



# Safety & Management System

**Major Revision:**

**11.2023**

**Last Update:**

**1<sup>st</sup> October 2024**

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**1<sup>st</sup> October 2024**



**christian  
camping**  
NEW ZEALAND



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# Using this Document

## **1 Document Styling**

Text styled like this refers to narrative text informing the reader about general information such as background to policy, reasons for legislation and general statements of fact.

Text styled like this refers to policy text that defines the organisations way of doing a particular activity or applying a particular legislative requirement.

## **2 Definitions used within this Policy**

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

## **3 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 2023.11 and was last updated on (1<sup>st</sup> November 2023)
- ▶ This document's last review was completed on 1<sup>st</sup> November 2023
- ▶ This document is only available in a PDF version to those outside of CYC staff.

### **Policy Location**

- ▶ This document is stored on the file server at the following location:
  - ▷ File Server: <Y:\policy\current\VersionControlled\POLICY01safetymanagementpolicy.odt>
  - ▷ Online PDF Version: <https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>
- ▶ Electronic and paper copies are available on request however any copies are uncontrolled if printed or transmitted via email.

### **Online Training Updates**

- ▶ This document is used in conjunction with CYC Waihola's online training system. It is important that any updates to this document are also then checked in the training system.
- ▶ The training system can be found at <https://training.cycwaihola.org.nz>

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# Section : Policy

## 1 Background Information

### Organisation Key Details

|                                       |   |
|---------------------------------------|---|
| <b>Name:</b>                          | Christian Youth Camps Waihola Incorporated                                |
| <b>Trading Name:</b>                  | CYC Waihola   |
| <b>Legal Structure:</b>               | Incorporated Society  |
| <b>Postal Address:</b>                | 70 Finlayson Road, P.O. Box 15061, Waihola, 9243                          |
| <b>Physical Address:</b>              | 70-79 Finlayson Road, Waihola, South Otago                                |
| <b>Website:</b>                       | <a href="http://www.cycwaihola.org.nz/">http://www.cycwaihola.org.nz/</a> |
| <b>Email:</b>                         | <a href="mailto:info@cycwaihola.org.nz">info@cycwaihola.org.nz</a>        |
| <b>Phone Number:</b>                  | 03 417 7120   |
| <b>Operations Manager's Name:</b>     | Anna Hynds  |
| <b>Operations Manager's Mobile:</b>   | 027 529 8586  |
| <b>GST #:</b>                         | 13-646-686  |
| <b>Adventure Activity Operator #:</b> | AA099   |
| <b>Charities Services #</b>           | CC25364   |
| <b>MSD Nato Provider #</b>            | NATO4556  |

### Organisation Core Purposes

CYC Waihola's core purpose is 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
- ▶ are a Ministry of Social Development provider of social 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 youth based camps such as schools, 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.

## **2 Scope of This Document**

### **Operational Scope**

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

#### Ministry Camps and Ministry Events

CYC Waihola's core purpose is to run 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, these are referