochet from target		Moderate	✓	Engineering	• Targets will be more than 5 metres from firing line • Only lead pellets along with wooden or steel targets will be used
People: Inadequate Supervision		High	✓	Administrative	• Participants will be supervised by trained activity leader • Clear instructions for use of activity will be given to all participants
People: Fooling around		High	✓		
People: Impairment of activity leader	Fatigue	High	✓	Administrative	• Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Moderate	✓	Eliminate	• Full alcohol / drug prohibition applies to this activity as per policy
Equipment: Scope hits eye socket on re-coil	Bruising	Low		Administrative	• Participants will be advised to not place eyes on scope

Risk and Hazard Analysis Last Updated: 04 October 2018



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Shooting (Air Rifles) – 6 Month Check

Check Date:	
Staff Member:	

Report Reviews

Near Miss / Accident reports reviewed:	Yes / No
Logbook safety comments reviewed:	Yes / No

Air Rifle Checks

	Air Rifle 1	Air Rifle 2
Visual Integrity Check:	Pass / Fail	Pass / Fail
Mechanism Check:	Pass / Fail	Pass / Fail
Mechanism Check:	Pass / Fail	Pass / Fail
Live Firing Check:	Pass / Fail	Pass / Fail
Scope Sight Check:	Pass / Fail	Pass / Fail

Equipment Check

Target Reset Test:	Pass / Fail
Plenty of Pellets Available:	Pass / Fail
Emergency Whistle Present:	Pass / Fail
Tools Present:	Pass / Fail
Safety Lines Present:	Pass / Fail
# of sessions since last 6 month check:	
Overall Equipment Integrity Check:	Pass / Fail
Logbook Present:	Yes / No

Sign-off

Air Rifle 6 monthly check:	PASS / FAIL
Staff Member Signature:	

Notes

Notes relating to this check: (include any reviews needed)	
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Shooting (Air Rifles) – Activity Sign-off Sheet

- Always refer to the [Shooting \(Air Rifles\) – SOP](#) for complete instructions in use of this activity

SESSION DETAILS:	
GROUP NAME:	
Activity Leader Name:	
Session Date and Time:	
DAILY PRE-CHECK:	
Activity Leader at least a current CYC Waihola Shooting Supervisor qualification with Air Rifles Endorsement	Yes / No
<i>Air Rifle Equipment Inspection</i> - Air Rifle barrels are clear and Air Rifles are visually mechanically sound	Pass / Fail
PRIOR TO ACTIVITY COMMENCING:	
Supervision ratios met (1 adult to 5 children present including 1 current Activity Leader)	Yes / No
Adults with current First Aid Certificate on-site are:	
Spectators to be behind physical barrier OR safety lines are set-up	Yes / No
Current weather conditions checked	Yes / No
Any additional current risks have been assessed and instructions for minimising noted below	Yes / No
Instructions for use have been given to all participants including important safety instructions	Yes / No
ACTIVITY TO PROCEED:	Yes / No
ACTIVITY LEADER INITIALS:	
AFTER ACTIVITY:	
All gear returned to storage shed and locked	
Participant numbers	
Activity Leader Initials:	

ADDITIONAL PRE-PLANNING RISK MANAGEMENT (additional to Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed



IN DEVELOPMENT

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Shooting (Archery) – SOP

Last Review:

This SOP was last reviewed on 04 October 2018.

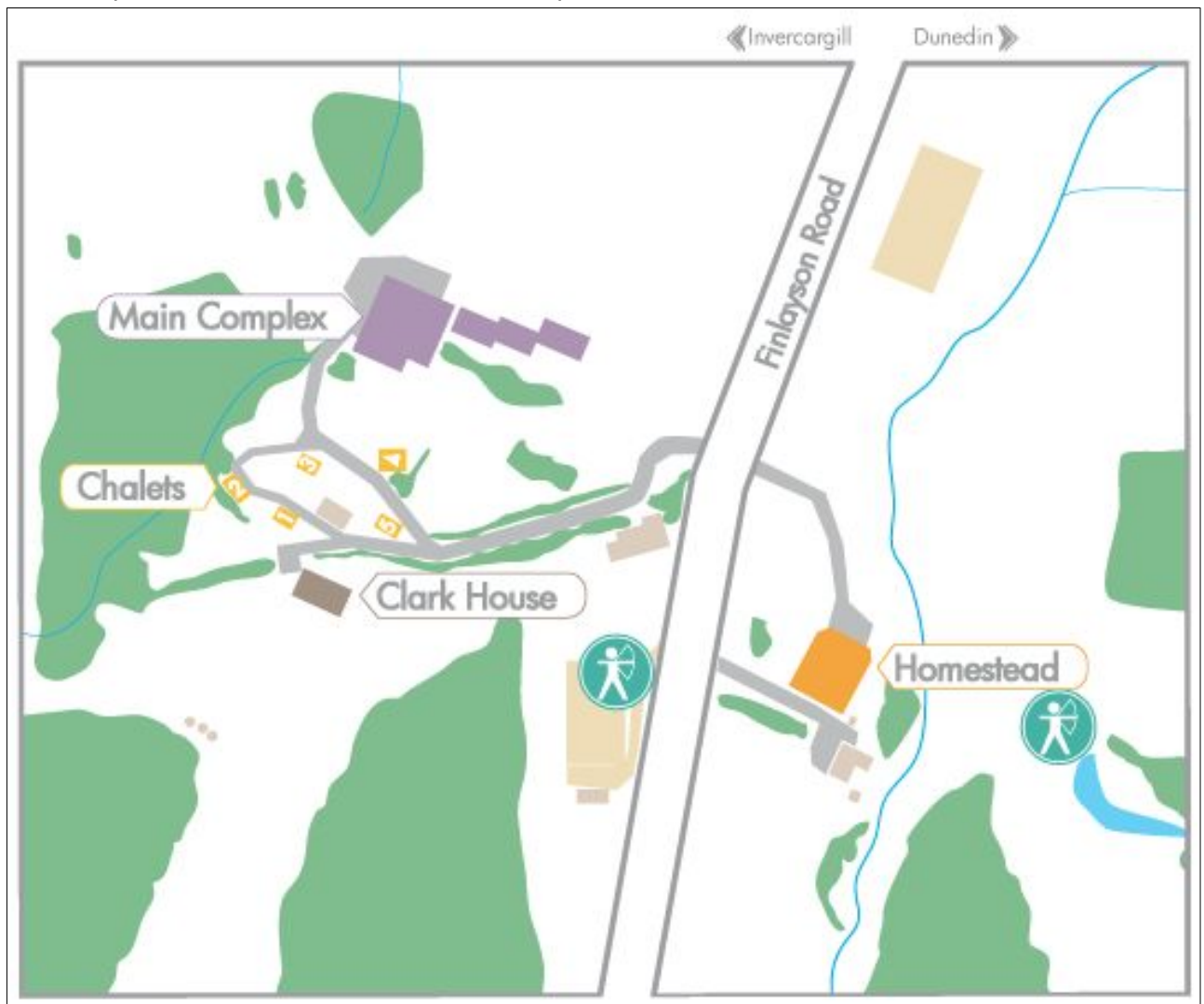
Activity Summary

The CYC Waihola Shooting (Archery) activity is a **medium risk activity** that involves shooting targets with carbon fibre arrows from either 16lb or 20lb strung re-curve bows designed for entry level archery.

Location

Either:

- Flat area next to water tanks
- Unused Horse Arena
- Dam paddock on Homestead side of camp



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



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- The activity leader must have a current *CYC Waihola Shooting Supervisor* qualification with *Archery Endorsement*⁴⁶.

Qualifications

All activity leaders must have at least the following qualification:

- *CYC Waihola Shooting Supervisor* with the *Archery Endorsement*

Supervision Ratios

When children⁴⁷ are present:

- the high risk ratio of 1 competent adult to 5 children applies
- there is a two competent adult minimum (this minimum includes the Activity Leader)

When children are not present then there is no supervision ratio other than the requirement for a trained person to be the Activity Leader

Activity Restrictions

The maximum number of bows to be used at any time is 2.

Activity Sign-off

As part of completing the daily log-book for this activity the [Shooting \(Archery\) – Activity Sign-off](#) must be completed every time this activity runs.

Activity Equipment

There is one equipment box for this activity.

Archery Equipment Box

This box is to be taken to the activity area every time the activity is in use. It is to be locked when not in use.

The box will contain:

- Activity Logbook containing:
 - these current instructions
 - the current Activity RAM
 - a daily Activity Sign off sheet
- an Emergency Whistle for the Activity Leader
- arrows
- bow wax
- arm guards
- disassembled bows
- pens and pencils for recording in Activity logbook
- 2x sets of rope and two electric fence standards to:
 - used to mark the firing line
 - used to mark the spectator line if required

Targets

These targets are made up of two steel upright stands and two closed cell foam targets. The targets must be taken to the activity area every time the activity is in use.

If this activity is to be run in any location other than the the Horse Arena then a off-site activity first aid kit is to be taken to the activity location

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:

46 A person with a current *CYC Waihola Shooting Assistant* qualification can take on the role of Activity Leader if they are under the direct supervision of a person with at least a current *CYC Waihola Shooting Supervisor* qualification with *Archery Endorsement*.

47 Refer to [Appendix 1.1 Glossary of Terms](#)



- 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

6 monthly checks

A paid staff member that holds a *CYC Waihola Shooting Supervisor* qualification with the *Archery Endorsement* must inspect the activity every six months using [Shooting \(Archery\) – 6 Month Check](#) to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- Records of the 6 monthly checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- Any safety concerns from the 6 monthly check 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. Conditions deemed to be unsuitable will be determined by any of the following:
 - Heavy precipitation
- The Activity Leader must complete the pre-activity sections of the [Shooting \(Archery\) – Activity Sign-off](#)

Activity Setup

The Activity Leader must set up the activity by doing the following:

- Erecting the targets
- Placing the firing line and spectator line on the ground with at least 3 metres between them

Archery Bows are not to be set up until participants arrive unless the Activity Leader remains with the set-up bows at all times or all arrows are taken from the area to a safe location until use.

With Each New Group of Participants:

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:

- The Safety Rules as detailed below
- A demonstration of:
 - the correct shooting stance
 - how to fire an arrow at the target correctly
 - how to retrieve arrows embedded in the target and how to retrieve arrows embedded in the ground
- The way that the target scoring will work

The safety rules are:

- Always point the bow and arrow in a safe direction at all times
- Only two participants are allowed on the firing line at any time only when given permission by the Activity Leader
- When participants are finished shooting their arrows they are to place the bow on the stand and step back to the spectator line until given express permission from the Activity Leader to go forward to retrieve arrows in the firing zone
- No spectators are to go beyond the spectator line
- Explain what the whistle blast means – that participants are to immediately lower their bows to the ground due to a safety issue.



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During the Activity

The Activity Leader can give guidance to participants if it does not distract them from observing the safety of all present and anyone else wandering into the firing zone or behind the targets.

Other adults and leaders can give one on one instruction by standing next to each participant if given permission by the Activity Leader however they cannot give instructions to retrieve targets from within the firing zone.

If the Activity Leader observes a person or animal within the firing zone or anything else that could endanger others then they will sound the whistle and the activity will not re-commence until the issue is resolved.

After the the activity is finished:

Archery Bows are to be disassembled and placed back into the equipment box.

If the instructor is leaving the Archery activity area for any reason at all then the Archery Bows must be disassembled. The targets and safety lines can be left erected if the activity is to be run again within the same day. Anything else removed from the Archery box is to be returned to it.

The Activity Leader must complete after activity sections of the [Shooting \(Archery\) – Activity Sign-off](#)

Emergency and Incident Preparedness

First Aid Kits

When this activity runs at the Horse Arena, the nearest First Aid kit is located in the Horse Tack shed.

If this activity is to be run in any location other than the the Horse Arena then a off-site activity first aid kit is to be taken to the activity location

Refer to [First Aid Kits](#)

General Incident Procedures

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

Puncture Wound

All CYC Shooting Activity Leaders will be trained using a scenario where a participant receives a puncture wound from an arrow.

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 ([4.10 Staff Fatigue](#)) 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 Activity Leaders as a result of alcohol and/or drugs.

Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy ([4.9 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 Practice Guide \(Archery\)](#)

Standards

- [Safety Audit Standard for Adventure Activities](#)⁴⁸

Technical Advisers for this Activity

- CYC Waihola Operations Manager

48 applied to this SOP as an OutdoorsMark Premium Activity



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Shooting (Archery) – Risk Analysis

- The following table represents the hazards and risks associated with this activity as per [6.2 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: Misuse of equipment	Puncture Wound	High	✓	Administrative	• Clear safety instructions will be given before activity begins
Environment: People behind target area		High	✓	Administrative	• Activity Leader will carry a whistle
		High	✓	Isolate	• Safety lines / spectator barriers will be set up
Equipment: Arrow ricochet from target		Moderate	✓	Engineering	• Targets will be more than 5 metres from firing line
People: Inadequate Supervision		High	✓	Administrative	• Participants will be supervised by trained activity leader • Clear instructions for use of activity will be given to all participants
People: Fooling around		High	✓		
People: Impairment of activity leader	Fatigue	High	✓	Administrative	• Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Moderate	✓	Eliminate	• Full alcohol / drug prohibition applies to this activity as per policy
Equipment: Bow string burn	Bruising	Low		PPE	• Participants will be advised to wear arm guards
Equipment: Shattered / split arrows	Splinters	Low		Eliminate	• Activity Leader will remove from use any splintering arrows
Equipment: Pitted archery target stands	Scratches	Low		Administrative	• Persons handling archery target stands will be advised of hazard

Risk and Hazard Analysis Last Updated: 04 October 2018



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Shooting (Archery) – 6 Month Check

Check Date:	
Staff Member:	

Report Reviews

Near Miss / Accident reports reviewed:	Yes / No
Logbook safety comments reviewed:	Yes / No

Archery Checks

Bow Stock Visual Integrity Check:	Pass / Fail
Bow String Check:	Pass / Fail
Arrows Check:	Pass / Fail

Equipment Check

Targets Check:	Pass / Fail
Emergency Whistle Present:	Pass / Fail
Safety Lines Present:	Pass / Fail
Arm Guards Present:	Pass / Fail
# of sessions since last 6 month check:	
Overall Equipment Integrity Check:	Pass / Fail
Logbook Present:	Yes / No

Sign off

Archery 6 monthly check:	PASS / FAIL
Staff Member Signature:	

Review Notes

Notes relating to this check: (include any reviews needed)	
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Shooting (Archery) – Activity Sign-off

- Always refer to the [Shooting \(Archery\) – SOP](#) for complete instructions in use of this activity

SESSION DETAILS:	
GROUP NAME:	
Activity Leader Name:	
Session Date and Time:	
DAILY PRE-CHECK:	
Activity Leader at least a current CYC Waihola Shooting Supervisor qualification with Archery Endorsement	Yes / No
<i>Archery Equipment Inspection</i> - Bow strings waxed and integrity good - Bow stocks integrity good - Arrows complete and integrity good	Yes / No Yes / No Yes / No Pass / Fail
PRIOR TO ACTIVITY COMMENCING:	
Supervision ratios met (1 adult to 5 children present including 1 current Activity Leader)	Yes / No
Adults with current First Aid Certificate on-site are:	
Spectators to be behind physical barrier OR safety lines are set-up	Yes / No
Current weather conditions checked	Yes / No
Any additional current risks have been assessed and instructions for minimising noted below	Yes / No
Instructions for use have been given to all participants including important safety instructions	Yes / No
ACTIVITY TO PROCEED:	Yes / No
ACTIVITY LEADER INITIALS:	
AFTER ACTIVITY:	
All gear returned to storage shed and locked	
Participant numbers	
Activity Leader Initials:	

ADDITIONAL PRE-PLANNING RISK MANAGEMENT (additional to Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed



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Shooting (ArcheryTag™) – SOP

Last Review:

This SOP was last reviewed on 04 October 2018.

Activity Summary

The CYC Waihola Shooting (ArcheryTag™) activity is a **low risk licenced activity** that involves teams playing a dodge-ball style game with fibreglass arrows with soft foam heads from re-curve bows.

Location

Either:

- Unused Horse Arena
- Soccer Field
- Open playing space



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
- The activity leader must have a current *CYC Waihola Shooting Supervisor* qualification with *ArcheryTag™ Endorsement*⁴⁹.

Qualifications

All activity leaders must have at least the following qualification:

- *CYC Waihola Shooting Supervisor* with the *ArcheryTag™ Endorsement*

Supervision Ratios

When children⁵⁰ are present:

- the medium risk ratio of 1 competent adult to 10 children applies
- there is a two competent adult minimum (this minimum includes the Activity Leader)

49 A person with a current *CYC Waihola Shooting Assistant* qualification can take on the role of Activity Leader if they are under the direct supervision of a person with at least a current *CYC Waihola Shooting Supervisor* qualification with *ArcheryTag™ Endorsement*.

50 Refer to [Appendix 1.1 Glossary of Terms](#)



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When children are not present then there is no supervision ratio other than the requirement for a trained person to be the Activity Leader

Activity Restrictions

No activity restrictions exist for this activity

Activity Sign-off

As part of completing the daily log-book for this activity the [Shooting \(ArcheryTag™\) – Activity Sign-off](#) must be completed every time this activity runs.

Activity Equipment

The locked ArcheryTag™ equipment cupboard is located in the Main Lodge and will contain:

- Activity Logbook containing:
 - these current instructions
 - the current Activity RAMS
 - a daily Activity Sign off sheet
- an Emergency Whistle for the Activity Leader
- dis-assembled ArcheryTag™ bows
- bow wax
- ArcheryTag™ arrows with soft foam heads
- pens and pencils for recording in logbook
- Marker Cones
- Firing Zone Rope lines
- Inflatable Bunkers
- Electric Inflatable Pump

If this activity is to be run in any location other than the Main Lodge, Homestead paddocks or Horse Arena then a off-site activity first aid kit is to be taken to the activity location

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

6 monthly checks

A paid staff member that holds a *CYC Waihola Shooting Supervisor* qualification with the *ArcheryTag™ Endorsement* must inspect the activity every six months using [Shooting \(ArcheryTag™\) – 6 Month Check](#) to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- Records of the 6 monthly checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- Any safety concerns from the 6 monthly check 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. Conditions deemed to be unsuitable will be determined by any of the following:



- Heavy precipitation
- The Activity Leader must complete the pre-activity sections of the [Shooting \(ArcheryTag™\) – Activity Sign-off](#)

Activity Setup

The Activity Leader must set up the activity by doing the following:

- Erecting the inflatable bunkers and pegging them down
- Setting up the arena boundaries using marker cones and the “safety zone” using the ropes
- String the bows and layout the targets and arrows as required.

With Each New Group of Participants:

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:

- The Safety Rules as detailed below
- A demonstration of:
 - the correct ArcheryTag™ stance
 - the best way to grab arrows and string them into the bow quickly
- The Games rules as detailed below

The safety rules are:

- Masks must be used in the playing arena at all times – if you are hit then don't take your mask off until you reach the spectator zone or “sin-bin” area for each team.
- No using arrows or bows to stop incoming arrows.
- No dry firing of the ArcheryTag™ bows at any times
- No climbing on the inflatable bunkers or crashing into them at any time on purpose.
- Players are to respect and adhere to decisions made by the referee (who is usually the activity leader).

The “classic” game rules are:

- The object of the game is to eliminate all opposing players by getting them “out” or scoring 5 points from the targets.
- A game runs for 10 minutes or if a team wins earlier
 - In the event of a draw the game goes into sudden death overtime and the first team that scores a hit on an opposing team member wins. Target hits do not count during this sudden death overtime.
- When the referee blows their whistle everyone is to run from the back-line of their attack zone into the safety zone and grab as many arrows as possible. Players then return to their own attack zone to start shooting.
 - Players can hold as many arrows as they want.
- Players are only able to shoot or be shot within their own attack zone.
- Players are only allowed in the safe zone or the opposing team's attack zone to retrieve arrows and then immediately return to their own attack zone. Players must not stop in the safe zone. Any player who stops in the safe zone has 5 seconds to return to their attack zone before being eliminated.
- If teams have more than 5 players then substitutions are live and no stoppage of game play occurs.
- Hits are counted as anywhere on the body including mask, bow and any arrows by the white tips on the fall.
- Catches are counted as catching a arrow fired by an opposing player on the fall either in the attack zone or safety zone.
 - A fumble is permitted as long as the white tip doesn't hit the catcher on the way to the ground otherwise the catcher is out as it's counted as a hit.
 - Catching on the fall by the white tips are permitted and the catch counts.
 - If caught then the opposing player who fired the arrow is out and if the catcher's team has anyone already eliminated then one person can come back in (in order of first out first back in)
- If a player hits the a spot out of the opposing team's target then two things happen:



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- If any of the team are eliminated then one player can come back in (first out first in)
- A point is scored for your team and if all 5 spots are knocked out then that team wins the game

After the the activity is finished:

If ArcheryTag™ is not to be used again in the day of use then it must be disassembled:

- Bows are to be dis-assembled and to be placed back into a storage crate
- Inflatable bunkers are to be deflated
- All equipment is to be locked away in storage cupboard.

The Activity Leader must complete after activity sections of the [Shooting \(ArcheryTag™\) – Activity Sign-off](#)

Emergency and Incident Preparedness

First Aid Kits

When this activity runs on the soccer field or camping area at the Main Lodge, the nearest First Aid kit is located in the Main Lodge Activity Store room / Sick Bay.

When this activity runs near the Homestead, the nearest First Aid Kit is located in the Homestead Storage cupboard.

When this activity runs at the Horse Arena, the nearest First Aid kit is located in the Horse Tack shed.

If this activity is to be run in any other location then a off-site activity first aid kit is to be taken to the activity location

Refer to [First Aid Kits](#)

General Incident Procedures

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

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 ([4.10 Staff Fatigue](#)) 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 ([4.9 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](#)
- [Good Practice Guide \(Archery\)](#) (Loosely applies)

Standards

- [Safety Audit Standard for Adventure Activities](#)⁵¹

Technical Advisers for this Activity

- CYC Waihola Operations Manager
- ArcheryTag™ Licensed HQ (Global Archery Products Inc)

51 applied to this SOP as an OutdoorsMark Premium Activity



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Shooting (ArcheryTag™) - Risk Analysis

- The following table represents the hazards and risks associated with this activity as per [6.2 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
Equipment: Arrow hit on head	Loss of Eye	Moderate	✓	PPE	<ul style="list-style-type: none"> Participants must wear protective mask
People: Misuse of equipment	Bruises	Moderate		Administrative	<ul style="list-style-type: none"> Clear safety instructions will be given before activity begins Participants will be supervised by trained activity leader Clear instructions for use of activity will be given to all participants
People: Inadequate Supervision		Moderate			
People: Fooling around		Moderate			
Equipment: Bow string burn		Moderate		PPE	<ul style="list-style-type: none"> Participants will be advised to wear arm guards
People: Impairment of activity leader	Fatigue	Moderate		Administrative	<ul style="list-style-type: none"> Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Low		Eliminate	<ul style="list-style-type: none"> Full alcohol / drug prohibition applies to this activity as per policy
Equipment: Shattered / split arrows	Splinters	Low		Eliminate	<ul style="list-style-type: none"> Activity Leader will remove from use any splintering arrows

Risk and Hazard Analysis Last Updated: 14 February 2018



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Shooting (ArcheryTag™) – 6 Month Check

Check Date:	
Staff Member:	

Report Reviews

Near Miss / Accident reports reviewed:	Yes / No
Logbook safety comments reviewed:	Yes / No

Archery Bows and Arrows Checks

Bow Stock Visual Integrity Check:	Pass / Fail
Bow String Check:	Pass / Fail
Bow Limbs Check:	Pass / Fail
Arrows Check:	Pass / Fail

Equipment Check

Targets Check:	Pass / Fail
Emergency Whistle Present:	Pass / Fail
All equipment present:	Pass / Fail
# of sessions since last 6 month check:	
Overall Equipment Integrity Check:	Pass / Fail
Logbook Present:	Yes / No

Sign off

ArcheryTag™ 6 monthly check:	PASS / FAIL
Staff Member Signature:	

Review Notes

Notes relating to this check: (include any reviews needed)	
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Shooting (ArcheryTag™) – Activity Sign-off

- Always refer to the [Shooting \(ArcheryTag™\) – SOP](#) for complete instructions in use of this activity

SESSION DETAILS:	
GROUP NAME:	
Activity Leader Name:	
Session Date and Time:	
DAILY PRE-CHECK:	
Activity Leader at least a current CYC Waihola Shooting Supervisor qualification with ArcheryTag™ Endorsement	Yes / No
<i>ArcheryTag™ Equipment Inspection</i>	
- Bow strings waxed and integrity good	Yes / No
- Bow stocks integrity good	Yes / No
- Arrows complete and integrity good	Yes / No
- Mask integrity good	Yes / No
	Pass / Fail
PRIOR TO ACTIVITY COMMENCING:	
Supervision ratios met (1 adult to 5 children present including 1 current Activity Leader)	Yes / No
Adults with current First Aid Certificate on-site are:	
Current weather conditions checked	Yes / No
Any additional current risks have been assessed and instructions for minimising noted below	Yes / No
Instructions for use have been given to all participants including important safety instructions	Yes / No
ACTIVITY TO PROCEED:	Yes / No
ACTIVITY LEADER INITIALS:	
AFTER ACTIVITY:	
All gear returned to storage shed and locked	
Participant numbers	
Activity Leader Initials:	

ADDITIONAL PRE-PLANNING RISK MANAGEMENT (additional to Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed



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Shooting (Paint-ball) – SOP

Last Review:

This SOP was last reviewed on 04 October 2018.

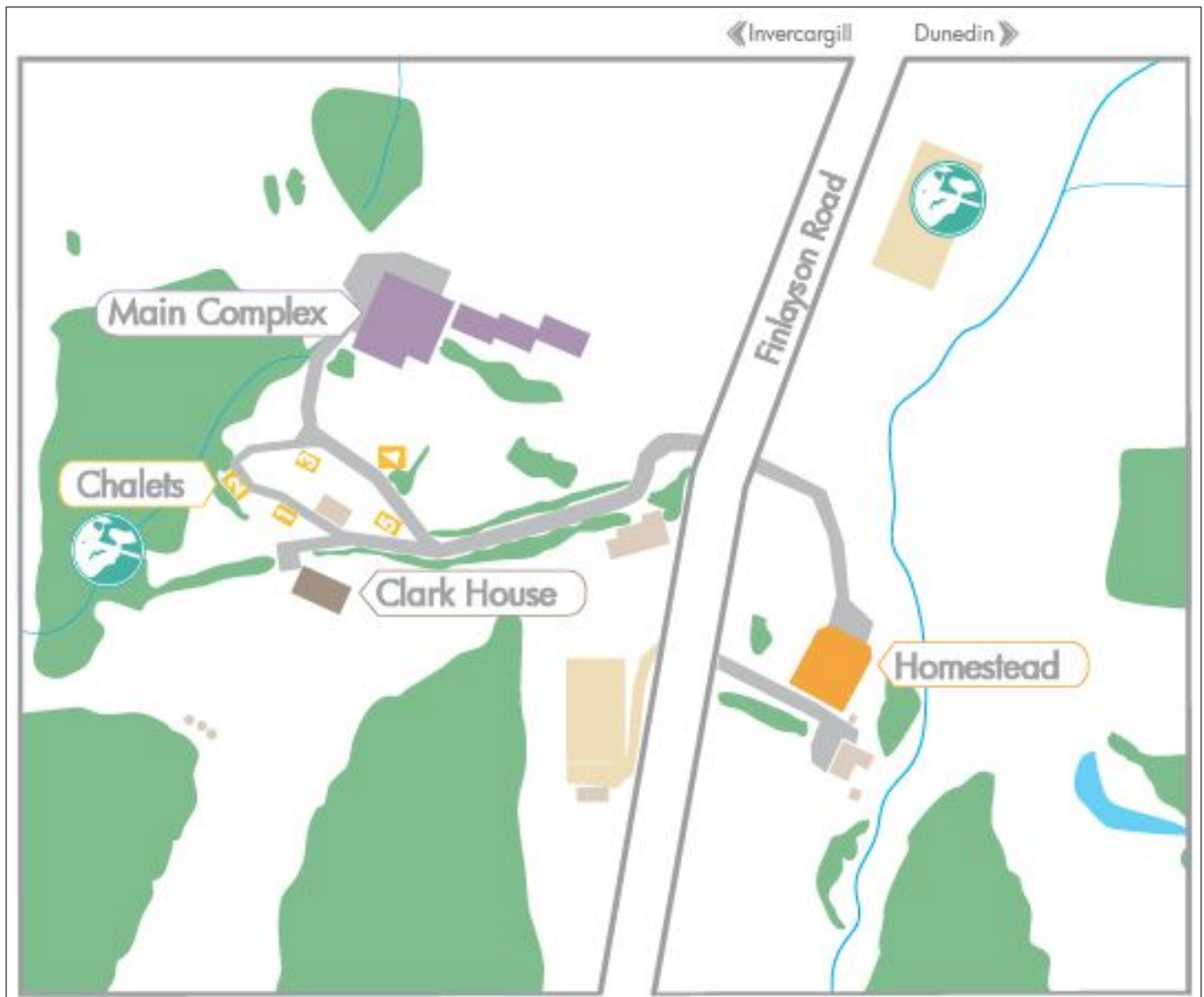
Activity Summary

The CYC Waihola Shooting (Paint-ball) activity is a **medium risk activity** that involves participants playing paint-ball with high pressure air paint-ball guns.

Location

Either:

- Paint-ball Arena
- Suitably confined activity area



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
- The activity leader must have a current *CYC Waihola Shooting Supervisor* qualification with *Paint-ball Endorsement*⁵².

52 A person with a current *CYC Waihola Shooting Assistant* qualification can take on the role of Activity Leader if they are under the direct supervision of a person with at least a current *CYC Waihola Shooting Supervisor* qualification with *Paint-ball Endorsement*.



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Qualifications

All activity leaders must have at least the following qualification:

- *CYC Waihola Shooting Supervisor with the Paint-ball Endorsement*

Supervision Ratios

When children⁵³ are present:

- the medium risk ratio of 1 competent adult to 5 children applies
- there is a two competent adult minimum (this minimum includes the Activity Leader)

When children are not present then there is no supervision ratio other than the requirement for a trained person to be the Activity Leader

Activity Restrictions

No children under 10 years old will be permitted to play paint-ball in games where shooting other people is permitted.

Children are only allowed to participate in this activity:

- with consent from their parents / caregiver
- Consent is considered to be given in the following circumstances unless otherwise notified:
 - those attending with youth groups on Paint-ball event days
 - those within the Ministry Camp context consent to play paint-ball is given on the camper enrolment form
 - accommodation groups where paint-ball was a planned activity

Activity Sign-off

As part of completing the daily log-book for this activity the [Shooting \(Paint-ball\) – Activity Sign-off Sheet](#) must be completed every time this activity runs.

Activity Equipment

Paint-ball Equipment Crates

- The equipment crates are to be taken to the activity area every time the activity is in use.
- The equipment crates will contain:
 - Activity Logbook containing:
 - these current instructions
 - the current Activity RAMS
 - a daily Activity Sign-off Sheet
 - paint-ball markers, paint hoppers and air tanks
 - safety masks
 - fluorescent vests
 - danger tape
 - first aid kit
 - whistle and air horn
 - air tank fill valve
 - maintenance toolbox
 - pens and pencils for recording in logbook

Other additional equipment

- Hired scuba air refill tanks from Dive Otago
- 1x Gazebo used as the game play base and staff only area

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

⁵³ Refer to [Appendix 1.1 Glossary of Terms](#)



- Unsuitable weather either predicted by the current weather forecast or changing during the activity
- Aggressive behaviour from **any one** of the participants that could lead to safety rules being not followed
- Stock located in the paint-ball activity areas that cannot be shifted.

Key Reasons to ban a participant from further participation

Activity leaders have the right to ban a participant from participating in the Paint-ball activity at any time for the following reasons:

- A breach of the 3 key safety rules of paint-ball
- Aggressive behaviour from the participant that could lead to safety rules being not followed

Participants will receive no refund for any tickets or fees paid for being removed from participation

Operating Procedures

6 monthly checks

A paid staff member that holds a *CYC Waihola Shooting Supervisor* qualification with the *Paint-ball Endorsement* must inspect the activity every six months using [Shooting \(Paint-ball\) – 6 Month Check](#) to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- Records of the 6 monthly checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- Any safety concerns from the 6 monthly check 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. Conditions deemed to be unsuitable will be determined by any of the following:
 - Heavy precipitation
- The Activity Leader must complete the pre-activity sections of the [Shooting \(Paint-ball\) – Activity Sign-off Sheet](#)

Activity Setup

The Activity Leader must set up the activity by doing the following:

- Within the paint-ball arena:
 - check for hazards within the arena
 - shut and latch all gates that allow entry into the arena
 - check for holes in the green shade cloth in the spectator areas
 - set up the gazebo at the entrance to the arena with the door opening facing away from the entrance.
 - place rules signs up ready for participants to read at the base location
- Within the Douglas fir plantation:
 - check the plantation for hazards
 - run out danger tape from Chalet 2 through to the water fountain at the bottom of the mud slide
 - set up the gazebo at the entrance to the Douglas Fir Plantation (under the playground bridge) with the door opening facing away from the entrance.
 - place rules signs up ready for participants to read
- Within the upper paddocks at the Homestead
 - place orange road cones in a line 30 metres from the location of the game play base
 - run out danger tape across any entry points to the homestead paddocks from within the camp-site.
 - set up the gazebo at the entrance to the arena with the door opening facing away from the planned game play area.



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- place the rules signs up ready for participants to read

The paint-ball markers are not to be taken out of the equipment boxes until participants arrive unless the Activity Leader remains with the markers at all times.

With Each New Group of Participants:

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 occur for all new participants on any given day i.e. if there is a group that has played before but only one new person that hasn't played yet today then the talk will still be given

The introductory talk will cover the following:

- The 3 essential safety rules that if broken will result in a ban from continued participation
- Guidelines for playing
- A demonstration of:
 - how the paint-ball markers work
- How the games will be played

3 essential safety rules

- 1** Helmets must be worn at all times by all persons within the game play area
 - The Activity Leader must clearly define the game play area and where it is safe to remove helmet
- 2** No shooting at anyone closer than 5 metres distance
 - The Activity Leader must demonstrate 5 metres distance and if game play is located at the Paint-ball Arena then explain how the tyre worm works within this rule
- 3** No shooting at any game-marshals, spectators or persons with their arms raised above their head
 - The Activity Leader must explain that this is the universal sign for removing oneself from game play however does not create a 'force field' that protects a participant from harm and helmet must remain on

The Activity Leader must explain the consequences of breaking these rules – eviction from the game without refund and without possibility of playing again on the day. The Activity Leader must offer the opportunity to ask any questions relating to the core safety rules and reiterate that breaking them is final – there are no warnings issued.

The Activity Leader should explain that Game-Marshals have the right to evict participants from game play for breaking the safety rules. Spectators standing on the outside of the arena do not have this right – if spectators see a problem they should advise either the Activity Leader or a Game-Marshal.

Guidelines for playing paint-ball

- Light clothing (t-shirts, pants) will provide some protection from bleeding soft tissue injuries
- A rag inside the game-play area near the exit point is available for wiping the masks clean before and during a game however masks must not be removed within the game play area
- A rag outside the game-play area at the game-play base for clearing a fogged up mask – however marker must be plugged and safety button turned on (or the marker can be left in the arena) before exiting. Masks stay on until safety clear of the game-play area.

How the Paint-ball Markers work

The Activity Leader will explain how the paint-ball marker works. Covering the following items:

- Safety button and always pointing the marker at the ground when not in active play
- The barrel plug and the location to leave the plug when entering the game play area
 - Explain that this plug must be put back in when leaving the game play for any reason including if there is a fault with a marker during game play. Explain that if a faulty marker is handed over to the Activity Leader without a plug then you won't be getting a marker back.



- Explain how to cock the marker ready for firing and how to re-cock if a misfire occurs
 - Explain how the markers are semi-automatic so will reload automatically for the next round to be fired.
- Explain how the hoppers are gravity feed so the guns need to be held relatively upright during firing
- Explain how the air tank is pressurised so is not for use as a 'battering ram' or stopping device. Participants need to take care not to damage the tanks.

The Activity Leader should demonstrate firing at the ground only and only after ensuring the marker is empty of rounds.

The Activity Leader should explain that paint is not to be picked up off the ground and placed in hoppers. Explain that if there is time for this at the end of the games then an opportunity will be given.

The Activity Leader must offer the opportunity to ask any questions relating to how the markers work.

If the participants are using slingshots instead of markers then a demonstration of how to use the slingshots is sufficient for explaining shooting.

How the game play will work

The Activity Leader should explain how the particular game works and the game rules.

- i.e. is the game 'Capture the Flag', 'Last Man Standing' or 'Team Elimination'
- The Activity Leader will explain the use of the air horn (and whistles for Game Marshals) for starting and stopping game play. If game play is stopped then all participants must safety their markers and point them at the ground.

The Activity Leader must offer the opportunity to ask any questions relating to how the game play will work.

The Activity Leader's primary role is to ensure safety of the activity – both participants, game-marshals, other leaders and spectators.

- Game-Marshals do not need to be trained however they must have it explained to them the safety rules and that they have the right to evict any one breaking them from the game.

During the Activity

If the Activity Leader or a Game Marshal observes a person breaking the safety rules or anything else that could endanger others then they will sound the air horn or whistle and the activity will not re-commence until the issue is resolved.

If an air tank needs refilled then only the Activity Leader or other trained person should fill the tank. A quick visual check of the tank will be performed every time a fill is done.

After the the activity is finished:

If the Activity Leader is leaving the paint-ball activity area for any reason at all and no other trained persons are available to supervise then the markers must be locked within their storage boxes.

If Paint-ball is not to be used again in the day of use then it must be put away. As the Activity Leader is putting away the equipment then the following must occur:

- barrels, bolt and firing chamber cleaned
- exterior surface wiped with gun oil
- drop of gun oil placed in the air tank entry port of the marker

The Activity Leader must complete after activity sections of the [Shooting \(ArcheryTag™\) – Activity Sign-off](#)



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Prior to next day of use:

Paint-ball markers are to be given a general clean and service.

Emergency and Incident Preparedness

First Aid Kits

This activity is to have a dedicated first aid kit that is to be taken to the activity location everytime the activity runs.

Refer to [First Aid Kits](#)

General Incident Procedures

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

Eye Injury

All Activity Leaders will be trained using a scenario where a participant receives an eye injury from a paint-ball shot.

Trachea injuries

All Activity Leaders will be trained using a scenario where a participant receives a trachea injury from a close contact paint-ball shot.

Testicular injuries

All Activity Leaders will be trained using a scenario where a participant receives a shot in the testicular area from a close contact paint-ball shot.

Bleeding soft tissue injuries

All Activity Leaders will be trained using a scenario where a participant receives a bleeding soft-tissue injury from a close contact paint-ball shot.

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 ([4.10 Staff Fatigue](#)) 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 **high risk factor** (high 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 ([4.9 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.
- Participants are not to participate in this activity 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](#)

- [*Arms \(Military Style Semi-automatic Firearms and Import Controls\) Amendment Act 2012*](#)

Activity Safety Guidelines

- None

Good Practise Guidelines

- [*Good Practise Guide for Organised Outdoor Activities*](#)

Standards

- [*Safety Audit Standard for Adventure Activities*](#)⁵⁴

Technical Advisers for this Activity

- CYC Waihola Operations Manager

54 applied to this SOP as an OutdoorsMark Premium Activity



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Shooting (Paint-ball) – Risk Analysis

- The following table represents the hazards and risks associated with this activity as per [6.2 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: Rules not followed	Loss of Eye	Critical	✓	Administrative	• Breach of rules will be enforced with ban
Equipment: Malfunction of safety devices		Moderate	✓	Engineering	• Gear will be checked prior to each session
People: Unclear instructions		High	✓	Administrative	• Participants will be supervised by trained activity leader • Clear instructions for use of activity will be given to all participants
People: Inadequate Supervision		High	✓		
Equipment: Misuse of equipment		High	✓		
People: Fooling around		High	✓		
People: Misuse of marker air tanks	Explosion injuries Compressed Air Injury	High	✓	Administrative	• Clear instructions will be given about marker air tanks
People: Poor Filling procedures		High	✓	Administrative	• Only trained personnel will be allowed to fill marker tanks
Environment: Collision with arena objects	Broken Bones Bruising	Moderate	✓	Eliminate	• Activity Leader will check for dangerous objects in arena before games
People: Collision with other participants		Moderate	✓	Engineering	• Rags will be available for wiping masks clear before each game
People: 5 metre rule not followed	Soft Tissue Injuries (Bleeding / Bruises)	Moderate	✓	Administrative	• Breach of rules will be enforced with ban
People: Unsuitable clothing		Low		PPE	• Participants will be advised to wear appropriate clothing
Equipment: Overpowered markers		Moderate	✓	Engineering	• All markers will fire at less than 300fps
People: Impairment of activity leader	Fatigue	Moderate		Administrative	• Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	High	✓	Administrative	• Full alcohol / drug prohibition applies to this activity as per policy

Risk and Hazard Analysis Last Updated: 04 October 2018



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Shooting (Paint-ball) – 6 Month Check

Check Date:	
Staff Member:	

Report Reviews

Near Miss / Accident reports reviewed:	Yes / No
Logbook safety comments reviewed:	Yes / No

Paint-ball Marker Checks

Visual Integrity Check:	Pass / Fail
Mechanism Check:	Pass / Fail
Live Firing Check:	Pass / Fail
Number of operational markers:	
HPA Tanks Visual Integrity Check:	Pass / Fail
Number of operational HPA tanks:	

Slingshot Check

Visual Integrity Check:	Pass / Fail
Number of operational slingshots:	

Other Checks

Helmet Visual Integrity Check:	
Number of operational helmets:	
Plenty of Pellets Available:	Pass / Fail
Emergency Whistle Present:	Pass / Fail
Tools Present:	Pass / Fail
# of sessions since last 6 month check:	
Overall Equipment Integrity Check:	Pass / Fail
Logbook Present:	Yes / No

PLEASE TURN OVER



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Sign Off

Paint-ball 6 monthly check:	PASS / FAIL
Staff Member Signature:	

Review Notes

Notes relating to this check: (include any reviews needed)	
---	--



Shooting (Paint-ball) – Activity Sign-off Sheet

- Always refer to the [Shooting \(Paint-ball\) – SOP](#) for complete instructions in use of this activity

SESSION DETAILS:	
GROUP NAME:	
Activity Leader Name:	
Session Date and Time:	
DAILY PRE-CHECK:	
Activity Leader at least a current CYC Waihola Shooting Supervisor qualification with Paint-ball Endorsement	Yes / No
<i>Paint-ball Equipment Inspection</i> - Paint-ball markers barrels are clear - Paint-ball markers are visually mechanically sound	Yes / No Yes / No Pass / Fail
Equipment in use: <i>(please write markers OR slingshots OR both)</i>	
PRIOR TO ACTIVITY COMMENCING:	
Supervision ratios met (2 adult minimum including 1 current Activity Leader)	Yes / No
Adults with current First Aid Certificate on-site are:	
Spectators to be behind physical barrier OR safety lines are set-up	Yes / No
Current weather conditions checked	Yes / No
Any additional current risks have been assessed and instructions for minimising noted below	Yes / No
Instructions for use have been given to all participants including important safety instructions	Yes / No
ACTIVITY TO PROCEED:	Yes / No
ACTIVITY LEADER INITIALS:	
AFTER ACTIVITY:	
All gear returned to storage shed and locked	
Participant numbers	
Activity Leader Initials:	

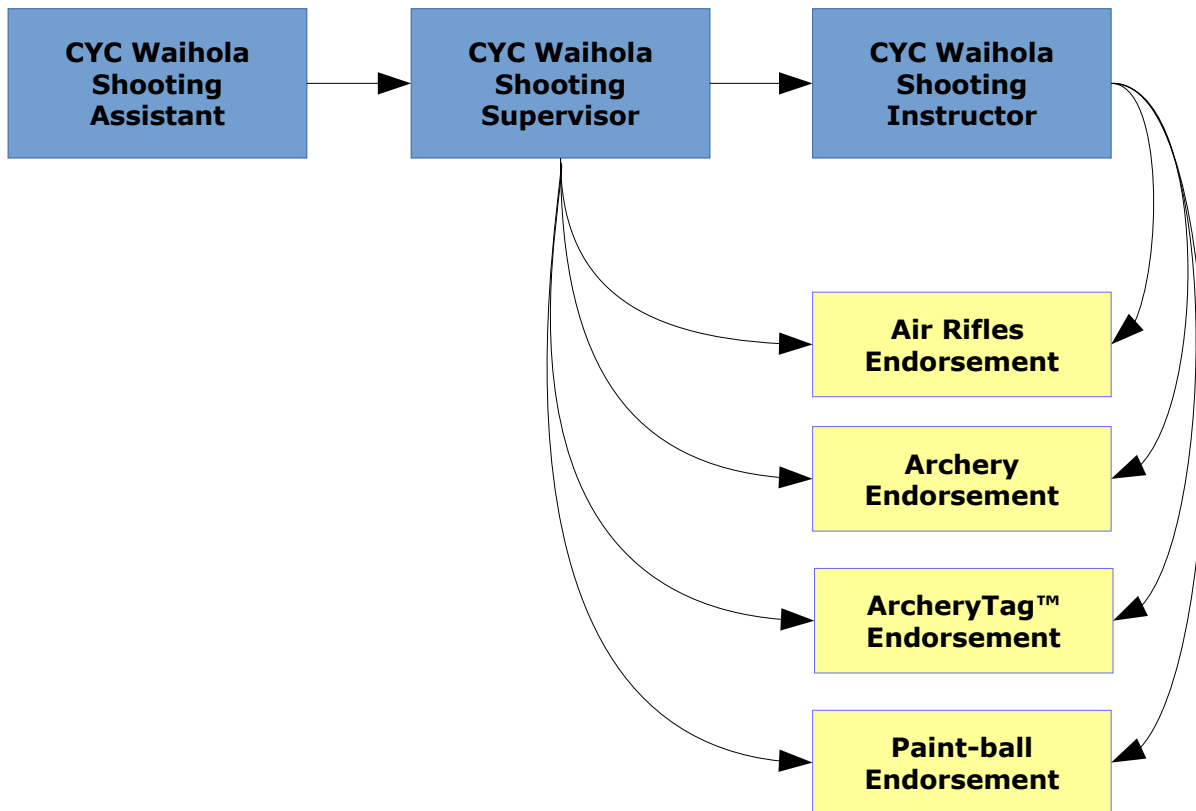
ADDITIONAL PRE-PLANNING RISK MANAGEMENT (additional to Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed



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Shooting – Training



Qualifications

CYC Waihola Shooting Assistant Qualification

Online Course Link

Coming soon

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Complete and be current with [Risk Management Training](#)
- 18 years or older OR be 16+ with a firearms license

Qualification Content

Understanding of the nature of the activity

- Understand the identified risks involved with running a Shooting activity
- Knowledge of the different scopes in this activity (air rifles, archery, ArcheryTag™ and paint-ball):
 - Appropriate clothing for participants for the different scopes
 - Locations of the different shooting activities scopes
- Have the knowledge of what are the high risk supervision ratios
- Knowing when not to run or put a stop to the activity
- Knowledge of the 7 basic rules of firearm safety

Demonstrate

- Either verbally or in a scenario:
 - Effective group management tools
 - The basic rules of each of the shooting activities

Record Keeping

- Know when it is required to complete the activity sign off sheets

CYC Waihola Shooting Supervisor Qualification

Online Course Link

Coming soon

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Complete and be current with [Risk Management Training](#)
- Complete and be current with [CYC Waihola Shooting Assistant Qualification](#)
- Workplace First Aid or higher qualification
- 20 years or older

Qualification Content

Revisit

- Training content from previous level

Scopes

- Choose and complete 1 or more of the following scopes:
 - Air Rifles
 - Archery
 - ArcheryTag™
 - Paint-ball

Record Keeping

- Accident / Near miss reporting procedures

CYC Waihola Shooting Instructor Level

Online Course Link

No online course

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires a peer review.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Complete and be current with [Risk Management Training](#)
- Complete and be current with [CYC Waihola Shooting Supervisor Qualification](#)
- 20 years or older
- Have a current NZ Firearms License
- Complete all of the following scopes:
 -

Qualification Content

Revisit

- Training content from previous level

Assessing

- Know how to assess assistants in this activity
- Know how to assess supervisors in this activity
- Know how to assess scopes

Experience

- Show evidence of having run at least 20 hours of all the shooting activities

Air Rifles Endorsement

Online Course Link

Coming soon



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Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Complete and be current with [Risk Management Training](#)
- Complete and be current with [CYC Waihola Shooting Assistant Qualification](#)
- 20 years or older

Qualification Content

Knowledge

- Knowledge of equipment used for the Air Rifles activity
- Suitable locations on the CYC camp-site for setting up the Air Rifles range and when not to use these areas
- Reasons not to run or to stop the Air Rifles activity

Demonstrate

- how to set up the air rifles range for the activity
- give the rules and instructions of use to the participants
- use the air rifles including safety mechanisms and not relying on them
- loading and firing the air rifle
- unblocking the barrel when blocked
- Crowd control of participants not actively firing
- Cleaning of the air rifles

Archery Endorsement

Online Course Link

Coming soon

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Complete and be current with [Risk Management Training](#)
- Complete and be current with [CYC Waihola Shooting Assistant Qualification](#)
- 20 years or older

Qualification Content

Knowledge

- Knowledge of equipment used for the Archery activity
- Suitable locations on the CYC camp-site for setting up the Archery range and when not to use these areas
- Reasons not to run or to stop the Archery activity

Demonstrate

- how to set up the archery range for the activity
- give the rules and instructions of use to the participants
- how to string the bows correctly and know the ways not to string the bows
- how to wax the bow strings and when to do so
- correct archery stance
- correct way to load an arrow ready for firing
- Crowd control of participants not actively firing

ArcheryTag™ Endorsement

Online Course Link

Coming soon

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Complete and be current with [Risk Management Training](#)
- Complete and be current with [CYC Waihola Shooting Assistant Qualification](#)
- 20 years or older

Qualification Content

Knowledge

- Basic knowledge of the licensing agreement for this activity
- Knowledge of equipment used for the activity
- Suitable locations on the CYC camp-site for setting up the activity and when not to use these areas
- Reasons not to run or to stop the activity

Demonstrate

- how to set up the activity
 - gather all the ArcheryTag™ gear for running the activity
 - setting up the ArcheryTag™ play arena
 - setting up ready for participants ready to arrive
 - safety inspection of arena
- how to string the bows correctly and know the ways not to string the bows
- how to wax the bow strings and when to do so
- Demonstrate the safety inspection of the:
 - Assembled Bows
 - Arrows including identifying an unsafe arrow past it's replacement period
 - Masks
- Set-up and use of the inflatable bunkers including:
 - the use of the air release valves
 - inflating a bunker to the correct pressure especially not over inflating
 - pegging bunkers down
 - watching in hot weather for bunkers expanding beyond acceptable pressure
- Give the rules and instructions of use to the participants
 - Giving safety rules
 - how to fire an ArcheryTag™ bow
 - rules of the "classic" game play
- How to referee a game
- Crowd control of participants not playing

Emergency Scenarios

- Practising emergency scenarios of the following:
 - testicular injury
 - eye injury

Paint-ball Endorsement

Online Course Link

Coming soon

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Complete and be current with [Risk Management Training](#)
- Complete and be current with [CYC Waihola Shooting Assistant Qualification](#)
- 20 years or older



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- Records of being an active CYC Waihola Shooting assistant at 4 sessions of the paint-ball activity.

Qualification Content

Knowledge

- Knowledge of equipment used for the activity
- Knowledge of compressed air safety:
 - Dangers of compressed air
 - Knowledge of the dangers of petroleum based oil products in the paint-ball activity
 - Knowledge of the different types of air tanks and identifying player-owned tanks that are and are not safe to fill with HPA
- Pros and cons of running the activity in following areas along with unique hazards of each area:
 - the paint-ball arena
 - the Douglas fir plantation
 - the Homestead upper paddocks
- Reasons not to run or to stop the activity
- 3 key safety rules of paint-ball and consequences of participants breaking them

Demonstrate

- A safety inspection of the:
 - Scuba Air tanks
 - Marker Air tanks
 - Replacing O-rings
 - Masks
 - Markers
 - screws are tight
 - guns are clean and oiled
 - complete break down of the guns for complete clean
 - fixing air leaks
- Use of HPA:
 - safely charging the air tanks ready for use
 - safely refilling the air tanks during game play
 - checking the rubber air seals on the air tanks
- How to set up the activity
 - gather all the paint-ball gear for running the activity
 - setting up ready for participants ready to arrive
 - safety inspection of arena
- Give the rules and instructions of use to the participants
 - 3 safety rules and consequences for breaking them
 - how the markers work
 - rules of game play
- How to referee / marshal a game
- Crowd control of participants not playing

Emergency Scenarios

- Practising emergency scenarios of the following:
 - bleeding soft tissue injuries
 - trachea injury
 - testicular injury
 - eye injury

Further External Qualification Progression for Staff

NZ Firearms Licence

- <http://www.police.govt.nz/advice/firearms/standard-new-zealand-firearms-licence>

Mountain Safety Council Firearms Safety Course

- <http://www.mountainsafety.org.nz/Training/Firearms/Firearms-Safety-Course.asp>

Swimming – SOPs

There are several swimming based activities at CYC Waihola which are varied and different.

Therefore the shooting activity is split into the following SOPs:

- **Inland Waterways** is all water based outdoor activities that have the potential for swimming unless it involves the ocean – see [Swimming \(Inland Waterways\) – SOP](#)
- **Ocean** is all water based outdoor activities that have the potential for swimming in the ocean - see [Swimming \(Ocean\) – SOP](#)
- **Pool Based** is all swimming pool based activities at either a private swimming pool or hired public swimming pool – see [Swimming \(Pool Based\) – SOP](#)



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Swimming (Inland Waterways) – SOP

Last Review:

This SOP was last reviewed on 05 October 2018.

Activity Summary

The CYC Waihola Swimming (Inland Waterways) activity is a **medium risk activity** that involves participants swimming in outdoors waterways that do not include the ocean or swimming pools.

Location and Scope⁵⁵

The locations and scope of this activity is very wide and may include (but is not limited to) the following activities:

- Swimming in water holes
- Swimming in Lake Waihola
- Swimming in other inland lakes
- Swimming in rivers, streams or ponds
- Raft building
- River crossings
- Fishing and eeling

Some of these above activities are not swimming directly, however they are activities that may lead to participants and leaders being immersed in water and therefore fall under the scope of these SOPs and need to be planned accordingly

This SOP does not cover the following swimming activities:

- Indoor Swimming Pools – see [Swimming \(Pool Based\) – SOP](#)
- Swimming in the Ocean – see [Swimming \(Ocean\) – SOP](#)

A characteristic of these activities is the sometimes informal nature of participation. Lots of children may do these activities unsupervised in their own time and not only when participating in a formal or organised programme. However this SOP covers situations where participants are being directly supervised by a designated leader, guide or instructor at Ministry Camps.

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
- The activity leader must have a current *CYC Waihola Swimming Supervisor* qualification.

Qualifications

All activity leaders must have the following qualification:

- CYC Waihola Swimming Supervisor

It is preferable, that all Camp Directors (or at least one leader attending) of camps utilising the outdoors where swimming maybe a possibility (i.e. tramping, summer adventure camps, etc.) complete this qualification.⁵⁶

Supervision Ratios⁵⁷

Supervision needs vary according to age and ability of the participants, the activity, the location and environmental conditions and the skill and experience of the leaders and supervisors.

When children⁵⁸ are present:

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

55 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\)](#) (ver 2018) page 2

56 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\)](#) (ver 2018) page 7

57 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\)](#) (ver 2018) page 5

58 Refer to [Appendix 1.1 Glossary of Terms](#)



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- there is a two competent adult minimum (this minimum includes the Activity Leader)

When groups of 10 or more are present:

- the high risk ratio of 1 competent adult to 5 children applies
- there is a two competent adult minimum (this minimum includes the Activity Leader)
- competent adults will be assigned supervision zones

If any children under 8 years old are participating then active and immediate supervision (i.e. a competent adult in the water within arms reach at all times) of these children must occur at all times.

Supervision Competency

In this activity a competent adult is defined as:

- an adult that can in the particular activity location perform a rescue of a participant without placing themselves or others in further danger
- an adult that has been briefed on the risks of the particular swimming activity
 - All those in supervising roles need to know the nature of environment they are supervising i.e. where are the deep spots, shallow water, other hazards etc.

Activity Equipment

For all swimming activities (impromptu or planned) the following equipment is the minimum required before allowing a swimming activity to start:

- First Aid Kit with foil rescue blanket
- A whistle

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

- Activity Logbook containing:
 - these current SOPS
 - a daily Activity Sign-off Sheet
 - the emergency communication plan
- small first aid kit
- a woollen blanket
- a foil rescue blanket
- a packet of barley sugars
- pens and pencils
- several whistle(s)

Communication Device

The Activity Leader must take a communication device must be present at the activity area for use in emergencies

Ancillary Services

The following ancillary services maybe used for this activity:

- If transportation 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 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
- Wind that creates a hazard by the following:
 - waves on water surface higher than 20cm from top to trough
 - OR an off shore wind that is higher than 3 on the Beaufort Scale⁵⁹
 - OR an on shore wind that is higher than 4 on the Beaufort Scale
- Participants have unsuitable clothing for the swimming environment

⁵⁹ Refer [Appendix 1.2 Beaufort Scale](#) for definitions



- Unsuitable weather either predicted by the current weather forecast or changing during the activity

Operating Procedures

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.
 - Water that is (i.e. less than 15°C) has the potential for cold water immersion shock to occur so this must be avoided if possible⁶⁰.
- Assessment of the leaders and participants water confidence
 - Within the Ministry Camp context, enrolment information gives a water confidence report of all those attending and in camps where swimming is a planned activity water confidence wrist bands are issued.
 - If children (under 13 years old) are participating and the current air temperature is lower than 10°C then it is considered too cold for the swimming activity
- Assessment of any hazards involved in using any external equipment (i.e. pontoon, shore based swings, rafts, etc.)
- Assessment of suitable changing locations must be made to ensure camper safety in public spaces and privacy (especially in mixed gender situations)
 - It is not appropriate for anyone (camper or leader) to get changed in front of members of the public or leaders of the opposite sex.
- 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 [Swimming \(Inland Waterways\) – Activity Sign-off](#) that is to be completed for planned activities however in cases of impromptu swimming (i.e. a tramping camp) the person deemed to be the Activity Leader must ensure all the above items have been carefully considered.

Prior to departure of campers

When participants are participating within a camp program that requires leaving accommodation to head some distance to the swimming activity location (e.g. from the CYC Waihola camp-site to Lake Waihola), then the following must occur:

- prior to departure competent adults will check participants have the following gear
 - enclosed shoes
 - a spare change of warm clothing
 - a dry towel
 - suitable clothing for swimming such as wetsuit or swimming togs
- Participants are to leave camp together and an attendance list of those going completed before departure by either the Activity Leader or another leader.
- If this activity is occurring within a CYC Ministry Camp context then:
 - When walking, ministry staff must follow the [Waihola Walking Activities - SOP](#)
 - When driving, ministry staff must follow the [Vehicle Use \(Road Vehicles\) - SOP](#)

Upon arrival at swimming activity area:

Upon arrival at swimming activity area:

- Other adults and leaders are to ensure all participants are dressed in suitable clothing ready for the swimming activity
- No participant is to enter the water until directed by the Activity leader

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 run.

The introductory talk will cover the following:

60 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\)](#) (Planning Template ver 1.0) page 4



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- Safety rules for participants
 - Swimming area boundary
 - Stay together as a group within 10 metres of each other – the Activity Leader should use a shore-based comparison to explain what that distance is (i.e. from me to that tree)
 - Explain if any external equipment (i.e. pontoon, shore based swings, rafts, etc.) are able to be used and what the rules for use are.
 - No diving (i.e. head first jumping) is to occur under any circumstances
 - Explain if safe jumping / “bombing” is permitted and where it is safe to do this
 - Explain water in this location is over participants head and how far participants must be able to swim without touching bottom in order to use
 - Assign a competent adult to be in the water at this location ready for immediate and hands on assistance if required
- Explain what a whistle blasts from the Activity Leader/competent adults mean:
 - One long blast – stop and look at the leader to listen for further instructions
 - Two or more long blasts - return immediately to shore
 - Multiple short blasts – alerting other competent adults that someone is in trouble

During the activity:

Whilst the activity is running:

- The Activity Leader and other leaders must:
 - ensure the group stays together as per the rules given in the safety talk
 - watch for changing weather or environmental conditions

The scope of the activity will determine the best location and type of supervision that needs to occur – however the following is the the best practice guidance to follow⁶¹:

- When there is more than one supervisor, clearly defined roles and responsibilities should be delegated. This is particularly important when using assistant leaders, accompanying teachers (who are not the activity leader), student leaders or parent helpers. There is to be one Activity Leader for the activity.
- Generally the Activity Leader should be on shore with an overview of the entire activity. They must remain in active supervision of the activity at all times and not be distracted by others (i.e. using a cellphone, talking to others, etc.)
 - If any children (under 8 years old) are participating then active and immediate supervision (i.e. a competent adult in the water within arms reach at all times) of these children must occur at all times in addition to the on-shore Activity Leader with overview of the whole activity.
- Supervision of larger groups of participants (i.e. more than 10 participants in the water) requires supervision from in the water and from on the bank or shore.
- In addition to having designated competent adults, a supervision structure can include a buddy system of having participants watching out for one other participant or buddy.
- Regardless of what supervision system is used it is important there are clear procedures for supervision when one competent adult is required to go and assist a participant who needs help i.e. who supervises the remaining participants.

Other factors that must be assessed in determining best supervision for the activity include:

- Participants with special needs, including behavioural or medical, non-swimmers or non-floaters, English as a second language speakers.
- Environmental factors such as the location and weather.

Ending the activity:

When the swimming activity is to be called to an end the Activity Leader should blast the whistle once and give instructions to participants to return to shore.

- At least one competent adult should be the last to leave the water.

After the the activity is finished:

It is important once the activity is finished that participants leave the water as quickly as possible.

61 Refer *Good Practice Guide (Inland Waterway Swimming Activities)* (ver 2018) page 5



To ensure participants don't get cold after the activity is over, it is permissible for other leaders on shore (not in active supervision roles) to allow participants to get changed. Assessment of where this can occur must be thought of prior to the activity starting:

- Use of public change rooms/toilets if available is permissible however standard supervision is required by posting a leader outside the toilets/change rooms.
- Alternatively if the Activity Leader gives permission an early group of participants may return to camp with other adults/leaders if the supervision ratios at the lake remain above the required. The attendance list must be filled in to show who has departed the lake for camp.

If participants are participating within a camp program that required leaving accommodation to head some distance to the swimming activity location (e.g. from the CYC Waihola camp-site to Lake Waihola), then the following must occur before departure from the swimming location:

- the attendance list must be completed and [Swimming \(Inland Waterways\) – Activity Sign-off](#) completed with participant numbers
- All activity equipment and participant belongings are removed from the location

Emergency and Incident Preparedness

First Aid Kits

This activity requires a First Aid kit to taken to the activity location every time it is run.

Refer to [First Aid Kits](#)

General Incident Procedures

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

Suspected Drowning

If suspected drowning occurs follow general emergency procedures however it is important to call ambulance even if victim is able to be revived (in case of "secondary drowning")

Suspected Hypothermia

If suspected hypothermia occurs, remove victim from water and wet clothing, wrap in emergency thermal blanket to bring body temperature back up. Call ambulance if the first aider deems it to be necessary.

Stopping an off-site activity

If there is a need to stop an activity off-site 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.
- 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 ([4.10 Staff Fatigue](#)) which is to be followed at all times during the operation of this activity.

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



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Drug and Alcohol Risk Assessment

Activity Risk Assessment

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

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide drug and alcohol policy ([4.9 Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

- Activity Leaders and supervisors 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 Practice Guide \(Inland Waterway Swimming Activities\)](#)

Standards

- [Safety Audit Standard for Adventure Activities](#)⁶²

Technical Adviser's for this Activity

The following technical advisor's are to be used in the development and reviewing of this SOP:

- CYC Waihola Operations Manager
- CYC Waihola in-house technical experts:
 - Donna Millar (Swimming Instructor)

62 applied to this SOP as an OutdoorsMark Premium Activity

Swimming (Inland Waterways) – Risk Analysis

- The following table represents the hazards and risks associated with this activity as per [6.2 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: Participants going out of depth	Drowning Emotional Distress	High	✓	Isolate	• Participants will be given clear boundaries before activity commences
				Administrative	• Planned swimming activities will use swimmer competence wrist-bands
		Moderate	✓	Eliminate	• Activity will avoid very cold water (i.e. less than 15°C)
		Moderate	✓	Isolate	• Participants will only be allowed to swim in areas given all clear from snags
		High	✓	Administrative	• Participants will be supervised by trained leaders • Clear instructions for use of activity will be given to all participants
Environment: Cold Water Shock					
Environment: Underwater snags					
People: Inadequate Supervision					
People: Fooling around					
Environment: Cold Water / Cold Weather	Hypothermia	High	✓	Administrative	• Weather forecast will be checked daily before activity use • Activity Leader will impose activity time limits
Environment: Sun	Sunburn	High	✓	PPE	• Sunscreen will be provided for all participants and staff
People: Diving off rafts or shore into water	Spinal Injuries Head Injuries	Moderate	✓	Administrative	• Participants will not be allowed to dive
Equipment: Hitting raft or other equipment		Moderate	✓	Administrative	• Participants will not be allowed to jump off raft
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	High	✓	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: 05 October 2018



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Swimming (Inland Waterways) – Activity Sign-off

- Always refer to the [Swimming \(Inland Waterways\) – SOP](#) for complete instructions for this activity

SESSION DETAILS:	
GROUP NAME:	
Activity Leader Name:	
Session Date:	
DAY OF ACTIVITY CHECK:	
Current Time:	
Activity Leader is has current <i>CYC Waihola Swimming Supervisor</i> qualification	Yes / No
Assessment of additional current risks have been assessed and instructions for minimising noted below	Yes / No
Assessment of the current weather forecast and water conditions	Passed / Failed
Assessment of both leaders and participants water confidence made	Passed / Failed
Assessment of supervision ratios made (including supervisor competencies) and noted below:	Yes / No
Emergency Communication device ready to take – note name and phone number to contact in emergency:	Yes / No
PRIOR TO DEPARTURE FROM CAMP:	
Attendance List & Water confidence information gathered	Yes / No
Instructions for appropriate clothing and gear given to all participants	Yes / No
Participant Numbers leaving camp:	
PRIOR TO ACTIVITY COMMENCING:	
Current Time:	
Supervision ratios noted above met	Yes / No
Adults with current First Aid Certificate at activity are:	
Is jumping / “bombing” to be allowed and if so an area defined that it is safe to do so and competent supervisor placed in water	Yes / No
Instructions to be given to all participants (including leaders) covering important safety rules and any additional risk management instructions	Yes / No
ACTIVITY TO PROCEED:	Yes / No
ACTIVITY LEADER INITIALS:	

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AFTER ACTIVITY:	
Attendance taken and participant numbers are:	
All activity equipment returned to camp	Yes / No
If used, wet life jackets hung up to dry	Yes / No
Activity Leader Initials:	

ADDITIONAL PRE-PLANNING RISK MANAGEMENT (additional to Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed



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Swimming (Ocean) – SOP

Last Review:

This SOP was last reviewed on 05 October 2018.

Activity Summary

The CYC Waihola Swimming (Ocean) activity is a **high risk activity** that involves participants swimming in the ocean.

Location and Scope⁶³

The location and scope of this activity will include (but is not limited to) the following activities:

- Swimming in the ocean
- Paddling in the ocean
- Exploring rock pools

Activity Leader

An activity leader is required for this activity:

- Only one person will be deemed to be the Activity Leader for each session
- The activity leader must have a current *CYC Waihola Swimming Supervisor* qualification with the *Ocean Endorsement*.

Qualifications

All activity leaders must have the following qualification:

- *CYC Waihola Swimming Supervisor* qualification with the *Ocean Endorsement*.

Supervision Ratios⁶⁴

Supervision needs vary according to age and ability of the participants, the activity, the location and environmental conditions and the skill and experience of the leaders and supervisors.

When children⁶⁵ are present:

- the high risk ratio of 1 competent adult to 5 children applies
- there is a two competent adult minimum (this minimum includes the Activity Leader)

When groups of 10 or more are present:

- the high risk ratio of 1 competent adult to 5 children applies
- there is a two competent adult minimum (this minimum includes the Activity Leader)
- competent adults will be assigned supervision zones

If any children under 8 years old are participating then active and immediate supervision (i.e. a competent adult in the water within arms reach at all times) of these children must occur at all times.

Supervision Competency

In this activity a competent adult is defined as:

- an adult that can in the particular activity location perform a rescue of a participant without placing themselves or others in further danger
- an adult that has been briefed on the risks of the particular swimming activity
 - All those in supervising roles need to know the nature of environment they are supervising i.e. where are the rips, what is the undertow like, other hazards etc.

Activity Equipment

For all swimming activities (impromptu or planned) the following equipment is the minimum required before allowing a swimming activity to start:

- First Aid Kit with foil rescue blanket
- A whistle

63 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\)](#) (ver 2018) page 2

64 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\)](#) (ver 2018) page 5

65 Refer to [Appendix 1.1 Glossary of Terms](#)



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

- Activity Logbook containing:
 - these current SOPS
 - a daily Activity Sign-off Sheet
 - the emergency communication plan
- small first aid kit
- a woollen blanket
- a foil rescue blanket
- a packet of barley sugars
- pens and pencils
- several whistle(s)

Communication Device

The Activity Leader must take a communication device to the activity area for use in emergencies.

Ancillary Services

The following ancillary services may be used for this activity:

- If transportation 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 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
- Wind that creates a hazard by the following:
 - waves on water surface higher than 20cm from top to trough
 - OR an off shore wind that is higher than 3 on the Beaufort Scale⁶⁶
 - OR an on shore wind that is higher than 4 on the Beaufort Scale
- Participants have unsuitable clothing for the swimming environment
- Unsuitable weather either predicted by the current weather forecast or changing during the activity

Operating Procedures

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.
 - Water that is (i.e. less than 15°C) has the potential for cold water immersion shock to occur so this must be avoided if possible⁶⁷. However most swimming beaches in Otago/Southland are below this temperature so swimming in the oceans in these areas must be limited to the summer months and particular attention paid to participants getting cold.
- Assessment of the leaders and participants water confidence
 - Within the Ministry Camp context, enrolment information gives a water confidence report of all those attending and in camps where swimming is a planned activity water confidence wrist bands are issued.
 - If children (under 13 years old) are participating and the current air temperature is lower than 10°C then it is considered too cold for the swimming activity
- Assessment of any hazards involved in using any external equipment (i.e. pontoon, shore based swings, rafts, etc.)

66 Refer [Appendix 1.2 Beaufort Scale](#) for definitions

67 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\)](#) (Planning Template ver 1.0) page 4



- Assessment of suitable changing locations must be made to ensure camper safety in public spaces and privacy (especially in mixed gender situations)
 - It is not appropriate for anyone (camper or leader) to get changed in front of members of the public or leaders of the opposite sex.
- 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 [Swimming \(Ocean\) – Activity Sign-off](#) that is to be completed for planned activities however in cases of impromptu ocean swimming the person deemed to be the Activity Leader must ensure all the above items have been carefully considered.

Prior to departure of campers

When participants are participating within a camp program that requires leaving accommodation to head some distance to the swimming activity location (e.g. from the CYC Waihola camp-site to Taieri Mouth), then the following must occur:

- prior to departure competent adults will check participants have the following gear
 - enclosed shoes
 - a spare change of warm clothing
 - a dry towel
 - suitable clothing for swimming such as wetsuit or swimming togs
- Participants are to leave camp together and an attendance list of those going completed before departure by either the Activity Leader or another leader.
- If this activity is occurring within a CYC Ministry Camp context then:
 - When driving, ministry staff must follow the [Vehicle Use \(Road Vehicles\) - SOP](#)

Upon arrival at swimming activity area:

Upon arrival at swimming activity area:

- Other adults and leaders are to ensure all participants are dressed in suitable clothing ready for the swimming activity
- No participant is to enter the water until directed by the Activity leader

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 run.

The introductory talk will cover the following:

- Safety rules for participants
 - Swimming area boundary
 - Boundaries in ocean swimming must include two competent adults in the water that form a rectangle to the shoreline. All persons swimming must stay between these persons and the shoreline.
 - Stay together as a group within 10 metres of each other – the Activity Leader should use a shore-based comparison to explain what that distance is (i.e. from me to that tree)
 - Explain if any external equipment (i.e. pontoon, shore based swings, rafts, etc.) are able to be used and what the rules for use are.
 - No diving (i.e. head first jumping) is to occur under any circumstances
 - Explain if safe jumping / “bombing” is permitted and where it is safe to do this
 - Explain water in this location is over participants head and how far participants must be able to swim without touching bottom in order to use
 - Assign a competent adult to be in the water at this location ready for immediate and hands on assistance if required
- Explain what a whistle blasts from the Activity Leader/competent adults mean:
 - One long blast – stop and look at the leader to listen for further instructions
 - Two or more long blasts - return immediately to shore
 - Multiple short blasts – alerting other competent adults that someone is in trouble

During the activity:

Whilst the activity is running:



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- The Activity Leader and other leaders must:
 - ensure the group stays together as per the rules given in the safety talk
 - watch for changing weather or environmental conditions

The scope of the activity will determine the best location and type of supervision that needs to occur – however the following is the the best practice guidance to follow⁶⁸:

- When there is more than one supervisor, clearly defined roles and responsibilities should be delegated. This is particularly important when using assistant leaders, accompanying teachers (who are not the activity leader), student leaders or parent helpers. There is to be one Activity Leader for the activity.
- Generally the Activity Leader should be on shore with an overview of the entire activity. They must remain in active supervision of the activity at all times and not be distracted by others (i.e. using a cellphone, talking to others, etc.)
 - If any children (under 8 years old) are participating then active and immediate supervision (i.e. a competent adult in the water within arms reach at all times) of these children must occur at all times in addition to the on-shore Activity Leader with overview of the whole activity.
- Supervision of larger groups of participants (i.e. more than 10 participants in the water) requires supervision from in the water and from on the bank or shore.
- In addition to having designated competent adults, a supervision structure can include a buddy system of having participants watching out for one other participant or buddy.
- Regardless of what supervision system is used it is important there are clear procedures for supervision when one competent adult is required to go and assist a participant who needs help i.e. who supervises the remaining participants.

Other factors that must be assessed in determining best supervision for the activity include:

- Participants with special needs, including behavioural or medical, non-swimmers or non-floaters, English as a second language speakers.
- Environmental factors such as the location and weather.

Ending the activity:

When the swimming activity is to be called to an end the Activity Leader should blast the whistle once and give instructions to participants to return to shore.

- At least one competent adult should be the last to leave the water.

After the the activity is finished:

It is important once the activity is finished that participants leave the water as quickly as possible.

To ensure participants don't get cold after the activity is over, it is permissible for other leaders on shore (not in active supervision roles) to allow participants to get changed. Assessment of where this can occur must be thought of prior to the activity starting:

- Use of public change rooms/toilets if available is permissible however standard supervision is required by posting a leader outside the toilets/change rooms.
- Alternatively if the Activity Leader gives permission an early group of participants may return to camp with other adults/leaders if the supervision ratios at the activity area remain above the required. The attendance list must be filled in to show who has departed the activity area for camp.

If participants are participating within a camp program that required leaving accommodation to head some distance to the swimming activity location (e.g. from the CYC Waihola camp-site to Taieri Mouth), then the following must occur before departure from the swimming location:

- the attendance list must be completed and [Swimming \(Ocean\) – Activity Sign-off](#) completed with participant numbers
- All activity equipment and participant belongings are removed from the location

68 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\)](#) (ver 2018) page 5



Emergency and Incident Preparedness

First Aid Kits

This activity requires a First Aid kit to taken to the activity location every time it is run.

Refer to [First Aid Kits](#)

General Incident Procedures

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

Suspected Drowning

If suspected drowning occurs follow general emergency procedures however it is important to call ambulance even if victim is able to be revived (in case of "secondary drowning")

Suspected Hypothermia

If suspected hypothermia occurs, remove victim from water and wet clothing, wrap in emergency thermal blanket to bring body temperature back up. Call ambulance if the first aider deems it to be necessary.

Stopping an off-site activity

If there is a need to stop an activity off-site 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.
- 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 ([4.10 Staff Fatigue](#)) which is to be followed at all times during the operation of this activity.

- Activity Leaders and supervisors 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 but low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide drug and alcohol policy ([4.9 Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

- Activity Leaders and supervisors 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](#)



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Activity Safety Guidelines

- None

Good Practise Guidelines

- [Good Practice Guide \(Inland Waterway Swimming Activities\)](#) (loosely applies)

Standards

- [Safety Audit Standard for Adventure Activities](#)⁶⁹

Technical Adviser's for this Activity

The following technical advisor's are to be used in the development and reviewing of this SOP:

- CYC Waihola Operations Manager
- CYC Waihola in-house technical experts:
 - Donna Millar (Swimming Instructor)

⁶⁹ applied to this SOP as an OutdoorsMark Premium Activity



Swimming (Ocean) – Risk Analysis

- The following table represents the hazards and risks associated with this activity as per [6.2 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: Participants going out of depth	Drowning Emotional Distress	High	✓	Isolate	• Participants will be given clear boundaries before activity commences
				Administrative	• Planned swimming activities will use swimmer competence wrist-bands
Environment: Cold Water Shock		Moderate	✓	Eliminate	• Activity will avoid very cold water (i.e. less than 15°C)
Environment: Underwater snags		Moderate	✓	Isolate	• Participants will only be allowed to swim in areas given all clear from snags
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 Water / Cold Weather	Hypothermia	High	✓	Administrative	• Weather forecast will be checked daily before activity use • Activity Leader will impose activity time limits
Environment: Sun	Sunburn	High	✓	PPE	• Sunscreen will be provided for all participants and staff
People: Diving off rafts or shore into water	Spinal Injuries Head Injuries	Moderate	✓	Administrative	• Participants will not be allowed to dive
Equipment: Hitting raft or other equipment		Moderate	✓	Administrative	• Participants will not be allowed to jump off raft
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	High	✓	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: 05 October 2018



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Swimming (Ocean) – Activity Sign-off

- Always refer to the [Swimming \(Ocean\) – SOP](#) for complete instructions for this activity

SESSION DETAILS:	
GROUP NAME:	
Activity Leader Name:	
Session Date:	
DAY OF ACTIVITY CHECK:	
Current Time:	
Activity Leader is has current <i>CYC Waiholā Swimming Supervisor</i> qualification	Yes / No
Assessment of additional current risks have been assessed and instructions for minimising noted below	Yes / No
Assessment of the current weather forecast and water conditions	Passed / Failed
Assessment of both leaders and participants water confidence made	Passed / Failed
Assessment of supervision ratios made (including supervisor competencies) and noted below:	Yes / No
Emergency Communication device ready to take – note name and phone number to contact in emergency:	Yes / No
PRIOR TO DEPARTURE FROM CAMP:	
Attendance List & Water confidence information gathered	Yes / No
Instructions for appropriate clothing and gear given to all participants	Yes / No
Participant Numbers leaving camp:	
PRIOR TO ACTIVITY COMMENCING:	
Current Time:	
Supervision ratios noted above met	Yes / No
Adults with current First Aid Certificate at activity are:	
Is jumping / “bombing” to be allowed and if so an area defined that it is safe to do so and competent supervisor placed in water	Yes / No
Instructions to be given to all participants (including leaders) covering important safety rules and any additional risk management instructions	Yes / No
ACTIVITY TO PROCEED:	Yes / No
ACTIVITY LEADER INITIALS:	

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AFTER ACTIVITY:	
Attendance taken and participant numbers are:	
All activity equipment returned to camp	Yes / No
If used, wet life jackets hung up to dry	Yes / No
Activity Leader Initials:	

ADDITIONAL PRE-PLANNING RISK MANAGEMENT (additional to Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed



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Swimming (Pool Based) – SOP

Last Review:

This SOP was last reviewed on 05 October 2018.

Activity Summary

The CYC Waihola Swimming (Pool Based) activity is a **medium risk activity** that involves participants swimming in swimming pools.

Location and Scope⁷⁰

The locations of this activity varies. However it is most likely to involve swimming or water based activities at:

- A public swimming pool (irrelevant of whether lifeguards are on duty or not)
- A private swimming pool

Whilst the activities may not be swimming directly, if the activity may lead to participants and leaders being immersed in water in an enclosed waterway then these SOPs apply.

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
- The activity leader must have a current *CYC Waihola Swimming Supervisor* qualification.

Qualifications

All activity leaders must have the following qualification:

- CYC Waihola Swimming Supervisor

Supervision Ratios⁷¹

Supervision needs vary according to age and ability of the participants, the activity, the location and environmental conditions and the skill and experience of the leaders and supervisors.

When children⁷² are present:

- the high risk ratio of 1 competent adult to 5 children applies
- there is a two competent adult minimum (this minimum includes the Activity Leader)
- At a public pool and there are lifeguards on duty then the lifeguards can apply to the competent adult supervision

When groups of 10 or more are present:

- the high risk ratio of 1 competent adult to 5 children applies
- there is a two competent adult minimum (this minimum includes the Activity Leader)
- competent adults will be assigned supervision zones
- At a public pool and there are lifeguards on duty then the lifeguards can apply to the competent adult supervision

If any children under 8 years old are participating then active and immediate supervision (i.e. a competent adult in the water within arms reach at all times) of these children must occur at all times.

Supervision Competency

In this activity a competent adult is defined as:

- an adult that can in the particular activity location perform a rescue of a participant without placing themselves or others in further danger
- an adult that has been briefed on the risks of the particular swimming activity

70 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\)](#) (ver 2018) page 2

71 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\)](#) (ver 2018) page 5

72 Refer to [Appendix 1.1 Glossary of Terms](#)



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- All those in supervising roles need to know the nature of environment they are supervising i.e. where are the deep spots, shallow water, other hazards etc.
- At a public pool lifeguards on duty are deemed to be competent adult supervision
 - Lifeguards on Duty means they are patrolling the swimming pool actively. Lifeguards or Administrative Swimming Pool staff sitting in an office are not deemed to be on duty.
 - The expectations of lifeguards must be discussed at time of booking when hiring exclusive use of a public pool.

Activity Equipment

For all swimming activities (impromptu or planned) the following equipment is the minimum required before allowing a swimming activity to start:

- First Aid Kit with foil rescue blanket
- A whistle

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

- Activity Logbook containing:
 - these current SOPS
 - a daily Activity Sign-off Sheet
 - the emergency communication plan
- small first aid kit
- a woollen blanket
- a foil rescue blanket
- a packet of barley sugars
- pens and pencils
- several whistle(s)

Communication Device

The Activity Leader must take a communication device to the swimming pool for use in emergencies

Ancillary Services

The following ancillary services maybe used for this activity:

- If transportation 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 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
- Participants have unsuitable clothing for the swimming environment
- For outdoor pools, unsuitable weather either predicted by the current weather forecast or changing during the activity

Operating Procedures

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 leaders and participants water confidence
 - Within the Ministry Camp context, enrolment information gives a water confidence report of all those attending and in camps where swimming is a planned activity water confidence wrist bands are issued.
 - If children (under 13 years old) are participating and the current air temperature is lower than 10°C then it is considered too cold for the swimming activity



- Assessment of any hazards involved in using any equipment (i.e. slides, inner tubes, etc. etc.)
- Assessment of suitable changing locations must be made to ensure camper safety in public spaces and privacy (especially in mixed gender situations)
 - It is not appropriate for anyone (camper or leader) to get changed in front of members of the public or leaders of the opposite sex.
- 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

If pool based activities are to occur using floating equipment that is to be climbed on then the following must be considered to prevent head / spinal injuries:

- Is there sufficient distance from the edge of the pool to where the equipment is being used?
- Is there sufficient depth where the equipment is being used?
- Are helmets going to be necessary for safe use?

All these items are contained within the [Swimming \(Pool Based\) – Activity Sign-off](#) that is to be completed before activity commences.

Prior to departure of campers

As CYC Waihola does not have a swimming pool, leaving the accommodation will be necessary so the following must occur:

- prior to departure competent adults will check participants have the following gear
 - enclosed shoes
 - a spare change of warm clothing
 - a dry towel
 - suitable clothing for swimming such as wetsuit or swimming togs
- Participants are to leave camp together and an attendance list of those going completed before departure by either the Activity Leader or another leader.
- If this activity is occurring within a CYC Ministry Camp context then:
 - When walking, ministry staff must follow the [Waihola Walking Activities - SOP](#)
 - When driving, ministry staff must follow the [Vehicle Use \(Road Vehicles\) - SOP](#)

Upon arrival at swimming activity area:

Upon arrival at swimming activity area:

- Other adults and leaders are to ensure all participants are dressed in suitable clothing ready for the swimming activity
- No participant is to enter the water until directed by the Activity leader

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 run.

The introductory talk will cover the following:

- Safety rules for participants
 - Swimming area boundary
 - Explain if any equipment (i.e. slides, inner tubes, etc.) are able to be used and what the rules for use are.
 - No diving (i.e. head first jumping) is to occur under any circumstances
 - If using public swimming pool, explain:
 - about any particular rules of the pool
 - giving members of the public space
- Explain what a whistle blasts from the Activity Leader/competent adults mean:
 - One long blast – stop and look at the leader to listen for further instructions
 - Two or more long blasts - return immediately to shore
 - Multiple short blasts – alerting other competent adults that someone is in trouble



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During the activity:

The scope of the activity will determine the best location and type of supervision that needs to occur – however the following is the the best practice guidance to follow⁷³:

- When there is more than one supervisor, clearly defined roles and responsibilities should be delegated. This is particularly important when using assistant leaders, accompanying teachers (who are not the activity leader), student leaders or parent helpers. There is to be one Activity Leader for the activity.
- Generally the Activity Leader should be on poolside with an overview of the entire activity. They must remain in active supervision of the activity at all times and not be distracted by others (i.e. using a cellphone, talking to others, etc.)
 - If any children (under 8 years old) are participating then active and immediate supervision (i.e. a competent adult in the water within arms reach at all times) of these children must occur at all times in addition to the poolside Activity Leader with overview of the whole activity.
- Supervision of larger groups of participants (i.e. more than 10 participants in the water) requires supervision from in the water and from the poolside.
- In addition to having designated competent adults, a supervision structure can include a buddy system of having participants watching out for one other participant or buddy.
- Regardless of what supervision system is used it is important there are clear procedures for supervision when one competent adult is required to go and assist a participant who needs help i.e. who supervises the remaining participants.

Other factors that must be assessed in determining best supervision for the activity include:

- Participants with special needs, including behavioural or medical, non-swimmers or non-floaters, English as a second language speakers.

Ending the activity:

When the swimming activity is to be called to an end the Activity Leader should blast the whistle once and give instructions to participants to return to poolside.

- At least one competent adult should be the last to leave the water.

After the the activity is finished:

It is important once the activity is finished that participants leave the water as quickly as possible.

To ensure participants don't get cold after the activity is over, it is permissible for other leaders on poolside (not in active supervision roles) to allow participants to get changed. Assessment of where this can occur must be thought of prior to the activity starting:

- Use of public change rooms/toilets if available is permissible provided participants are not changing in front of members of the public however standard supervision is required by posting a leader outside the toilets/change rooms.
- Alternatively if the Activity Leader gives permission an early group of participants may return to camp with other adults/leaders if the supervision ratios at the pool remain above the required. The attendance list must be filled in to show who has departed the pool for camp.

The Activity Leader before departing the pool must ensure:

- the attendance list must be completed and [Swimming \(Pool Based\) – Activity Sign-off](#) completed with participant numbers
- All activity equipment and participant belongings are removed from the location

Emergency and Incident Preparedness

First Aid Kits

This activity requires a First Aid kit to taken to the activity location every time it is run.

Refer to [First Aid Kits](#)

73 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\)](#) (ver 2018) page 5

General Incident Procedures

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

Suspected Drowning

If suspected drowning occurs follow general emergency procedures however it is important to call ambulance even if victim is able to be revived (in case of "secondary drowning")

Suspected Hypothermia

If suspected hypothermia occurs, remove victim from water and wet clothing, wrap in emergency thermal blanket to bring body temperature back up. Call ambulance if the first aider deems it to be necessary.

Stopping an off-site activity

If there is a need to stop an activity off-site 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.
- 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 ([4.10 Staff Fatigue](#)) which is to be followed at all times during the operation of this activity.

- Activity Leaders and supervisors 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 but low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide drug and alcohol policy ([4.9 Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

- Activity Leaders and supervisors 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 Practice Guide \(Inland Waterway Swimming Activities\)](#) (loosely applies)



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Standards

- [Safety Audit Standard for Adventure Activities](#)⁷⁴

Technical Adviser's for this Activity

The following technical advisor's are to be used in the development and reviewing of this SOP:

- CYC Waihola Operations Manager
- CYC Waihola in-house technical experts:
 - Donna Millar (Swimming Instructor)

74 applied to this SOP as an OutdoorsMark Premium Activity



Swimming (Pool Based) – Risk Analysis

- The following table represents the hazards and risks associated with this activity as per [6.2 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: Participants going out of depth	Drowning Emotional Distress	High	✓	Isolate	• Participants will be given clear boundaries before activity commences
People: Inadequate Supervision		High	✓	Administrative	• Planned swimming activities will use swimmer competence wrist-bands
People: Fooling around		High	✓	Administrative	• Participants will be supervised by trained leaders • Clear instructions for use of activity will be given to all participants
Environment: Cold Water	Hypothermia	High	✓	Administrative	• Activity Leader will impose activity time limits
Environment: Sun	Sunburn	High	✓	PPE	• Sunscreen will be provided for all participants and staff at outdoor pools
People: Diving off poolside into water	Spinal Injuries Head Injuries	Moderate	✓	Administrative	• Participants will not be allowed to dive
Equipment: Hitting poolside from equipment		Moderate	✓	Administrative	• Participants will not be allowed to jump off equipment
				Isolate	• Equipment will be used away from poolside and other equipment
				PPE	• Helmets will be worn where risk of head injury exists from poolside or equipment
People: Impairment of activity leaders	Fatigue	High	✓	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: 05 October 2018



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Swimming (Pool Based) – Activity Sign-off

- Always refer to the [Swimming \(Pool Based\) – Activity Sign-off](#) for complete instructions for this activity

SESSION DETAILS:	
GROUP NAME:	
Activity Leader Name:	
Session Date:	
DAY OF ACTIVITY CHECK:	
Current Time:	
Activity Leader is has current <i>CYC Waihola Swimming Supervisor</i> qualification	Yes / No
Assessment of additional current risks have been assessed and instructions for minimising noted below	Yes / No
Assessment of both leaders and participants water confidence made	Passed / Failed
Assessment of supervision ratios made (including supervisor competencies) and noted below:	Yes / No
Emergency Communication device ready to take – note name and phone number to contact in emergency:	Yes / No
If Public Pool is being used – expectations of lifeguards has been discussed with swimming pool management?	Yes / No
PRIOR TO DEPARTURE FROM CAMP:	
Attendance List & Water confidence information gathered	Yes / No
Instructions for appropriate clothing and gear given to all participants	Yes / No
Participant Numbers leaving camp:	
PRIOR TO ACTIVITY COMMENCING:	
Current Time:	
Supervision ratios noted above met	Yes / No
Adults with current First Aid Certificate at activity are:	
Is equipment being used and if so has additional hazards been managed	Yes / No
Instructions to be given to all participants (including leaders) covering important safety rules and any additional risk management instructions	Yes / No
ACTIVITY TO PROCEED:	Yes / No
ACTIVITY LEADER INITIALS:	

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AFTER ACTIVITY:	
Attendance taken and participant numbers are:	
All activity equipment returned to camp	Yes / No
If used, wet life jackets hung up to dry	Yes / No
Activity Leader Initials:	

ADDITIONAL PRE-PLANNING RISK MANAGEMENT (additional to Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed



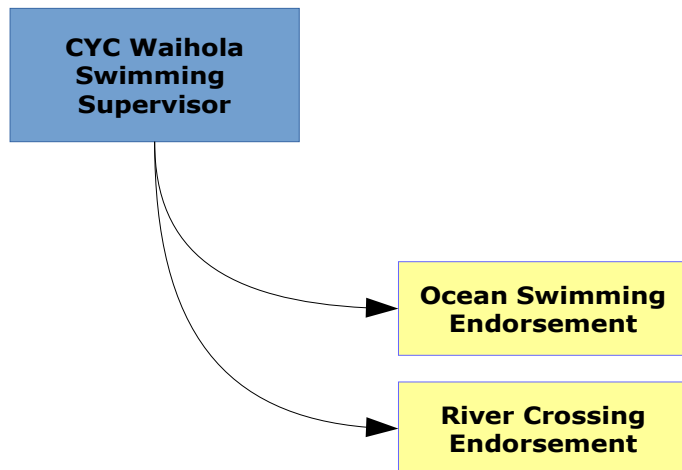
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Swimming – Training

Internal Training Pathway



The CYC Waihola Swimming Supervisor qualification is a stand-alone qualification with no pathway. However endorsements exist for beach swimming and river crossing.

Qualifications

CYC Waihola Swimming Supervisor Qualification

Online Course Link

<https://training.cycwaihola.org.nz/xkcd/?course=swimming-supervisor-qualification>

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required before starting this qualification:

- Complete and be current with [Risk Management Training](#)
- Have a current first aid certificate
- 20 years or older
 - OR if person holds relevant current external swimming qualification and is 16 – 20 years old and is signed off by Operations Manager as being suitable as a supervisor

Qualification Content⁷⁵

Understanding of the nature of the activity

- Understanding about how to make a competent assessment of all hazards relating to swimming in the outdoors.
- Understand how to appropriately manage the risks of the identified hazards to an acceptable level
- Understand how to interpret weather forecasts, knowledge of the Beaufort Scale and reading current weather conditions
- Have the knowledge of what are appropriate supervision ratios for different situations
- Have knowledge of drowning (including secondary drowning), performing CPR, cold water shock, hypothermia.

Water Confidence

- Be confident in their own abilities within basic waterways in the outdoors
- Identify their own limits in different situations

⁷⁵ Refer [Good Practice Guide \(Inland Waterway Swimming Activities\)](#) (ver 2018) page 7

Recognise

- Be able to recognise the signs of a participant in distress and/or drowning

Demonstrate

- Either verbally or in a scenario:
 - Effective group management tools
 - The 4Rs of Bystander Rescue⁷⁶

Record Keeping

- Know when it is required to complete the activity sign off sheets
- Know what is required for impromptu swimming activities
- Know the incident reporting procedures

On the Job Training

No on the job training can occur as this qualification is completed online with some practical competent to be demonstrated before sign-off.

CYC Waihola Swimming (Ocean Swimming Endorsement) Qualification

Online Course Link

- <https://training.cycwaihola.org.nz/xkcd/?course=swimming-beach-endorsement>

Qualification Expiry

This qualification endorsement expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required before starting this qualification:

- Complete and be current with [Risk Management Training](#)
- Complete and be current with [CYC Waihola Swimming Supervisor Qualification](#)

Qualification Content⁷⁷

Understanding of the nature of the activity

- Understanding about how beach swimming is different from inland waterways
- Understanding about the additional hazards that beach swimming has
- Understand how to appropriately manage the risks of the identified additional hazards to an acceptable level

Water Confidence

- Identify their own limits in different situations of beach swimming

Recognise

- Be able to recognise a rip

On the Job Training

No on the job training can occur as this qualification is completed online with some practical competent to be demonstrated before sign-off.

CYC Waihola Swimming (River Crossing Endorsement) Qualification

Online Course Link

- <https://training.cycwaihola.org.nz/xkcd/?course=swimming-river-crossing-endorsement>

Qualification Expiry

This qualification endorsement expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required before starting this qualification:

- Complete online and be current with [Risk Management Training](#)
- Complete online and be current with [CYC Waihola Swimming Supervisor Qualification](#)

76 Refer <http://www.watersafe.org.nz/6241-2/>

77 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\)](#) (ver 2018) page 7



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Qualification Content⁷⁸

Understanding of the nature of the activity

- Understanding about the dangers that rivers pose
- Understanding about the additional hazards that river crossing has
- Understand how to appropriately manage the risks of the identified additional hazards to an acceptable level

Water Confidence

- Identify their own limits in different situations of river crossing

Recognise

- Be able to recognise a safe crossing point in a variety of scenarios

On the Job Training

No on the job training can occur as this qualification is completed online with some practical competent to be demonstrated before sign-off.

Further External Qualification Progression for Staff

Pool Lifeguard Practising Certificate

- <http://www.skillsactive.org.nz/Default.aspx?page=2504>

78 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\)](#) (ver 2018) page 7

Team Initiative Course – SOP

Last Review:

This SOP was last reviewed on 16 October 2018.

Activity Summary

The CYC Waihola Team Initiative Course is a simple **low risk activity** that involves participants working as a team to solve a series of simple challenge type activities.

Location

The Team Initiative Course is a permanent activity located on the western boundary of the upper camp-site.



Requirements for activity

Activity Leader

A supervising adult that has received instructions from the on-call staff member is required to be the Activity Leader for this activity.

Qualifications

No qualifications are needed for this activity.

Supervision Ratios

When children⁷⁹ are present:

- the low risk ratio of 1 adult to 10 children applies

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 Syndrome⁸⁰.

Activity Sign-off

No activity sign off is required for this activity.

79 Refer to [Appendix 1.1 Glossary of Terms](#)

80 Refer to [Appendix 1.1 Glossary of Terms](#)



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Activity Equipment

The Team Initiative Course is a permanently installed series of structures. Each item of equipment is designed for use by no more than ten persons at a time.

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 supervision
- Unsuitable weather either predicted by the current weather forecast or changing during the activity

Operating Procedures

6 monthly checks

A paid staff member must inspect the activity every six months using the [Team Initiative Course – Risk Analysis](#) as a basis to identify any new significant hazards and review any additional risk management and sign off on the safety of the activity

- Records of the 6 monthly checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- Any safety concerns from the 6 monthly check 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.
 - The Activity Leader will do a quick visual check of the Team Initiative Course to look for any additional hazards and must manage them to an acceptable level.
- Assessment of the current weather forecast and conditions at the location of the activity.
 - When the equipment is wet the Activity Leader must ensure that any slippery pieces of equipment are not to be used if they could cause a fall hazard.

With each new group of participants:

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:

- Only ten persons on each piece of equipment within the Team Initiative Course
- When the equipment is wet certain parts of the course (especially the wooden surfaces and tyres) can be slippery

Emergency and Incident Preparedness

First Aid Kits

As a permanently installed activity, the nearest First Aid kit is located in the CYC Office

Refer to [First Aid Kits](#)

General Incident Procedures

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

Concussion

If participant has a suspected concussion then they must be seen by a doctor as soon as possible.

Spinal Injury

All CYC Waihola Paid Staff will be trained in first aid including dealing with spinal injuries.

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 ([4.10 Staff Fatigue](#)) 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** (low 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 ([4.9 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](#)

Standards

- [Safety Audit Standard for Adventure Activities](#)⁸¹

Technical Advisers for this Activity

- CYC Waihola Operations Manager

81 applied to this SOP as an OutdoorsMark Premium Activity



Team Initiative Course – Risk Analysis

- The following table represents the hazards and risks associated with this activity as per [6.2 Hazard and Risk Management Processes](#)
- **Items highlighted in red indicate significant hazards within this activity**

Risk and Hazard Analysis				Risk Controls	
Hazard	Risk	Potential Risk Rating	Serious risk	Control	Instructions
People: Secondary Impact Syndrome	Fall from Height	High	✓	Eliminate	• Persons with a recent concussion may not participate in this activity
People: Fooling around		Moderate	✓	Administrative	• Clear instructions for use of team initiative course will be given to children
People: Inadequate Supervision		Moderate	✓	Administrative	• Children will be supervised by adults
People: Impairment of Activity Leaders	Fatigue	Moderate	✓	Administrative	• Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Low		Administrative	• Full alcohol / drug prohibition applies to this activity as per policy

Risk and Hazard Analysis Last Updated: 16 October 2018

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Temporary Road Traffic Signs - SOP

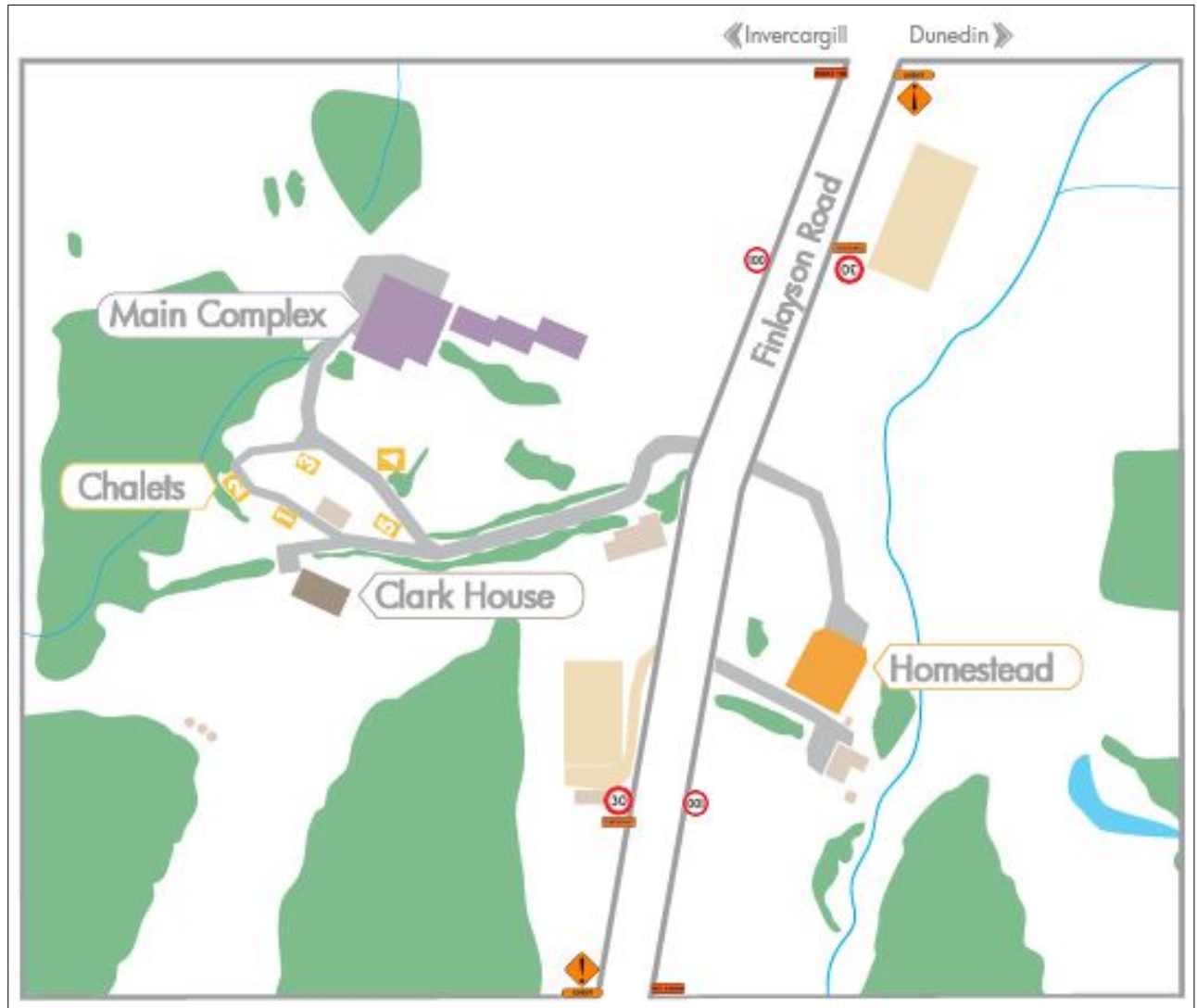
Last Review:

This SOP was last reviewed on 16 October 2018.

Operations Summary

Temporary Road Traffic Signs are used to control traffic during activities that may have campers near or crossing Finlayson Road which intersects the CYC Waihola camp-site.

Location



Requirements for Operation

Persons authorised to use

Only persons given direct permission from the Operations Manager may utilize the Road Traffic Signs

- Full instructions for use must be understood by anyone using the Road Traffic Signs

Reasons to use event signs

The temporary road traffic signs are only to be used when any of the following conditions are met:

- a camp activity requires both sides of the camp-site



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- a camp activity requires crossing Finlayson Road with any number of children or campers or >30 adults at any of the camp entrances (main entrance driveways or homestead service entrance or horse arena entrance)
- a camp activity / event creates a hazard for traffic (such as slow or turning vehicles or distracting activities in paddocks immediately adjacent to Finlayson Road)

Reasons for use of speed restriction signs

The speed restriction signs are to be used sparingly so not to create a nuisance for road users.

The speed restriction signs are only to be used when any of the following conditions are met:

- a camp activity has children crossing more than 4 times within the space of an hour
- horses are being crossed by campers across the driveway at the Homestead service entrance more than 4 times within the space of an hour
- a large event that has multiple hazards such as people crossing and turning traffic at the same time

The 30km/h signs must be folded away at all other times.

Operating Procedures

Method of Use

If all the signs are in use then all the following signs must be folded down:

- 2x "Exclamation Mark" sign
- 2x "Event" sign
- 4x 30km/h signs (both sides of the road at both ends)
- 4x 100km/h signs (both sides of the road at both ends)
- 2x "Thank-you" signs

If just the event signs are in use then all the following signs must be folded down:

- 2x "Exclamation Mark" sign
- 2x "Event" sign
- 2x "Thank-you" signs

Only competent adults are permitted to fold the signs down or away.

Two adults should set the signs simultaneously if possible so not to leave traffic without the signs returning them to open road speed for any longer than necessary. Where two adults are not available then the eastern signs are to be folded down first and folded away last when folding signs away

Use of Road Cones

Road cones may be placed on the white centre line and road sides to further enforce the temporary traffic management at the crossing points.

It is important that:

- Road cones are only utilised in conjunction with the use of the event signs
- Road cones placed on the road verges must not encroach over the white lines on to the road side and into the traffic lanes.

Legislation related to this activity

Acts and Regulations

- [Health and Safety at Work Act \(HSWA\) 2015](#)
- [Land Transport Act 1998](#)

Activity Safety Guidelines

- None

Good Practise Guidelines

- None

Standards

- None

Technical Advisers for this Activity

- CYC Waihola Operations Manager
- CYC Waihola in-house technical experts:
 - Cameron Bullin (STMS Qualification Holder)



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Tramping – SOPS

Last Review:

This SOP was last reviewed on 16 October 2018.

Activity Summary

CYC Waihola runs annually a tramping camp as well as occasional overnight tramps as part of its teenage camps. Tramping is a **high risk activity** that involves participants tramping in wilderness areas.

Location

Various Locations around Canterbury, Otago, Southland & Fiordland

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 activity.
- The activity leader must have a current *CYC Waihola Tramping Director qualification*.

Qualifications

All activity leaders must have at least the following qualification:

- CYC Waihola Tramping Director

All other leaders present in supervisory roles should have *CYC Waihola Tramping Leader qualification*.

Supervision Ratios

For all tramping activities:

- there is a two adult minimum (this minimum includes the Activity Leader)

When children⁸² are present:

- the high risk ratio of 1 leader to 5 children applies
- there is a two leader minimum (this minimum includes the Activity Leader)

Activity Restrictions

Leaders and participants will require the ability to tramp 15km per day with a pack on to participate in this activity.

Activity Sign-off

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

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

Activity Equipment

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

Enough high visibility vests will be sent to each tramping based camp for use when campers are travelling in wilderness areas.

The following equipment is required for all tramps run by CYC Waihola:

- Activity Logbook containing:
 - these current instructions
 - the current Activity RAMS
 - a [Tramping – Daily Activity Log](#)

82 Refer to [Appendix 1.1 Glossary of Terms](#)



- a portable first aid kit
- a pens and pencil for recording in logbook
- Cellphone
- Personal Locator Beacon / Satellite Communicator

Ancillary Services / Activities

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

- When transport of participants is occurring then [Vehicle Use \(Road Vehicles\) - SOP](#) shall apply
- When hunting is also occurring as part of a tramping activity then [Hunting – SOPS](#) 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

Bi Yearly Audit and Review

As an OutdoorsMark Premium activity this activity is to be reviewed by an external auditing body every 2 years under the requirements of the [Safety Audit Standard for Adventure Activities](#)

Annual Review of Procedures

The Operations Manager in conjunction with a director from a tramping camps must review the procedures annually as part of the annual review of this document.

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

Prior to the Day of Departure at Beginning of Tramp

The following procedures must occur prior to the day of any tramping activity:

- The Activity Leader (preferably the camp director) must start the [Tramping – Pre-Activity Sign-Off](#) and submit it to the CYC Office for risk management planning.

The following procedures must occur during the planning process:

- The Activity Leader must have submitted map of planned daily itinerary to the Operations Manager
- The Activity Leader must have communicated to the Operations Manager any forestry permits required (at least 6 weeks in advance of the tramp)
- The Activity Leader must have written permission for access to any private land.
- The Activity Leader must have previously visited the area of the tramp or provided adequate research in the area tramped for any known hazards:
 - Research can be in the form of DoC trail instructions
 - Wilderness Magazine articles about the intended route
- A nominated contact person must be established for ensuring the group has returned safely at the end of the tramp – this can be the Operations Manager if they are not involved in the tramp.

All participants (including other leaders) must be sent a gear list to ensure they have appropriate gear for the tramp. This gear list will indicate essential tramping equipment that every participant will be required to have.

- If any participant does not have an item of required gear they will not be permitted to depart on the tramp

- This list will include but is not limited to (required final list is at the discretion of the Activity Leader):
 - a Tramping Pack each
 - either a Waterproof Pack Liner OR waterproof dry-sacks
 - a warm sleeping bag
 - a Bed roll or sleeping mat
 - suitable footwear (either Tramping boots or footwear with ankle support)
 - eating utensils (must include a Bowl, Cup and fork/spoon/knife/spork)
 - a head torch with new batteries
 - a water bottle (at least 750ml)
 - Clothing
 - Light weight Rain Jacket (this must be completely waterproof)
 - Long sleeve Thermal tops (must be either polyprop / merino / woollen)
 - Long John Thermal leggings (must be either polyprop / merino / woollen)
 - at least 2 thick socks
 - a Woollen or Heavy Fleece Jersey
 - a light micro-fleece top or sweatshirt
 - Micro-fleece pants or waterproof over trousers
 - Warm Hat (preferably woollen or micro-fleece)
 - Warm Gloves (preferably woollen / micro-fleece / polyprop)
 - a small Personal Survival Kit each (i.e. small waterproof bag or container that includes a few barley sugars, small first aid kit (i.e. plasters, panadol, adhesive tape), a compass, waterproof matches, a pocket-knife, whistle and survival blanket)

The Activity Leader will arrange for the group to have the following shared gear - all tramping groups will be required to take the following essential items:

- A form of cooking and billy (along with fuel if required)
- A first Aid kit
- A Personal Locater Beacon
- A Topo Maps of the area (this can be printed from <http://topomaps.co.nz> and laminated)
- A GPS + Batteries
- A Compass
- A Whistle
- Sharp Knife
- Matches and Fire Lighters
- Candles
- Walkie-Talkies and spare batteries
- Enough food for all participants for the duration of the trip and 2 days spare rations

On Day of Departure at Beginning of Tramp

Prior to the leaving CYC Waihola on the first day the Activity Leader must complete the [Tramping - Pre-Activity Sign-Off](#). This check will include:

- Group equipment safety check
- The current (and long term) weather assessment
 - The NZ Metservice website is to be checked prior to departure and if cellphone coverage is available checked whilst on the tramp each day
- Assessment of risks
- Checked that Communication Devices is available
 - A communication device (i.e. cellphone or satellite phone) is to be taken for use in emergencies
 - a personal locator beacon is packed
- A list of any medications of participants and/or any health issues that could affect anyone on the tramp
 - This list must also remain behind with the either the Operations Manager or the 'nominated contact person'

This pre-check can be done at any time before departure provided it is completed in full and not rushed by any waiting participants – it must be completed before anyone departs.



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Before the departure from a base location:

Prior to the tramp continuing each day from an overnight location (or the starting point if the first day):

- 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.
- The activity must have a daily log completed by the Activity Leader using the [Tramping – Daily Activity Log](#) located in the Tramping Activity logbook. This check will include:
 - Group equipment safety check
 - Check for Communication Devices is available
 - A communication device (i.e. cellphone) is to be taken for use in emergencies
 - a personal locator beacon is packed
- If departing location and not returning then a check for all gear and rubbish removed

Prior to anyone leaving a base location (i.e. the starting location of the tramp, overnight camp-site or Hut, etc.) the Activity Leader must give (to all participants including other leaders) a daily safety briefing and clear instructions including:

- the planned tramping route
- noted hazards of the day's tramping
- the expected weather conditions
- instructing everyone to ensure they have adequate water for drinking with them
- Tramping rules:
 - the name of the suitable leader at the front of group and that no other person is to go in front of them
 - the name of the suitable leader at the rear of group to ensure no-one is left behind.
 - no-one is to turn around on a trail or leave the trail without first notifying a leader
 - everyone must stop and wait for the person to return.

The Activity Leader must ensure that participants are aware and agree to adhere to content of daily instructions. Participants will not be able to leave until everyone is ready to leave.

The daily check can be done at any time before departure provided it is completed in full and not rushed by any waiting participants – it must be completed before anyone departs.

During daily tramp:

The Activity Leader must ensure:

- Front and Rear Leaders have means of communication between themselves
- Leaders must ensure participants drink adequate water whilst walking
- Campers must remain within sight and sound of leaders at all times.
- All trampers (including leaders) must stay on designated track or trail at all times unless permitted to leave a leader however everyone must stop and wait for the person to return.

At the end of Day:

At the overnight stop (or before leaving the car park at the end of the tramp) the Activity Leader must:

- Ensure an attendance roll is taken before leaving in vehicles from location
- First Aid Kit, Communications devices (including personal locator beacon) and other group gear are checked

Emergency and Incident Preparedness

First Aid Kits

An off-site first aid kit must always be taken on tramping trips

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.

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 ([4.10 Staff Fatigue](#)) 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 ([4.9 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.



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Specific Legislation relating to this activity

Acts and Regulations

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

Activity Safety Guidelines

- Activity Safety Guideline (Alpine Hiking) - loosely applies

Good Practise Guidelines

- [Good Practise Guide \(Overnight Camping\)](#)

Standards

- [Safety Audit Standard for Adventure Activities](#)⁸³

Technical Advisers for this Activity

- CYC Waihola Operations Manager
- CYC Waihola in-house technical experts:
 - Allison Paton (Lifetime Tramping Experience)

83 applied to this SOP as an OutdoorsMark Premium Activity



Tramping – Risk Analysis

- The following table represents the hazards and risks associated with this activity as per [6.2 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: Getting Lost	Exposure Fear	High	✓	Administrative	<ul style="list-style-type: none"> 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: Allergic Reactions	Anaphylactic shock Poisoning	Moderate	✓	Administrative	<ul style="list-style-type: none"> Participants with known medical issues will be discussed with all leaders before departure
Environment: Stinging Nettle / Plants		Moderate		Administrative	<ul style="list-style-type: none"> 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	High	✓	Administrative	<ul style="list-style-type: none"> 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: Secondary Impact Syndrome	Spinal Injuries Head Injuries Broken Bones	High	✓	Eliminate	<ul style="list-style-type: none"> Persons with a recent concussion may not participate in this activity
Environment: Falls / Slipping		High		Administrative	<ul style="list-style-type: none"> Activity Leader must know areas to be tramped Activity Leader must give briefing about avoiding hazardous areas
Environment: Extreme Fire Danger	Forest Fire	Moderate	✓	Isolate	<ul style="list-style-type: none"> Access to forest areas will not be permitted during periods of very high or extreme fire danger
People: Impairment of activity leaders	Fatigue	High	✓	Administrative	<ul style="list-style-type: none"> Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Moderate	✓	Administrative	<ul style="list-style-type: none"> Full alcohol / drug prohibition applies to this activity as per policy

Risk and Hazard Analysis Last Updated: 16 October 2018



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Tramping – Pre-Activity Sign-Off

- Always refer to [Tramping – SOPS](#) for complete instructions in use of this activity
- This log is to be completed once prior to departure on any tramping trip

BEFORE DAY OF DEPARTURE:	
Date of pre-activity sign-off:	
Camp/Trip Director's Name:	
Camp/Trip Dates:	
INITIAL PLANNING (preferably completed within 4 weeks of camp):	
Draft intentions maps for the tramping routes along with any contingencies plans have been submitted to CYC Office to look over	Yes / No
All access permits gained and private land permission granted	Yes / No / Not applicable
Research has occurred (attached) or visit of the tramping route has occurred within 12 months of the camp	Yes / No / Not applicable
Satellite Communicator activated and set-up:	Yes / No
If Firearms are planning to be taken – has Hunting – SOPS been completed	Yes / No / Not applicable
ON DAY OF DEPARTURE FROM CYC WAIHOLA ON TRAMPING TRIP	
Long ranch weather forecast assessed for planning purposes	Pass / Fail
Medical details of each participant (including leaders) checked for planning purposes and leaders notified if necessary	Yes / No
Adults with current First Aid training attending camp/trip are (with qualification listed beside):	
First Aid Kit collected	Yes / No
PLB and Satellite Communicator collected	Yes / Not applicable
Leaders who understands use of PLB and Satellite Communicator are:	
Name of nominated contact person for Satellite Communicator messages and intentions plan is:	
Intentions plan finalised and includes: <ul style="list-style-type: none"> • Adventure Smart Intentions Form completed (http://www.adventuresmart.org.nz/outdoors-intentions/) • Maps of intended routes and contingencies • Medical Conditions included 	Yes / No
Final intentions plan lodged with CYC office and nominated contact person	

PLEASE TURN OVER

Any known risks for this trip have been assessed and instructions for minimising noted below.	Yes / No
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Individuals Essential Gear Check completed	Yes / No
Firearms Safety Briefing given to all participants	Yes / No
Tramping Safety Briefing given to all participants	Yes / No
TRAMPING ACTIVITY TO PROCEED:	Yes / No
CAMP DIRECTOR'S INITIALS:	

ADDITIONAL PRE-PLANNING RISK MANAGEMENT (additional to Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed



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Tramping – Daily Activity Log

- Always refer to [Tramping – SOPS](#) for complete instructions in use of this activity
- This log is to be completed each day on a tramping trip prior to departure from any overnight location (or before departure on first day)

BEFORE DEPARTURE FROM CURRENT LOCATION	
Current Location:	
Current Date:	
Current Time:	
Supervision ratios of 1 trained person to 5 untrained participants meet	Yes / No
Current weather conditions are:	The weather forecast is:
Days intentions confirmed: <ul style="list-style-type: none"> • given to nominated contact person (either in person OR by phone OR by confirmed text message OR by satellite communicator message) • recorded in Hut Logbook 	Yes / No Yes / Not applicable
Medical details checked and copy taken if needed	Yes / No
Any Current risks have been assessed and instructions for minimising noted below	Yes / No
First Aid Kit packed for the trip	Yes / No
Communications devices packed for the trip	Yes / No
PLB / Satellite Communicator packed for the trip	Yes / Not applicable
Food and water packed for the trip	Yes / No
Sunscreen provided prior to leaving and packed for the trip	Yes / No
Check in with all participants for confidence / "happiness" check	Yes / No
Daily briefing given to all participants (including leaders) covering important safety rules, additional daily risk management instructions and planned intentions	Yes / No
Final Gear Check	Yes / No
Total numbers (including leaders):	
CAMP DIRECTOR'S INITIALS:	
AFTER ARRIVAL AT NEXT LOCATION	
Total numbers (including leaders):	
Camp/Trip Director's Initials:	

PLEASE TURN OVER



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ADDITIONAL RISK MANAGEMENT (additional to Risk Analyses Table and pre-planning Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed

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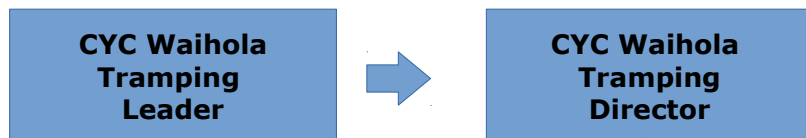
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Tramping - Training

Internal Training Pathway



Qualification Requirements

CYC Waihola Tramping Leader Qualification

Online Course Link

Coming soon

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Complete online and be current with [Risk Management Training](#)
- 16 years or older

Qualification Content

Understanding of the nature of the activity

- Understand the training pathway for this activity
- Understand the supervision ratios for the activity
- Understanding reasons not to run the activity and what are reasons for stopping the activity
- Overview of the Tramping Based Camps SOPs
- Overview of the hazards and risk management with tramping

CYC Waihola Tramping Director Qualification

Online Course Link

Coming soon

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Complete online and be current with [Risk Management Training](#)
- Complete and be current with [CYC Waihola Tramping Leader Qualification](#)
- Complete Directors training (<https://training.cycwaihola.org.nz/xkcd/?course=cyc-waihola-directors-training>)
- 20 years or older

Qualification Content

Revisit

- Revisit all training from previous level

Understanding of the nature of the activity

- Intimate knowledge of Tramping SOPs and be part of the annual review process
- How to select appropriate leaders for Tramping Based Camps
- How to review leaders for Tramping Based Camps

Record Keeping

- Know accident & near miss reporting procedures

Further External Qualification Progression for Staff

Skills Active National Certificate in Outdoor Recreation (Leadership) – Bush Walking strand

- <http://www.skillsactive.org.nz/default.aspx?page=3821>



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Vehicle Use (Road Vehicles) - SOP

Last Review:

This SOP was last reviewed on 16 October 2018.

Operations Summary

Some activities require transport off-site to and from the activity area. This SOP deals with issues relating to vehicle use.

Policies for Vehicle Operations

All Vehicle Use:

The following policies apply to all vehicle use at CYC Waihola:

- Only one person per seat is acceptable and seat belts must be worn where available.
- Some form of communication device will be carried to communicate with other vehicles and the camp-site. A cellphone is satisfactory.
- No person shall be permitted to allow any part of their head, torso, or lower limbs to exit an open window
- At no time is the total number of persons being transported to exceed 12 persons in the vehicle unless all of the following are met:
 - the driver has a bus carriage endorsement on their licence
 - the vehicle is permitted to carry more than 13 passengers.

Use of CYC Waihola registered road vehicles

Use of CYC Waihola owned vehicles is only permitted when the vehicle and driver meet **all** of the following requirements:

- the vehicle has a current warrant of fitness and vehicle licence registration
- the vehicle is of a road worthy state
- the driver is 25 years or older
- the driver has a full NZ drivers licence
- the driver has received permission from the Operations Manager, CYC Paid Staff Member or other CYC Waihola Council member

Use of privately owned registered road vehicles

The use of privately owned registered road vehicles is only permitted for use in CYC Waihola operations when the vehicle and driver meet the following requirements:

- the vehicle has a current warrant of fitness and vehicle licence registration
- the vehicle is of a road worthy state
- the driver has a full NZ drivers licence
- the driver has received permission from the Operations Manager, CYC Paid Staff Member or the Camp Director of the particular camp

Use of CYC Waihola Rescue Boat

The CYC Waihola Rescue boat (with motor) is not available for hire for accommodation groups. It is to be used by trained CYC Waihola staff only. Use of dingy without motor is at the discretion of the Operations Manager

Transportation of Children

Supervision Ratios

When children⁸⁴ are present:

- At no time is a driver to transport one child alone
- The maximum number of children is defined by seats in the vehicle.

Notification of transport

Whenever transport to and from off-site activities is required the caregiver's of any children are required to be notified and give consent.

84 Refer to [Appendix 1.1 Glossary of Terms](#)



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- Within the ministry camps content – consent is given by acknowledgment of the terms and conditions of enrolment into the Ministry camps. See [Residential Camping Program Policy](#) for more information about enrolment consent.

Within the Ministry Camp context:

All drivers transporting campers within the Ministry Camp must have:

- had a full NZ drivers licence for a minimum of two years
- have a copy of their drivers licence on their staff file in the camp office
- be granted permission to drive campers by the Camp Director or Operations Manager.

Vehicle breakdowns

In the event of a vehicle breakdown whilst off-site the following procedures will be followed:

- 1 All passengers will remain in vehicle if safe to so, if not safe then passengers will be moved from vehicle to road verge to wait well clear of road traffic and instructed to wait. Safety of the passengers must be a priority before contacting CYC Office.
- 2 The vehicle driver will contact the CYC office to arrange alternative transport for the passengers and pick up of broken down vehicle.
- 3 Whilst passengers are waiting for alternative transport, leaders will organise non physical games that will not lead to campers entering the road carriageway or into harms way.

Emergency and Incident Preparedness

First Aid Kits

An off-site first aid kit must always be taken on off-site trips

Refer to [First Aid Kits](#)

General Incident Procedures

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

Stopping an off-site activity

If there is a need to stop an activity in a off-site 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 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 drivers as a result of fatigue.

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([4.10 Staff Fatigue](#)) which is to be followed at all times during the operation of this activity.

- Vehicles are not to be driven if the driver is fatigued.

Drug and Alcohol Risk Assessment

Activity Risk Assessment

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

Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy ([4.9 Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.



- Vehicles are not to be driven if the driver is under the influence of alcohol and/or drugs.

Legislation related to this activity

Acts and Regulations

- [Health and Safety at Work Act \(HSWA\) 2015](#)
- [Land Transport Act 1998](#)
- [Transport \(Vehicle and Driver Registration and Licensing\) Act 1986](#)
- [Road User Charges Act 2012](#)

Activity Safety Guidelines

- None

Good Practise Guidelines

- None

Standards

- None

Technical Advisers for this Activity

- CYC Waihola Operations Manager



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Vehicle Use (Tractors and Mobile Farm Machinery) - SOP

Last Review:

This SOP was last reviewed on 16 October 2018.

Operations Summary

Use of farm and mobile farm machinery can be hazardous. This SOP details procedures for use of this machinery.

Policies for Vehicle Operations

Use of CYC Waihola tractors and mobile farm machinery

Use of CYC Waihola tractors and mobile farm machinery is only permitted by those meeting all of the following:

- 25 years or older
- With a full drivers licence
- Permission from Operations Manager

Use of the tractors and mobile farm machinery on public roads is only allowed with express permission from the Operations Manager for the purposes of any CYC related operations.

Safety of the operator

All persons using the tractors and mobile farm machinery will be required to wear ear protection.

The machinery is not to be used in a manner that could cause roll-over of the machine.

- All operators must be able to demonstrate to the Operations Manager safe use of the machinery before they are permitted to use the machinery on anything other than a flat surface.

Safety of others

The tractors and mobile machinery is not permitted to travel faster than 15km/h within the camp-site.

Tractors and Mobile Farm Machinery are not to be operated within 25 metres of any children unless they are indoors or behind a suitable barrier. The operator must keep the children in sight at all times.

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](#)

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 operators as a result of fatigue.

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([4.10 Staff Fatigue](#)) which is to be followed at all times during the operation of this activity.

- Machinery is not to be driven if the operator is fatigued.



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Drug and Alcohol Risk Assessment

Activity Risk Assessment

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

Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy ([4.9 Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

- Machinery are not to be driven if the operator is under the influence of alcohol and/or drugs.

Legislation related to this activity

Acts and Regulations

- [Health and Safety at Work Act \(HSWA\) 2015](#)
- [Land Transport Act 1998](#)
- [Transport \(Vehicle and Driver Registration and Licensing\) Act 1986](#)
- [Road User Charges Act 2012](#)

Activity Safety Guidelines

- None

Good Practise Guidelines

- None

Standards

- None

Technical Advisers for this Activity

- CYC Waihola Operations Manager

Waihola Walking Activities - SOP

Last Review:

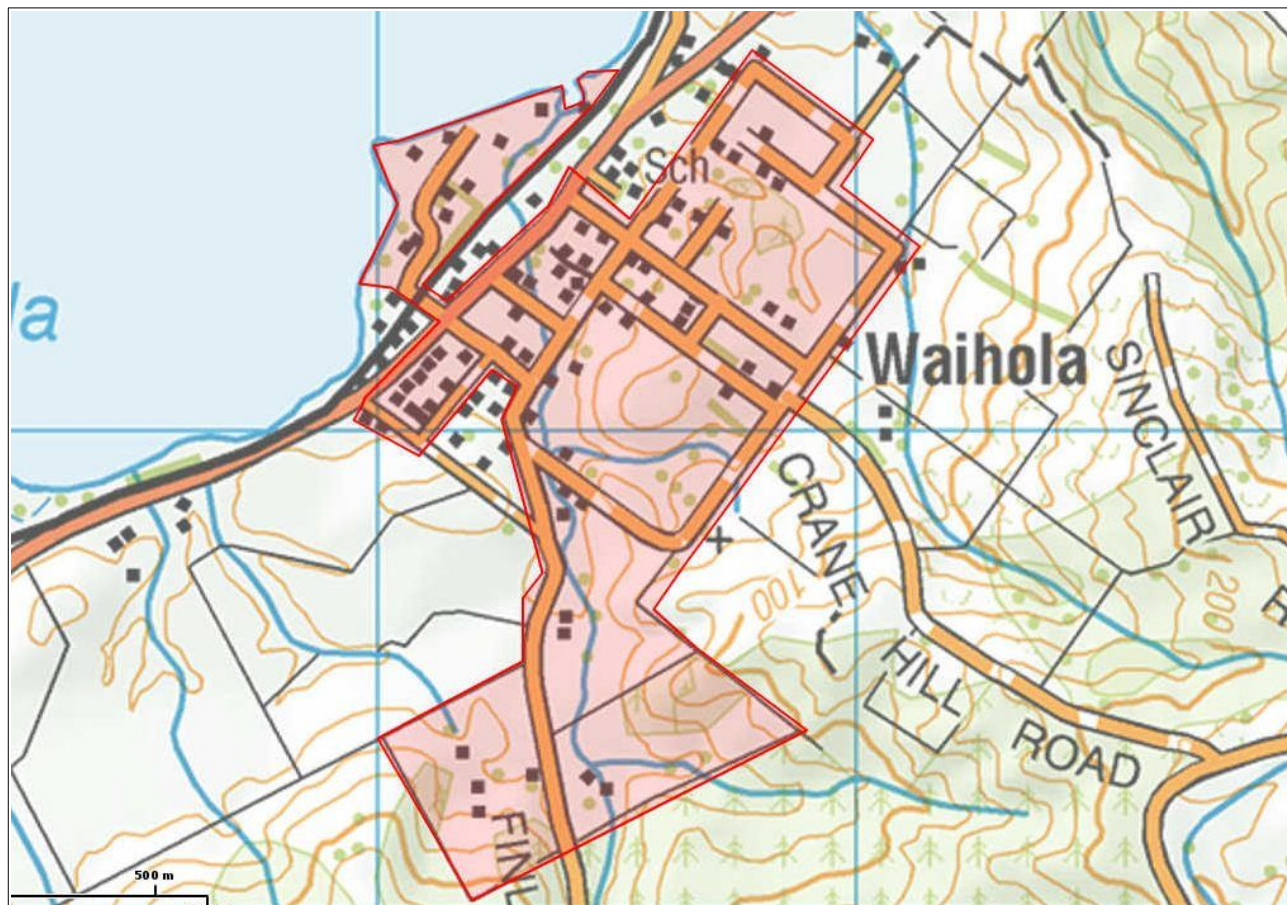
This SOP was last reviewed on 16 October 2018.

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



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Qualifications

No qualifications are needed for this activity.

Supervision Ratios

When children⁸⁵ 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

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.

⁸⁵ Refer to [Appendix 1.1 Glossary of Terms](#)



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](#)

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 ([4.10 Staff Fatigue](#)) 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 ([4.9 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.



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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](#)

Standards

- [Safety Audit Standard for Adventure Activities](#)⁸⁶

Technical Advisers for this Activity

- CYC Waihola Operations Manager

86 applied 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 [6.2 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	<ul style="list-style-type: none"> • Participants will be given clear instructions about road rules • Participants will be supervised by trained leaders • Clear instructions for use of activity will be given to all participants
People: Inadequate Supervision		High	✓		
People: Fooling around		High	✓		
Environment: Cold Weather	Hypothermia	High	✓	Administrative	<ul style="list-style-type: none"> • Weather forecast will be checked daily before activity use
Environment: Sun	Sunburn	High	✓	PPE	<ul style="list-style-type: none"> • Sunscreen will be provided for all participants and staff
People: Medical Incident	Allergic Reaction Medical Conditions	Moderate	✓	Administrative	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • Activity Leaders and Supervisors must not be fatigued when running this activity
	Alcohol / Drugs	Moderate		Administrative	<ul style="list-style-type: none"> • Full alcohol / drug prohibition applies to this activity as per policy

Risk and Hazard Analysis Last Updated: 16 October 2018



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Waihola Walking Activities – Activity Sign-off

- Always refer to [Waihola Walking Activities - SOP](#) for complete instructions in use of this activity

SESSION DETAILS:	
GROUP NAME:	
Activity Leader Name:	
Session Date and Time:	
PRIOR TO ACTIVITY COMMENCING:	
Supervision ratios met	Yes / No
Communication devices between small groups exist	Yes / No
Off-site Grab bag with first aid kit present	Yes / No
Adults with current First Aid Certificate at activity are:	
Current weather conditions checked	Yes / No
Attendance Taken	Yes / No
Any additional current risks have been assessed and instructions for minimising noted below	Yes / No
ACTIVITY TO PROCEED:	Yes / No
ACTIVITY LEADERS INITIALS:	
AFTER ACTIVITY:	
Attendance Taken	Yes / No
Participant numbers	
Activity Leader initials	

ADDITIONAL RISK MANAGEMENT (additional to Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed



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Zipline - SOP

Last Review:

This SOP was last reviewed on 16 October 2018.

Activity Summary

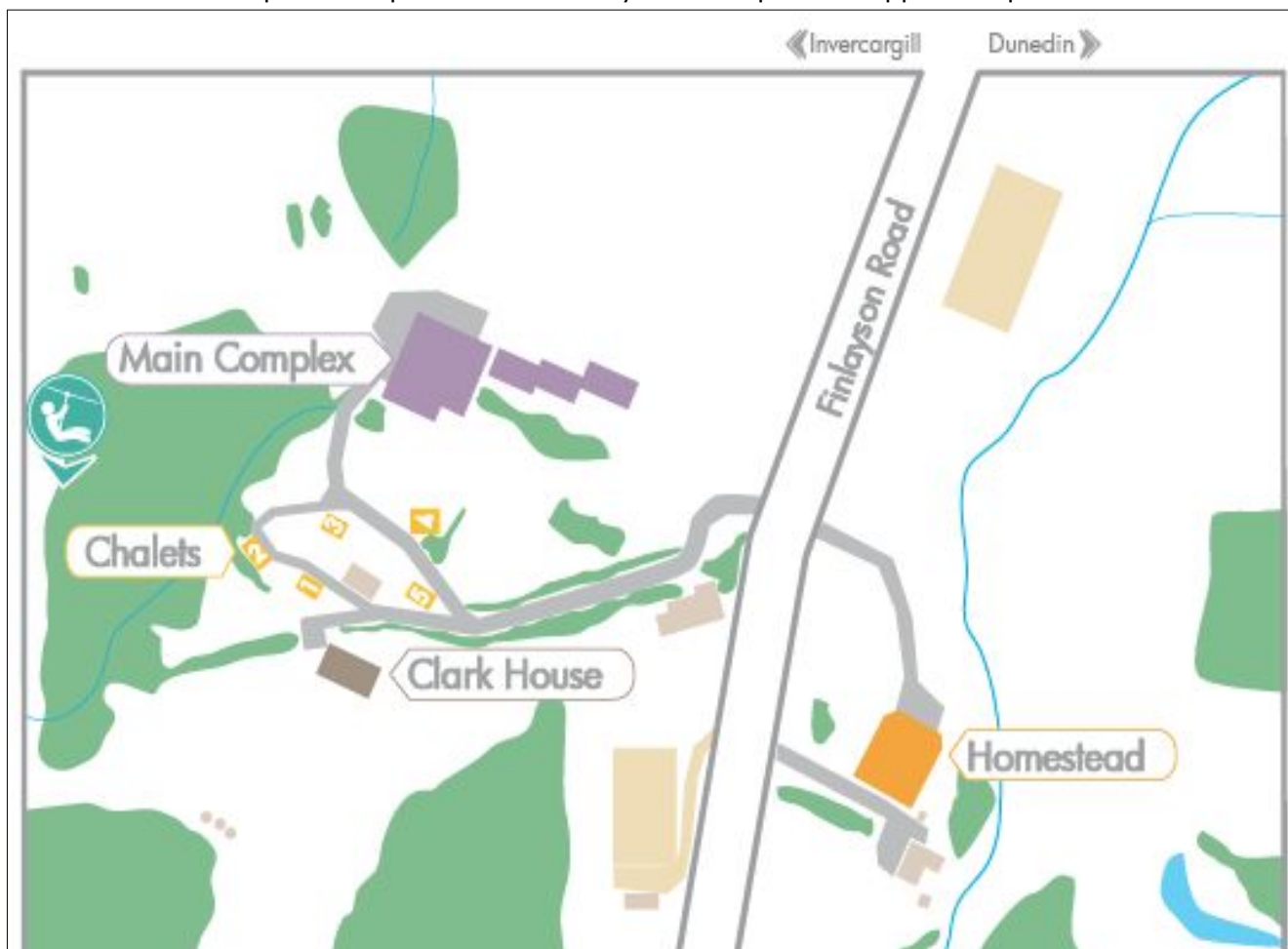
The CYC Waihola Zipline is a **high risk adventure activity** that involves participants being harnessed and attached to a pulley to fly across a large gully on-site at CYC Waihola.

Activity Name Notes

This activity is called a Zipline as per legalisation⁸⁷ however CYC Waihola has historically referred to this activity as the Flying Fox.

Location

The CYC Waihola Zipline is a permanent activity at the top of the upper camp-site.



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
- The activity leader must have a current *CYC Waihola Zipline Supervisor* qualification⁸⁸.

⁸⁷ Refer to [Health and Safety at Work \(Adventure Activities\) Regulations 2016](#)

⁸⁸ A person with a current *CYC Waihola Flying Fox Assistant* qualification can take on the role of Activity Leader if they are under the direct supervision of a person with at least a current *CYC Waihola Zipline Supervisor* qualification.

Qualifications

All activity leaders must have at least the following qualification:

- *CYC Waihola Zipline Supervisor*

Supervision Ratios

The Zipline activity **must have** at the bottom end a competent adult⁸⁹ that has received instructions from the Activity Leader on how to disembark participants.

When children⁹⁰ are present:

- the high risk ratio of 1 competent adult to 5 children applies
- there is a 3 competent adult minimum (this minimum includes the Activity Leader)
- the adult at the bottom end of the zipline can count towards the supervision ratios however there must be two adults present at all time at the launch platform to stop distractions for the Activity Leader sending participants across

When children are not present:

- the requirement remains for one Activity Leader at the launch end and one adult at the bottom end that has received instructions from the Activity Leader on how to disembark participants

Activity Restrictions⁹¹

The following participants cannot participate in the zipline activity:

- Pregnant Women
- Persons with heart conditions
- Children under the age of 5
- Persons over the weight of 120kg
- Persons that are unable to follow simple instructions in the event of a mid-line rescue
- 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 Syndrome⁹².

Activity Sign-off

As part of completing the daily log-book for this activity the Activity Sign-off Sheet must be completed every time this activity runs.

Activity Equipment

There is a Zipline Launch platform permanently installed. This structure is to have a sign installed on it with the Zipline rules as follows:

- 1 Maximum load is 125kg
- 2 Do not cross the red line unless it is your turn and you have been told to do so.
- 3 Riders must have correctly fitted harness and helmet
- 4 Riders must hold onto lanyard with both hands when riding the zipline
- 5 Activity Leader must have suitable CYC Zipline certification

This launch platform is to have on it:

- a red line painted on it defining the working area from the waiting area
- a lockable gate to prevent falls before participant launches
- a safely secured tether point for the Activity Leader to secure their harness against falls from the platform

There is a lockable equipment box is located on the Zipline Platform:

- It is to be secured to the platform so that it cannot be removed.
- It is to be locked at all times when not in use.
- The equipment in the equipment box is to be stored in the activity storeroom during long periods of non-use such as the winter months to prevent the deterioration of the equipment in the cold damp environment.

89 Refer to [Appendix 1.1 Glossary of Terms](#)

90 Refer to [Appendix 1.1 Glossary of Terms](#)

91 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 45)

92 Refer to [Appendix 1.1 Glossary of Terms](#)



This equipment box will contain:

- Activity Logbook containing:
 - these current instructions
 - the current Activity RAMS
 - a daily Activity Sign-off Sheet including daily pre-check sheet
- harnesses each with the following:
 - attached double⁹³ red/blue cows-tail lanyard with two safety karabiners on the top and two Maillon Rapide "D" connectors attaching lanyard to the harnesses
 - an "Edge" kits bag with 16+ metres of cord for mid-line rescue and webbing loop for taking weight to prevent suspension trauma
- staff harnesses with tether point and safety lanyard for attachment to safety rail
- velocity brand pulleys
- safety helmets
 - orange helmets are for the activity leader, helper adult and bottom end adult
 - blue helmet is for small children (under 9 years old)
 - green helmets are for children 9 years and older or for people with smaller heads
- zipline logbook
- a karabiner attached to a length of rescue rope
- pens and pencils for recording in logbook
- basic first aid kit⁹⁴
- Mid-line rescue kit (red bag) which contains:
 - HaulerBiner Compact Rescue Kit
 - 40m of static climbing rope
 - 2x Karabiners

The landing platform is to have:

- a safely secured tether point for the bottom end adult to secure their harness against falls from the platform

Radio Communications:

- 2x CYC radios and radio harnesses must be taken from the CYC Office to the Flying Fox for communications between the top and bottom platforms

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
- Wind that is higher than 5 on the Beaufort Scale⁹⁵

Operating Procedures

Structural Connector Component Checks

All structural connector components that form part of the main wire rope are to be paint marked to ensure no movement has occurred.

- Close inspection of the these paint marks will form part of the operational checks each month.
- Visual inspection of these paint marks will form part of the daily pre-checks

93 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 20)

94 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 27)

95 Refer to [Appendix 1.2 Beaufort Scale](#)



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Maintenance Logs

This activity requires maintenance logs to be kept of all repairs using [Zipline – Maintenance Log Record](#)

Major repairs must have engineers inspection performed again⁹⁶

Bi Yearly Audit and Review

This activity is to be audited by external review every year:

- Every 2 years this activity is to be reviewed by an external an OutdoorsMark reviewer under the [Health and Safety at Work \(Adventure Activities\) Regulations 2016](#)
- Every other year this activity must be reviewed by a competent external reviewer⁹⁷

Monthly Operational Checks⁹⁸

A paid staff member that holds a *CYC Waihola Zipline Instructor* certificate must inspect the activity every month using the [Zipline – Operational Checks](#) form to sign off on the safety of the activity

- Monthly checks can be delayed if the Zipline is not to be used in the forthcoming month but Operational Check must have occurred within 1 month of use again.
- Records of the monthly Operational checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- Any safety concerns from the Operational Check will result in the activity being out of action until the safety concern is remedied.

Day of Activity Pre-check⁹⁹

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.

Prior to use:

- The activity must have a daily pre-check completed by the Activity Leader using the [Zipline – Activity Sign-off Sheet](#) located in the Zipline logbook. This check will include:
 - Equipment Safety Check
 - Weather Assessment
 - Assessment of any new risks

The daily pre-check can be done immediately before the first use of the day provided it is completed in full and not rushed by any waiting participants.

Activity Set-up

The Activity Leader must then check wind conditions - if wind is creating a falling branch hazard in Douglas Fir Plantation then Zipline activity cannot be run.

Prior to departure to activity location the Activity Leader should ensure that everyone has been told:

- to wear or take warm clothing¹⁰⁰
- put on suitable footwear

The Activity Leader must then take a competent adult to the bottom end of zipline (the "bottom end adult") and show/give them the following instructions :

- The Bottom End Adult must wear
 - an helmet at all times
 - an staff harness tethered to the safety tether point
- Stopping procedures:
 - Three stopping tyres are to be used for all participants unless directed by the Activity Leader at the launch end via radio.

96 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 23)

97 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 86)

98 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 24)

99 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 24)

100 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 31)



- The front braking tyre (i.e. towards the launch end) is to be completely past the red painted mark on the wire
- Don't try to catch participants until they have slowed using the stopping tyres – only when they have slowed then stop them from rebounding
- Retrieve participants using their retrieval rope to pull participants the rest of the way if they don't reach the end
- Unhook pulley from wire rope leaving karabiners on lanyards
- Instruct participant to return to launch platform leaving harness on and carrying lanyards and pulley in hands so that it doesn't get dirty
- Reset the tyres
- Indicate your readiness to receive the next flyer by communicating via radio
- If there are any issues then use the radio to indicate to the Activity Leader that there is a problem.

Whilst the Activity Leader is at the bottom end it is appropriate to do the bottom end pre-checks at that point.

The Activity Leader must then proceed to the launch platform and set up the activity by doing the following:

- Complete the launch area pre-checks.
- Put on the Activity Leader harness¹⁰¹ and attach the safety line to the fall arrest rail and unlock the departure gate.

With Each New Group of Participants:

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:

- Safety rules:
 - Participants must weigh less than 120kg (if appropriate then point out pregnant and/or persons with heart conditions are not permitted to ride the zipline).
 - Only one participant in the working area past the red line on the launch platform at a time and only when given permission by the Activity Leader
 - Participant is to hold on to the lanyard the entire way across and not perform stunts such as hanging upside down (i.e. no "superman's")
 - Participants must wear enclosed footwear on zipline
- What to do for rest of group whilst waiting
 - Eye Spy is good game
 - Search out goats on hill side
- A demonstration of how a harness is put on and taken off correctly
- Explain what the bottom end procedures are for each participant
- Point out what happens if they don't make it to the end of the line and when to use the retrieval rope bag.

For each participant:

If Activity Leader is unsure of the participants weight and suspects that they might be close to the weight limit then they must ask the person their actual weight to clarify they are under the weight limit mentioned during the safety briefing.

Ensure harness and helmet is correctly fitted to each participant:

- All harnesses are to be pulled tight enough for the 'fist-check' where an open hand is placed through a strap and once formed into a fist cannot be retracted.
- Harnesses may be put on by other participants or other adults but must be checked by Activity Leader on launch platform before sending across.
- Helmet straps must be tight and chin strap done up to prevent helmet falling off

Each participant must be attached to flying fox line using the following procedure **in order**:

101 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 27)



- 1 Pulley is fitted over top of wire rope and both main karabiner on lanyard and secondary karabiner on blue lanyard are connected to pulley and checked that the karabiner gate is locked shut
- 2 Check retrieval rope bag is secured on harness
- 3 Activity Leader does final "sanity" check of harness attachment to zipline pulley and correct fit of harness
- 4 Activity Leader will use the radio to indicate to the catching adult how many tyres to use based on participants weight and build. Activity Leader must wait until they receive a confirmation from catching adult.
- 5 Gate is opened for participant to fly and gate is latched immediately after they depart

After the the activity is finished:

The Activity Leader must at the end of the activity:

- Place all equipment back into the Zipline equipment box
 - If the Activity Leader is leaving the Zipline launching area for any length of time (i.e. morning tea at Main Lodge between groups) then the equipment box must be locked¹⁰²
- The launch platform gate is to be locked.
- Complete the Activity Logbook

Emergency and Incident Preparedness

First Aid Kits

The Flying Fox equipment box must contain a First Aid Kit at all times.

Refer to [First Aid Kits](#)

Emergency Training¹⁰³

All CYC Flying Fox Instructors & Supervisors will be trained at least every two years:

- in the emergency situations below via scenarios.
- mid-rescue training at least every two years.

Any rescue training will be recorded within the flying fox section of the Activity Inspections ring binder

General Incident Procedures

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

Head / Spinal Injury

The following procedures will be followed in the event of a participant falling from the flying fox wire:

- Send an adult to:
 - firstly call ambulance on camp phone (or cellphone if reception is available)
 - secondly retrieve the most qualified medical person on site to make assessment and treat further.
- Immediately check patient for breathing and pulse:
 - if no pulse is found:
 - start CPR and continue as long as possible until help arrives
 - if patient is breathing and has pulse then:
 - assume a head or spinal injury has occurred due to mechanism of injury so do not move patient unless in immediate further danger
 - Get other adults present to move other participants away from the scene
 - Treat other injuries (bleeding, etc.) without moving the patient
 - Keep patient warm

Mid-line rescue

The following procedures will be followed **in order** in the event of a participant not reaching the far end of the zipline or bouncing back:

102 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 25)

103 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 15)



- Participant will be instructed to throw retrieval bag to bottom end adult for pulling them back to the bottom end

If participant either cannot throw the rescue line (i.e. has a fear-related episode or medical issue) OR if the participant's pulley is jammed:

- bottom end adult is to indicate a problem to the Activity Leader using the radio.
- Activity Leader is to take pulley, karabiner and retrieval line and connect it to the wire at launch end without load. Using path below the the zipline walk the pulley along until it meets the participant's pulley. Gently pull the participants pulley using the second pulley to the bottom end if possible.
- Activity Leader must then give instructions to participant to stand in webbing loop periodically to take weight off harness straps.
- If pulley is jammed, pull harder along the horizontal plane of the wire if possible from the bottom end

If pulley is fully jammed then a full mid-line rescue must occur as follows:

- No persons are to be located immediately under a mid-line rescue in case of dropped equipment from above.
- Assemble the all the adults present (wearing helmets) at the bottom end of the zipline below the stuck participant.
- Activity Leader with Activity Leader harness on is to be connected to a Velocity trolley using a short double cows-tail lanyard attached to their front attachment point. Attached to their rear attachment point will be the following:
 - 40m static rope with double figure 8 knot
- Attached to the activity leaders velocity trolley main karabiner
 - will be the blue lanyard
 - the 7:1 end of the HaulerBiner
- Wearing rigging gloves, the other adults must slowly lower the the Activity Leader down the line towards the stuck participant.
- Upon reaching the participant the Activity Leader must attach to the front attachment point of the participant:
 - the 6:1 end of the HaulerBiner
- Using the HaulerBiner the Activity Leader must take the weight of the participant off the stuck pulley.
- The Activity Leader will then disconnect and reattach the participants **primary red lanyard karabiner** onto the Activity Leaders **primary red lanyard karabiner** pulley karabiner
- The Activity Leader will then disconnect and reattach the participants **secondary blue lanyard** onto the Activity Leaders **secondary blue lanyard karabiner**
- The adults on the ground will then pull the Activity Leader and participant back to the bottom end.

If any concerns arise during the rescue of the participant then an adult must immediately call the police and notify that a person is stuck at 14m high on a Zipline.

Fatigue Risk Assessment¹⁰⁴

Activity Risk Assessment

This activity is deemed to have a **high risk factor** (very 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 ([4.10 Staff Fatigue](#)) 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.

104 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 44)



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Drug and Alcohol Risk Assessment¹⁰⁵

Activity Risk Assessment

This activity is deemed to have a **high risk factor** (very 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 ([4.9 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 \(Adventure Activities\) Regulations 2016](#)
- [Health and Safety at Work Act \(HSWA\) 2015](#)

Activity Safety Guidelines

- [Activity Safety Guideline \(Highwire and Swings\)](#) (v3.0 referenced throughout footnotes)

Good Practise Guidelines

- [Good Practise Guide for Organised Outdoor Activities](#)

Standards

- [Safety Audit Standard for Adventure Activities](#)

Technical Advisers for this Activity

- CYC Waihola Operations Manager
- William Drury-Turnbull (Waipara Adventure Centre)

¹⁰⁵ Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 15)



Zipline – Risk Analysis¹⁰⁶

- The following table represents the hazards and risks associated with this activity as per [6.2 Hazard and Risk Management Processes](#)
- Items highlighted in red indicate significant hazards within this activity**

Risk and Hazard Analysis				Risk Controls	
Hazard	Risk	Risk Rating	Serious risk	Control	Instructions
People: Incorrect use of Flying Fox	Fall from Height	Critical	✓	Administrative	• All Activity Leaders must remain currently trained
People: Harness not correctly fitted		Critical	✓		
Equipment: Harness or attachment failing		High	✓	Administrative	• Harness checks will be part of daily pre-check
Equipment: Pulley Failure		High	✓	Administrative	• Pulley checks will be part of daily pre-check
Equipment: Wire rope breaking		Moderate	✓	Administrative	• Wire rope and connector checks will be part of daily pre-check
People: Falling off the platform		Moderate	✓	Isolate	• Platform gate will be shut when flyer not departing • Platform gate will be locked when flying fox not in use
				PPE	• Staff working in active areas will wear harness and tethered to safety rail.
People: Collision with adult catcher	Head Injury	Moderate	✓	Engineering	• Correct number of tyres will slow participants • Adult at bottom end is to stand clear of arriving participants
People: Collision with other participants		Moderate		Eliminate	• Only one participant on the Zipline at a time unless a rescue is being performed
Equipment: Collision with tyres		Moderate		PPE	• Participants will wear helmets
Equipment: Pulley dropped on head		Moderate		Isolate	• Activity Leader, catcher and all participants will wear helmets
Environment: Wind blown branches		Low		Eliminate	• Wire will be checked prior to participant departure
Equipment: Participant not reaching end	Suspension Trauma	Moderate		PPE	• Participant will have a retrieval rope attached to them • Participant will have sling to take weight off attached to them
People: Impairment of Activity Leaders	Fatigue	High	✓	Administrative	• Fatigue control applies to this activity as per policy
	Alcohol / Drugs	High		Administrative	• Full alcohol / drug prohibition applies to this activity as per policy

Risk and Hazard Analysis Last Updated: 22 August 2018

106 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 17)



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Zipline – Maintenance Log Record

Maintenance Date:	
Person performing Maintenance:	

Maintenance Notes

Record all maintenance performed: Please note: Major repairs require WorkSafe NZ notification and engineers sign-off	
---	--

Sign-off

Flying Fox Good to Use:	PASS / FAIL
Maintenance Person Signature:	



Zipline – Operational Checks

Check Date:	
Staff Member:	

Report Reviews

Near Miss / Accident reports reviewed:	Yes / No
Logbook safety comments reviewed:	Yes / No

Platform Checks

Structural Visual Check:	Pass / Fail
Safety Gate Check:	Pass / Fail
Safety Tether Rail Check:	Pass / Fail
Signs Check:	Pass / Fail

Landing Platform Checks

Structural Visual Check:	Pass / Fail
Safety Tether Point Check:	Pass / Fail

Flying Fox Wire Structure

Visual Check:	Pass / Fail
Mechanical Fastenings Check ¹⁰⁷ :	Pass / Fail
Pole Strap Bands Check:	Pass / Fail
Wire Rope Ø measurement:	Platform End Measurement: Bottom End Measurement:
Support Pole Checking Crack ¹⁰⁸ :	2339mm from Ring: 1970mm from Ring: 1287mm from Ring: 1445mm from Ring: 1077mm from Ring: 860mm from Ring: 552mm from Ring:

PLEASE TURN OVER

107 Mechanical Fastenings Check

- Check wire grip fastenings with crescent wrench for mechanical tightness

108 Distances are measured from stay ring through support pole to measurement point



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Equipment Checks

# of uses since last 6 month check ¹⁰⁹ :	
Karabiner Expiry Dates ¹¹⁰ :	
Pulley Expiry Dates:	
Harness Expiry Dates:	
Lanyard Expiry Dates:	
Helmet Visual:	Pass / Fail
Overall Equipment Integrity Check:	Pass / Fail
Logbook Present:	Yes / No

Sign Off

Flying Fox Operational check:	PASS / FAIL
Staff Member Signature:	

Review Notes

Notes relating to this check: (include any reviews needed)	
---	--

109 Uses since last use

- Record using Flying Fox logbook

110 Equipment Expiry Date:

- All expiries are 5 years from date of manufacturer for pulleys, karabiners, harnesses, lanyards
- If no date is stamped on equipment then record check for purchase date is required



Zipline – Daily Pre-check Sheet

- Always refer to the [Zipline - SOP](#) for complete instructions in use of this activity
- Daily pre-check must be completed every day this activity is run

Date of use:	
DAILY PRE-CHECKS	
<p><i>Bottom End Inspection</i></p> <ul style="list-style-type: none"> - 4x Main Line Wire Rope Grips present - 8x Backup Wire Rope Grips present - 8x Stay Line Wire rope Grips present - Main Line Eyebolt two nuts present - Stay Line Eyebolt two nuts present <p>- Check of wire for hung up branches</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Pass / Fail</p>
<p><i>Launch Platform End Inspection</i></p> <ul style="list-style-type: none"> - 4x Main Line Wire Rope Grips present - 8x Backup Line Wire Rope Grips present - 8x Stay Line Wire rope Grips present - Main Line Eyebolt two nuts present - Stay Line Eyebolt two nuts present <p>- 2x Support pole tension bands present and in correct locations</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Pass / Fail</p>
<p><i>Harness & Lanyard Safety Inspection</i></p> <ul style="list-style-type: none"> - Harness Seams secure - All harness buckles present - Lanyard Seams Secure - Two karabiners per lanyard present and working correctly - Retrieval bags present on each harness <p>- Staff PPE and tether rail visually safe</p>	<p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Yes / No</p> <p>Pass / Fail</p>
<p><i>Pulley Safety Inspection</i></p> <ul style="list-style-type: none"> - Two internal pulleys free wheeling - Lock nuts tight 	<p>Yes / No</p> <p>Yes / No</p> <p>Pass / Fail</p>



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Zipline – Activity Sign-off Sheet

- Always refer to the [Zipline - SOP](#) for complete instructions in use of this activity

SESSION DETAILS:	
GROUP NAME:	
Activity Leader Name:	
Session Date and Time:	
DAILY PRE-CHECK:	
Activity Leader is has at least a current <i>CYC Waihola Zipline Supervisor</i> qualification	Yes / No
PRE-CHECK SHEET: 3x daily pre-checks have been completed and passed	Passed / Failed
PRIOR TO ACTIVITY COMMENCING:	
Supervision ratios met (3 adults present including 1 current trained Activity Leader)	Yes / No
Adults with current First Aid Certificate on-site are:	
Current weather conditions checked	Yes / No
Any Current risks have been assessed and instructions for minimising noted below	Yes / No
ACTIVITY TO PROCEED:	
Activity Leader Name:	Yes / No
AFTER ACTIVITY:	
Total number of unique participants:	
Total number of turns had:	
All gear returned to camp	Yes / No
Activity Leader Initials:	

ADDITIONAL RISK MANAGEMENT (additional to Risk Analyses Table)						
Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E I M	How risk will be managed

Comments (note any additional instructors, supervisors or assistants present):

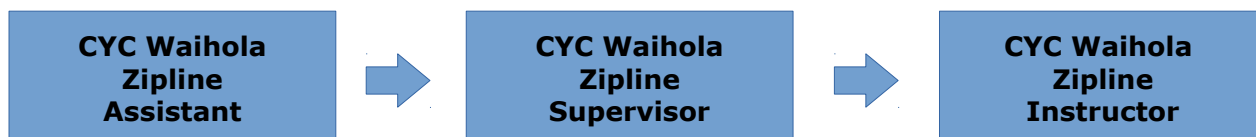


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Zipline – Training

Internal Training Pathway



Qualifications

CYC Waihola Zipline Assistant Qualification

Online Course Link

Coming soon

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Complete online and be current with [Risk Management Training](#)
- 16 years or older

Qualification Content

Understanding of the nature of the activity

- Understand the identified risks involved with running a Zipline activity
- Knowledge of reading current weather conditions
- Have the knowledge of what are the supervision ratios this activity
- Knowing when not to run or put a stop to the activity
- Knowledge of the activity limitations
- Understand the safety rules of this activity including:
 - The meaning of maximum loading
 - One person at a time across wire
- Understand the roles of the Activity Leader, bottom end adult and other adults present at the launch platform

Location and set-up

- Location of the Zipline equipment
- Appropriate clothing and footwear for participants

Activity Equipment

- Going through the safety gear that is used for the activity
 - Helmets – including launch end Activity Leader and catching adult
 - Harnesses
 - Pulleys
 - Staff PPE – including tether point safety

Recognise

- Have a basic knowledge of mid-line rescues, head / spinal injuries and emergency procedures for treating them

Demonstrate

- Giving participants introductory talk
- Either verbally or in a scenario:
 - Effective group management tools

Emergency Response

- Demonstrate a basic retrieval of a “bounced back participant”



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Record Keeping

- Know when it is required to complete the activity sign off sheets
- Know the incident reporting procedures

CYC Waihola Zipline Supervisor Qualification

Online Course Link

Coming soon

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires repeating all the requirements of the online training course again.

Qualification Prerequisites:

All of the following are required to be signed off in this qualification:

- Have a Workplace First Aid qualification or higher qualification
- Complete online and be current with [Risk Management Training](#)
- Complete online and be current with [CYC Waihola Zipline Assistant Qualification](#)
- 20 years or older OR if person is 18 – 20 years old and is signed off by Operations Manager as being suitable as a supervisor

Qualification Content

Revisit

- Training content from previous level

Understand the nature of the activity

- Understand how this activity fits within the [Health and Safety at Work \(Adventure Activities\) Regulations 2016](#)
- Use of CYC Waihola Zipline assistants in this activity and what the responsibility of supervisor is

Pre-checks

- Demonstrating how to perform a visual check of equipment including:
 - wire rope attachment points
 - Pulley and karabiner integrity
 - Harness and lanyards integrity
 - launch platform
- Explain procedures for a failed visual check

Demonstrate

- Giving instructions to bottom end adult:
 - must wear orange helmet
 - how to reset the tyres
 - how to remove participant from the zipline line
 - performing a rescue of a participant using the rope bag if they haven't made it the whole way or have bounced back onto the line.
- Running a full session including:
 - safety instructions
 - identifying unsuitable participants
 - how to correctly fit a harness to a participant
 - how to check for a correctly fitted harness
 - how to untangle a harness
 - how to load participant onto pulleys including secondary attachment
- Demonstrate and verbalise the five step process in sending a participant across the zipline in the correct order

Emergency Response

- Demonstrate the emergency response to
 - a mid-line rescue
 - a fall from height

Record Keeping

- Know accident & near miss reporting procedures

Before certification:

- **Before signing off at supervisor level the trainee must show the instructor complete confidence in running this activity without hesitation at any of the key safety steps of:**
 - daily pre-checks
 - correct fitting of harnesses to a participant
 - attaching the participant to the fly wire ready to depart

CYC Waihola Zipline Instructor Qualification

Online Course Link

No online course

Qualification Expiry

This qualification expires after 2 years from date of completion. Renewing requires a peer review.

Qualification Prerequisites:

All of the following are required to be signed off in this this qualification:

- Complete online and be current with [Risk Management Training](#)
- Complete online and be current with [CYC Waihola Zipline Supervisor Qualification](#)
- 20 years or older

Qualification Content

Revisit

- Training content from previous level

Experience

- Show evidence of having run at least 30 hours of Zipline with participants
- Know and perform a Operational Check on the equipment
- In depth knowledge of the ASGs for this activity.



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Appendix 1: Glossary & Diagrams

Appendix 1.1 Glossary of Terms

The following definitions and terms are used in this document.

Term / Definition	Description
<i>AAO Regulations</i>	Adventure Activity Operator Regulations as defined by New Zealand law. <i>Refer to Health and Safety at Work (Adventure Activities) Regulations 2016</i>
<i>Acceptable level of safety (ALoS)</i>	The acceptable level of safety expresses the safety goals of an oversight authority, an operator, or a service provider. In the perspective of the relationship between oversight authorities and operators/services providers, it provides the minimum safety objective(s) acceptable to the oversight authority to be achieved by the operators/services providers while conducting their core business functions.
<i>Accident</i>	Accidents are incidents that have resulted in harm, damage or loss
<i>Accommodation Groups</i>	CYC Waihola's offers its camp-site, facilities and activities for hire by groups outside the realm of our ministry camps. These groups pay to hire and use our accommodation and/or activities. An external group that is hiring the facilities for day use only (i.e. they are not sleeping overnight) is still deemed to be an accommodation group.
<i>Activity Leader</i>	The person that has the active charge of running a particular activity. This person may be required to have special external or internal qualifications as defined by the particular SOP.
<i>Adult</i>	For the purposes of this Safety & Management Policy Document, an adult is considered as being 16+ years unless otherwise stated.
<i>As low as reasonably practicable (ALARP)</i>	The ALARP principle focuses on reducing risk to as low as possible, given existing limitations of time, budget and capability. Reducing a risk can be done by either lowering the likelihood and/or consequence.
<i>Activity Safety Guidelines (ASG)</i>	Activity Safety Guidelines found on the Support Adventure Website
<i>Child / Children</i>	For the purposes of this Safety & Management Policy Document a child or children are considered to be under 16 years old unless otherwise stated.
<i>Competent Adult</i>	A competent adult is defined as an adult that is of sound mind and has the maturity to supervise an activity that doesn't require training but should be able to identify and manage simple risks that exist (e.g. identifying that some playground equipment has the risk of fall).
<i>Council of Management</i>	The Council of Management is CYC Waihola's board of directors appointed at every AGM of of the society responsible for the affairs and management of the society.
<i>CYC Waihola</i>	This is the trading name of Christian Youth Camps Waihola Incorporated and is used throughout this document to refer to the organisation as a whole.
<i>Good Practice Guidelines</i>	Good Practise Guidelines found on the Support Adventure Website



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<i>(GPG)</i>	
<i>Incident</i>	An incident is an undesired event that could or does result in harm, damage or loss.
<i>Legislation</i>	In this document, legislation refers to Acts, Bills, Legislative Instruments, Other Instruments (such as Codes of Practise, Activity Safety Guidelines, Good Practise Guidelines, Standards, etc). This is similar to how http://www.legislation.govt.nz/glossary.aspx#! describes legislation. In summary anything that a Court of Law will hold up as either being enforceable or reasonably expected of an organisation as best practise.
<i>Ministry Camps</i>	CYC Waihola's core purpose is for the running of Christian based evangelistic outreach camps. Throughout the document these camps are referred to as ministry camps.
<i>Ministry Events</i>	For promotional and ministry purposes CYC Waihola's may often run additional one day events to promote the organisation
<i>Notifiable event</i>	A death, a notifiable injury, or a notifiable incident.
<i>Notifiable incident</i>	http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976877.html defines a notifiable event as one of the following: <ul style="list-style-type: none"> • an unplanned or uncontrolled incident in relation to a workplace that exposes a worker or any other person to a serious risk to that person's health or safety arising from an immediate or imminent exposure to: <ul style="list-style-type: none"> ◦ an escape, a spillage, or a leakage of a substance; OR ◦ an implosion, explosion, or fire; OR ◦ an escape of gas or steam; OR ◦ an escape of a pressurised substance; OR ◦ an electric shock; OR ◦ the fall or release from a height of any plant, substance, or thing; OR ◦ the collapse, overturning, failure, or malfunction of, or damage to, any plant that is required to be authorised for use in accordance with regulations; OR ◦ the collapse or partial collapse of a structure; OR ◦ the collapse or failure of an excavation or any shoring supporting an excavation; OR ◦ the inrush of water, mud, or gas in workings in an underground excavation or tunnel; OR ◦ the interruption of the main system of ventilation in an underground excavation or tunnel; OR ◦ a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; OR ◦ any other incident declared by regulations to be a notifiable incident for the purposes of this section.
<i>Notifiable Injury</i>	http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976868.html defines a notifiable injury as one of the following: <ul style="list-style-type: none"> • any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid): <ul style="list-style-type: none"> ◦ the amputation of any part of his or her body: ◦ a serious head injury:

	<ul style="list-style-type: none"> ◦ a serious eye injury: ◦ a serious burn: ◦ the separation of his or her skin from an underlying tissue (such as degloving or scalping): ◦ a spinal injury: ◦ the loss of a bodily function: ◦ serious lacerations: • an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment: • an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance: • any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work: <ul style="list-style-type: none"> ◦ with micro-organisms; OR ◦ that involves providing treatment or care to a person; OR ◦ that involves contact with human blood or bodily substances; OR ◦ that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; OR ◦ that involves handling or contact with fish or marine mammals: • any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.
<i>On the Job Training</i>	<p>On the job training is defined as training performed whilst participants are also present (whether it be campers or accommodation group clients)</p> <p>Each activity has policies regarding this type of training.</p>
<i>PANDA System</i>	CYC Waihola's internal digital archive program for recording all ministry camp enrolments , ministry staff training, staff qualifications and accommodation group information.
<i>Person Conducting a Business or Undertaking (PCBU)</i>	<p>WorkSafe NZ defines a PCBU as meaning a Person Conducting a Business or Undertaking.</p> <p>It's a broad concept used throughout Heath and Safety Legislation to describe all types of modern working arrangements which we commonly refer to as businesses.</p> <p>Most New Zealand businesses, whether large corporates, sole traders, or self-employed, are classed as PCBUs.</p> <p>The difference between a business and an undertaking is:</p> <ul style="list-style-type: none"> • businesses are usually conducted with a view to making a profit and have a degree of organisation, system and continuity. • undertakings will have elements of organisation, systems, and possible continuity, but are usually not profit-making or commercial in nature.
<i>PEHC</i>	Pre-Hospital Emergency Care qualification
<i>Secondary Impact Syndrome (SIS)</i>	Secondary Impact Syndrome (SIS) (also known as Secondary Concussion Syndrome) is a potentially life-threatening result of another impact to the head before the brain has had time to heal properly.



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	<p>Refer to:</p> <ul style="list-style-type: none"> • https://www.health.govt.nz/your-health/conditions-and-treatments/accidents-and-injuries/head-injury-and-concussion • https://www.healthnavigator.org.nz/health-a-z/c/concussion/
<i>Significant Hazard</i>	A significant hazard has the potential of causing serious harm to person and/or property.
<i>Tea Tree Oil Spray</i>	<p>A solution of 0.005% Tea Tree Oil in water for the prevention of Head Lice.</p> <p>Made up by adding 5mL of Tea Tree Oil to 1L of water.</p>
<i>Teenager</i>	For the purposes of this Safety & Management Policy Document a teenager is considered to be between 13 and 18 years old.
<i>Trello</i>	Trello is a online whiteboard accessible from the internet (http://trello.com) and on paid staff members smart phones. It is used amongst other things for recording staff members safety concerns.



Appendix 1.2 Beaufort Scale

The Beaufort Scale

"Over thousands of years sailors have learnt to estimate the speed of the wind just by looking about. This technique matured into what we now call the Beaufort scale. The universe tells you everything you need to know about it as long as you are prepared to watch, to listen, to smell, in short to observe!"Howtonso 2006

FORCE	SPEED	SEA	SEA
0	0 Knots 0 mph 0 km/h	SEA	Sea like a mirror
		LAND	Smoke rises vertically
1	1-3 Knots 1-3 mph 1-6 km/h	SEA	Ripples with the appearance of scales are formed, but without foam crests
		LAND	Direction of wind shown by smoke but not by wind vanes
2	4-6 Knots 4-7 mph 7-11 km/h	SEA	Small wavelets. Crests have a glassy appearance and do not break
		LAND	Wind felt on face; leaves rustle; ordinary vane moved by wind
3	7-10 Knots 8-12 mph 12-19 km/h	SEA	Large wavelets. Crests begin to break. Foam of glassy appearance.
		LAND	Leaves and small twigs in constant motion; wind extends light flag
4	11-16 Knots 13-18 mph 20-29 km/h	SEA	Small waves, becoming longer, fairly frequent white horses
		LAND	Raises dust and loose paper; small branches are moved
5	17-21 Knots 19-24 mph 30-39 km/h	SEA	Moderate waves, taking a more pronounced long form; many white horses are formed.
		LAND	Small trees in leaf begin to sway; wavelets form on inland waters
6	22-27 Knots 25-31 mph 40-50 km/h	SEA	Large waves begin to form; the white foam crests are more extensive everywhere.
		LAND	Large branches in motion; whistling heard in telegraph wires; umbrellas use difficult.
7	28-33 Knots 32-38 mph 51-62 km/h	SEA	Sea heaps up and white foam from breaking waves starts to blow in streaks with wind.
		LAND	Whole trees in motion; umbrellas discarded; inconvenience felt when walking
8	34-40 Knots 39-46 mph 63-75 km/h	SEA	Moderate high waves of greater length; edges of crests begin to break into spindrift.
		LAND	Breaks twigs off trees; generally impedes progress
9	41-47 Knots 47-54 mph 76-87 km/h	SEA	High waves. Crests of waves begin to tumble and roll over. Spray may affect visibility
		LAND	Slight structural damage occurs; chimney pots and slates removed
10	48-55 Knots 55-63 mph 88-102 km/h	SEA	Very high waves. Surface of the sea takes on a white appearance. Visibility affected
		LAND	Seldom experienced inland; trees uprooted; considerable structural damage occurs
11	56-63 Knots 64-72 mph 103-117 km/h	SEA	Exceptionally high waves. The sea is covered with long white patches of foam.
		LAND	Very rarely experienced on land; accompanied by widespread damage.
12	Over 63 knots over 72 mph over 117 km/h	SEA	Huge waves; air is filled with foam and spray. Sea white with driving spray; visibility very seriously affected
		LAND	Countryside is devastated

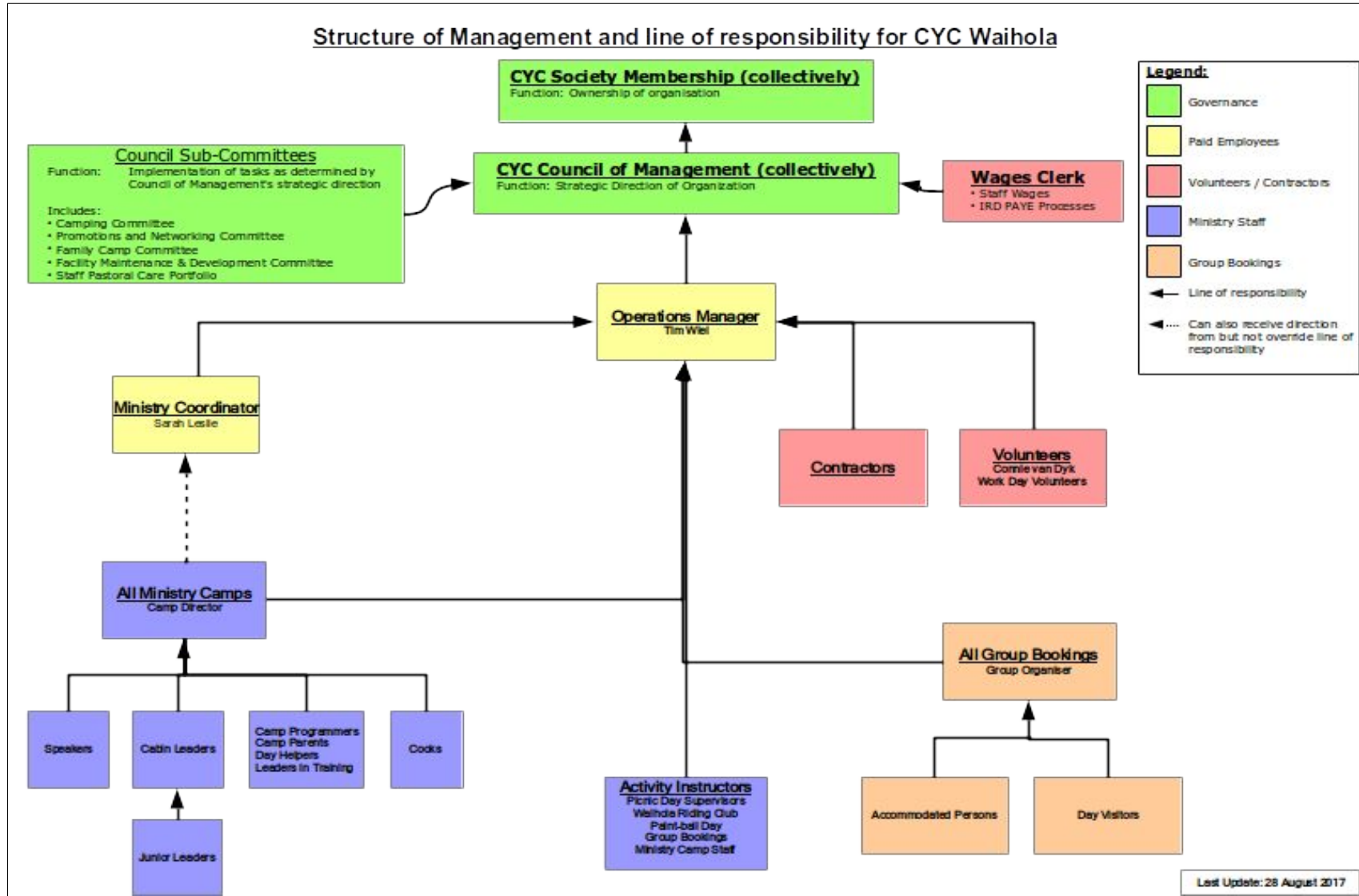
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Appendix 2: Organisational Structure of Management



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Appendix 3: Legislation, Standards and Guidelines

Reviews of legislation

Legislation	Reviewer	Last Review
Health and Safety at Work Act (HSWA) 2015	Operations Manager	16 th October 2018
Health and Safety at Work (Adventure Activities) Regulations 2016	Operations Manager	16 th October 2018
Safety Audit Standard for Adventure Activities	Operations Manager	16 th October 2018
Activity Safety Guideline (Highwire and Swings)	Operations Manager	16 th October 2018

Details of legislation effecting CYC Waihola

Animals

The Animal Welfare Act (1999)

The Animal Welfare Act deals with animal welfare on farms and in other situations where animals are involved.

References

- <http://www.legislation.govt.nz/act/public/1999/0142/latest/DLM49664.html>

Relevance

- This act applies to the Horse ministry and farming operations at CYC Waihola

Buildings

The Building Act 2004

The Building Act applies to the construction, alteration, demolition and maintenance of new and existing buildings throughout New Zealand.

References

- <http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306036.html>
- <http://www.dbh.govt.nz/ba-about-the-building-act>

Relevance

- Applies to all buildings on site at CYC Waihola

Childcare

Social Security (Childcare Assistance) Regulations 2004

These are the regulations that CYC Waihola is required to meet if they are to meet the OSCAR standards and remain audited through CYFS.

References

- <http://www.legislation.govt.nz/regulation/public/2004/0268/latest/DLM281684.html>
- <http://www.msd.govt.nz/about-msd-and-our-work/work-programmes/policy-development/out-of-school-services/index.html>

Relevance

- Applies to the operations of CYC Waihola ministry camps
- Applies to parents of campers applying for financial assistance towards paying for camp fees

Criminal Records (Clean Slate) Act 2004

This is legislation that applies to CYC Waihola making Police Vetting requests for the purposes of vetting suitability for Ministry Staff and Paid staff.

References

- <http://www.legislation.govt.nz/act/public/2004/0036/latest/DLM280840.html>
- <http://www.justice.govt.nz/services/criminal-records/about-the-criminal-records-clean-slate-act-2004>



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Relevance

- Applies to the operations of CYC Waihola ministry camps

Employment Legislation

The following list of legislation applies to CYC Waihola employing staff:

- Employment Relations Act 2000
- Holidays Act 2003
- Wages Protection Act 1983
- Minimum Wage Act 1983
- Parental Leave and Employment Protection Act 1987
- Equal Pay Act 1972

Fire

Fire and Emergency New Zealand Act 2017

This Act consolidated law relating to the safeguarding of life and property by the prevention, detection, control, restriction, suppression and extinction of fire in forest and rural areas and other areas of vegetation.

It lays out who is liable if a fire gets out of control and creates rural fire districts and rural fire authorities to run the services in these districts.

This legislation replaced the Forest and Rural Fires Act 1977

References

- <http://legislation.govt.nz/act/public/2017/0017/latest/DLM6712701.html>
- <http://www.nrfa.org.nz/FireAwareness/Pages/default.aspx>

Relevance

- Applies to CYC Waihola in particular regarding access to forestry and lighting of fires including any camp-fire and especially those which operate rurally.
- CYC Waihola requires Rural Fire insurance to operate within the neighbouring forestries and to light fires within 1km of the Department of Conservation estate.

Firearms

Arms Act 1983

This Act promotes the safe use and the control of firearms and other weapons. It has provisions relating to the licensing of dealers in firearms, the importation of arms, restrictions on the possession of firearms, and offences relating to arms.

References

- <http://www.legislation.govt.nz/act/public/1983/0044/latest/DLM72622.html>
- <http://www.police.govt.nz/advice/firearms>

Relevance

- CYC Waihola owns and operates Air Rifles and Paint-ball guns which are dealt with within this act.

Arms (Military Style Semi-automatic Firearms and Import Controls) Amendment Act 2012

This amendment to the Arms Act closes some issues within the Arms Act relating to paint-ball marker imports and use.

References

- <http://www.legislation.govt.nz/act/public/2012/0117/latest/DLM3653106.html>

Relevance

- CYC Waihola owns and operates Paint-ball guns which are dealt with within this act.

Health and Safety Legislation

Amusement Devices Regulations 1978

These regulations institute a system for the registration and inspection of amusement devices.

They specify certain standards that devices must meet, and impose certain safety requirements.

References

- <http://www.legislation.govt.nz/regulation/public/1978/0294/latest/DLM64225.html>
- <http://www.business.govt.nz/worksafe/information-guidance/all-guidance-items/amusement-devices-a-guide-for-owners-and-operators>

Relevance

- Applies to CYC Waihola as we own and operate go carts which fall under these regulations

Food Act 2014

The Food Act 2014 address all foodservice operations within commercial and “charge-for-service” food industries.

This legislation came into effect for CYC Waihola from 1st April 2018.

References

- <http://www.legislation.govt.nz/act/public/2014/0032/latest/DLM2995811.html>
- <https://www.mpi.govt.nz/food-safety/food-act-2014/forms-and-templates/>

Relevance

- CYC Waihola serves food at it's Ministry Camps which is charged for as part of camper fees – so therefore falls under the Food Act 2014.
- CYC Waihola has a kitchen which may fall under the definition of a “commercial kitchen” once the food control plan is implemented.

Health and Safety at Work Act (HSWA) 2015

This legislation sets out to promote the management of hazards in the workplace, by requiring employers to identify and control hazards that may cause harm to anyone at a place of work.

These regulations shift the focus from monitoring and recording health and safety incidents to pro-actively identifying and managing risks so everyone is safe and healthy. It requires the business to think about who may be affected by its business. This includes workers, contractors, customers and visitors.

This legislation replaced the Health and Safety in Employment Act 1992

References

- <http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>
- <http://www.business.govt.nz/worksafe/hswa/legislation/hswa-regulations>

Relevance

- Applies to all operations within the CYC Waihola organisation.
- Where the gravity of a particular event justifies it, criminal charges under the Crimes Act 1961 may result and take precedence.

Health and Safety at Work (Adventure Activities) Regulations 2016

They aim to address safety gaps identified in the Adventure Tourism Review in order to help keep New Zealanders and overseas tourists safe. The regulations require commercial adventure activity operators in New Zealand to be safety audited and registered in order to provide particular adventure activities in return for payment.

These regulations replaced the Health and Safety in Employment (Adventure Activities) Regulations 2011 that were enacted on November 1, 2011.

This legislation came into effect on 4th April 2016.

References

- <http://www.legislation.govt.nz/regulation/public/2016/0019/latest/DLM6725703.html>
- <http://www.business.govt.nz/worksafe/hswa/legislation/hswa-regulations>

Relevance

- Applies to certain adventure activities at and run by CYC Waihola



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- Worksafe NZ will take action against all adventure activity operators that are not registered and continue to run activities that are defined within the regulations.

Transportation

Land Transport Act 1998

This Act is New Zealand's main land transport safety Act.

Its purposes include:

- Promoting safe road user behaviour and vehicle safety
- Providing for a system of rules governing road user behaviour, the licensing of drivers, and technical aspects of land transport, and to recognise reciprocal obligations of persons involved
- Consolidating and amending various enactments relating to road safety and land transport
- Enabling New Zealand to implement international agreements relating to road safety and land transport

References

- <http://www.nzta.govt.nz/about/who-and-what/what-we-do/legal-framework.html>

Relevance

- CYC Waihola owns and operates vehicles which are required to comply with this act
- CYC Waihola utilises drivers of vehicles within its activities.
- Management of the temporary road traffic signs fall under this act

Transport (Vehicle and Driver Registration and Licensing) Act 1986

This Act sets out the law relating to the registration and licensing of motor vehicles and related matters.

References

- <http://www.legislation.govt.nz/act/public/1998/0110/latest/DLM433613.html>
- <http://www.nzta.govt.nz/about/who-and-what/what-we-do/legal-framework.html>

Relevance

- CYC Waihola owns and operates vehicles which are required to comply with this act

Road User Charges Act 2012

This Act imposes charges for the use of roads by heavy vehicles and certain other vehicles, such as diesel powered vehicles.

References

- <http://www.legislation.govt.nz/act/public/2012/0001/latest/DLM3394830.html>
- <http://www.nzta.govt.nz/about/who-and-what/what-we-do/legal-framework.html>

Relevance

- CYC Waihola owns a diesel vehicle which must comply with this legislation

Other relevant legislation

Charities Act 2005

CYC Waihola is a registered public charity so therefore falls under the Charities Act 2005 and is reportable annually to Charities Services.

References

- <http://www.legislation.govt.nz/act/public/2005/0039/latest/DLM344368.html>
- [https://www.charities.govt.nz/about-charities-services/the-role-of-charities-services-/](https://www.charities.govt.nz/about-charities-services/the-role-of-charities-services/)

Relevance

- Operational and Financial Reporting must be completed annually

Privacy Act 1993

The Privacy Act serves to promote and protect individual privacy in general.

The Act controls how "agencies" collect, use, disclose, store and give access to "personal information".



References

- <http://www.legislation.govt.nz/act/public/1993/0028/latest/DLM296639.html>
- <http://www.privacy.org.nz/the-privacy-act-and-codes/privacy-act-and-codes-introduction/>

Relevance

- Applies to all records kept about individuals and all matters relating to those individuals

Standards affecting CYC Waihola

AS/NZS 4220:2010 Bunk-bed Standards

These are the Australian / New Zealand standards for bunk and elevated beds. Because of recent incidents within the Christian Camping industry it is important for camps to adhere to these standards to prevent serious harm.

References

- <http://www.standards.co.nz/touchstone/consumer-safety/2013/jul/new-zealands-standard-for-bunk-beds/>
- http://www.christiancamping.org.nz/userfiles/file/bunk_standard_summary.pdf

Relevance

- Applies to all bunk and elevated beds at the CYC Waihola property

Safety Audit Standard for Adventure Activities

This is the worksafe standard for auditing of Adventure Activities.

References

- <https://worksafe.govt.nz/topic-and-industry/adventure-activities/documents-and-resources/>

Relevance

- Applies to audits completed by OutdoorsMark for all adventure activities at CYC Waihola and is used as the audit standard for all activities listed under our OutdoorsMark Premium certification

Activity Safety Guidelines affecting CYC Waihola

Activity Safety Guideline (All Terrain Vehicles)

Activity Safety Guideline for All Terrain Vehicles

References

- <http://www.supportadventure.co.nz/system/files/All%20Terrain%20Vehicles%20ASG%20v2%20correctspelling.pdf>

Relevance

- Loosely relates to Go Carts - SOP
- May at times relate to Trail Bike Riding – SOP

Activity Safety Guideline (Alpine Hiking)

Activity Safety Guideline for Alpine Hiking

References

- http://www.supportadventure.co.nz/system/files/Alpine%20Hiking%20ASG%20v1_0.pdf

Relevance

- Loosely relates to [Tramping – SOPs](#)

Activity Safety Guideline (Highwire and Swings)

Activity Safety Guidelines for Highwires and Swings

References

- <http://www.supportadventure.co.nz/activity-specific-good-practice-information/activity-safety-guidelines>

Relevance

- Applies to [Zipline - SOP](#)



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Good Practise Guidelines affecting CYC Waihola

Good Practise Guide for Organised Outdoor Activities

This document covers all activity types and gives an overview of common safety considerations.

References

- <http://www.supportadventure.co.nz/system/files/GPG%20Generic%20230518%20%28003%29.pdf>

Relevance

- Applies to all outdoor activities that do not have a specific ASG or GPG.

Good Practise Guide (Overnight Camping)

This document covers good practise for overnight camping.

References

- <http://www.supportadventure.co.nz/system/files/GPG%20Overnight%20Camping%20230518.pdf>

Relevance

- Applies to [Tramping – SOPS](#)

Good Practice Guide (Archery)

Good practice guide for archery.

References

- <http://www.supportadventure.co.nz/activity-specific-good-practice-information/good-practice-guidelines>

Relevance

- Applies to [Shooting \(Archery\) – SOP](#)
- Loosely applies to [Shooting \(ArcheryTag™\) – SOP](#)

Good Practice Guide (Inland Waterway Swimming Activities)

Good practice guide for swimming activities using inland waterways including waterholes, lakes, rivers, streams, etc.

References

- <http://www.supportadventure.co.nz/activity-specific-good-practice-information/good-practice-guidelines>

Relevance

- Applies to [Swimming \(Inland Waterways\) – SOP](#)

Good Practice Guide (Target Shooting)

Good practice guide for target shooting

References

- <http://www.supportadventure.co.nz/activity-specific-good-practice-information/good-practice-guidelines>

Relevance

- Applies to [Shooting \(Air Rifles\) – SOP](#)

Appendix 4: External Service Providers

Access Permits & Land Permission

Calder Stewart Forestry

- Land owners of Brocks Forestry Block
 - This block is used in the [Horses \(Riding and Trekking\) – SOP](#)
- Phone 03 417 9777

Forestry Roding Services

- Exclusive use holder to Skyline road for quarry operations
 - This road is used in the [Horses \(Riding and Trekking\) – SOP](#)
- Phone 03 417 4898

Robert & Danique Girvan

- Land owners & neighbour of on all sides of Main Lodge side of camp-site.
 - Sometimes their land is used in the [Horses \(Riding and Trekking\) – SOP](#)
- Phone 03 417 7474

Fire and Emergency New Zealand

- The management authority for all outdoor fires in the Otago region
- Regular permits are gained for outdoor fires from this organisation
 - This agency or the Waiholo Fire Chief (Brent Goodsir) must be notified for all outdoor fires lit including [Camp Fire – SOP](#)

Wenita Forestry Limited

- Land owners of Akatore Forest (including the PD track) & neighbour on eastern side of Homestead side of camp-site.
 - This forest is used in the [Horses \(Riding and Trekking\) – SOP](#)
- Phone 03 489 3234

Websites

Support Adventure Website

Support Adventure is endorsed and funded by central government, but derived from the hundreds of operators who shared their experience during its development. Tourism Industry Aotearoa (TIA) led this project, with the support of Outdoors NZ (which is now integrated into NZRA), and took responsibility for gathering, sorting and presenting the resulting guidance material via the website.

References

- <http://www.supportadventure.co.nz/>

Relevance

- Used as part of the annual review of the document to set Activity Policy Standards

National Incident Database (NID)

The NID is a way of collecting and sharing information between organisations about incidents or near-miss events that occur in the outdoors. The information is collected so that the outdoor community can learn from these incidents and take steps to manage their operations more safely and prevent similar things from happening again.

References

- <http://www.incidentreport.org.nz/index.php>

Relevance

- Used to report all incidents at CYC Waiholo to the cloud.



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Appendix 5: External Technical experts utilised

Policy Audits

Lead Auditor

Mike Torr (of KMT Professional Services Ltd) was the last lead auditor for CYC Waihola's OutdoorsMark Certification through SkillsActive

- Email: <mailto:mike@kmt.org.nz>

Technical Experts

Kayaking

Last Technical Expert: Mark Johnson of Adventure Specialities Trust

- Email: <mailto:mark@adventurespecialties.co.nz>

Trail Biking

Last Technical Expert: Grenville Button of Adventure Trailrides Ltd

- Email: <mailto:grebutton@xtra.co.nz>

Zipline

Last Technical Expert: Liz Penman

- Email: <mailto:lizpenman@xtra.co.nz>

Technical Advisors

Go Carts

Last Amusement Device Engineer: Mike Walker of BVT Mechanical Engineering Consultants

- Email: <mailto:mike.walker@bvt.co.nz>

Zipline (Flying Fox)

Technical Advisor: William Drury-Turnbull of Waipara Adventure Center

- Email: <mailto:manager@waiparaadventure.nz>

Structural Engineer: Mike Walker of BVT Mechanical Engineering Consultants

- Email: <mailto:mike.walker@bvt.co.nz>

Procedures for Lock-down due to violent incident

Police Officer: Warwick Worth

- Email: <mailto:warwick.worth@gmail.com>

Appendix 6: Review Changes

The following appendix will summarise all the major changes to the SMP following a major review of this document.

19th August 2014

Document Creation

- This version of the Safety Management System was created based on the following:
 - Feedback from the Adventure Activity Operators Audit in November 2014
 - Guidance from the Support Adventure Website and related ASG documents
 - Guidance from WorkSafe NZ email updates
- This version was submitted to Worksafe for the basis for their audit.

16th October 2014

Council of Management Working Group Review

- This version of the Safety Management System was reviewed by the Council of Management working group in order for Council of Management sign-off.
- Major changes included:
 - Combining the Horse Activity SOPs into two rather than the four scopes in the original document.
 - Adding more future safety goals
 - Minor low key procedural changes in readiness of training Paid Staff and Ministry Staff

30th October 2014

Council of Management Sign off

- This version of the Safety Management System signed of by the Council of Management.

19th January 2015

Kayaking (Lower Taieri River SOPs) added

- The SOPs for the Kayaking (Lower Taieri River) were added to the document.

13th March 2015

Zip Line (Flying Fox) SOPs modified

- The SOPs for the Zip Line (Flying Fox) were modified to address changes made to procedures following safety concerns with the new pulley speeds in catching participants.
- Use of orange helmet for Activity Leader attaching participants to wire is also now to be used.

14th July → 13th August 2015

2015 Annual Review

- Major review of the Safety Management Plan with the following major changes made:
 - Modified Organisation History
 - Review of Future Safety Goals including recording those completed under Future Safety Goals & Improvements
 - Review of items listed for the annual review
 - Document reviews now responsibility of Operations Manager
 - Changed order of New Activity Implementation



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- Added non-urgent medical care procedures
- Added lock-down procedures
- Minor spelling, grammatical and procedural changes
- Complete review of all activity SOPs with the following changes made:
 - Changes to reflect where actual procedures don't quite align with written procedures
 - New location maps
 - Kayaking
 - Better describing the location of the Kayaking activity
 - Flying Fox
 - Modifying procedures to reflect operation of the new launch platform
 - Shooting
 - Redefining the order of the SOPs for better clarity.

New Activities Added

- Adding the following activity SOPs in readiness for OutdoorsMark Scope extension:
 - Trail Bike Riding

22nd February 2016

2016 Surveillance Audit Changes

- Added Alcohol and Drug risk assessment to all activities.
- Added list of Technical Experts/Consultants used at CYC Waihola for hazard assessment and activity reviews.

8th April 2016

2016 Activity Additions

- To consolidate all activity risk management documents into one Safety Management Plan the following activities were reviewed and added:
 - Assault Course – SOP
 - Camp Fire – SOP
 - Geocaching / GPS Based Games - SOP
 - Hunting – SOPS
 - Mountain Boards – SOP
 - Team Initiative Course – SOP

Flying Fox Activity Minor Changes

- Changes to gear – i.e. new harnesses and additional helmet for adult helper

Incident / Near Miss / Accident Reviews

- Added Council of Management review of incidents / near misses / accident reviews
- Added annual trend analysis requirement

10th August 2016

2016 Annual Review

- Renamed document to Safety & Management Policy
- Full and major review of the Safety and Management Policy with the following major changes made:
 - Updated indexes
 - Added missing maps
 - Updated minor procedural changes
 - Updated society structure to reflect staff changes
 - Legislation changes
 - Added Tramping Activity SOP
 - Full review of Hunting and Motorbike Activities

- Removed numerical itemisation of headings
- Added financial policies and Charities requirements
- Updated and reviewed to be more inclusive the Safety Culture Statement and primary Safety Goal
- Reviewed Flying Fox ASG

9th December 2016

New Activity – Bubble Soccer

- Completed hazard identification and created new Activity Sign off Sheet for Bubble Soccer – SOP

23rd October 2017

2017 Annual Review

- Full and major review of Safety & Management Policy document with the following changes made:
 - Updated safety goals for the current year
 - Exceptions added to reflect the reality of the policy implementation for the following policies:
 - pest control
 - smoking on-site
 - Added changed external agencies
 - SOP updates:
 - Updated Risk Analysis Tables and Activity Sign-offs to use new 2017 Worksafe Risk Template
 - Updated Camp Fire – Activity Sign-Off to require permit number and conditions
 - Updated Flying Fox SOPs to include new procedure of utilising web sling for Suspension Trauma hazardous
 - Added technical advisers to all activity based SOPs and contacted internal technical experts for review of SOPs
 - Added 6 monthly check forms to all activities that require them
 - Added training pathway for Hunting Based Camp directors
 - Remove Horizontal Bungy as an activity
 - Completed hazard identification and created new Activity Sign off Sheet for Disc Golf
 - Spelling and grammatical errors fixed

12th December 2017

Changes made and after OutdoorsMark 2017 Audit

- Changes were made in preparation for the OutdoorsMark 2017 audit as follows:
 - Added prevention of notifiable incidents as a safety goal
 - Updated references to the Health and Safety at Work Act 2015 (HSWA) to reflect the changes in legislation
 - Updated Fire and Emergency New Zealand Act 2017 to replace Forest and Rural Fires Act 1977
 - Completely rewrote Hazard and Risk Management Section for the new HSWA
 - Updated General Incident Procedures
 - SOP updates:
 - Removed ambiguous summaries for requirements and qualifications from the summary table as they are detailed later in each SOP
 - Completely rewrote and updated all SOP Risk management tables to meet new criteria of the HSWA
 - Added ancillary services to each SOP where they apply
 - Added general incident procedures to all SOPs where required



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14th February 2018

New ArcheryTag™ Activity

- Completed hazard identification and created new SOP for ArcheryTag™ activity.

3rd August 2018

Added Maintenance Log

- Added maintenance recording log for the Go Carts activity.

19th September 2018

2018 Annual Review

- Full and major review started of the Safety and Management Policy Document (and other documents) with the following changes made:
 - Updated safety goals
 - Increased the responsibility of the Council of Management to be involved and “own” the annual review of the policies.
 - Added Ministry Coordinator role into SMS
 - Added shared PCBU responsibilities
 - Changes to recruitment and training of Ministry Staff now includes training website
 - Added First Aid kit locations
 - Added emergency communication plan
 - Added fatigue hazard assessment and management policies across all SOPS
 - Added new Fire and Emergency NZ procedures and requirements
 - All SOPS reviewed and updated as needed
 - SOPS added
 - Accommodation Groups
 - Swimming SOPS
 - SOPS temporarily removed
 - Go Carts
 - Kayaking
 - Trail Bike Riding
 - Major SOP Updates
 - Waihola Walking Activities
 - Zipline
 - New Glossary Terms
 - Spelling and grammatical errors fixed

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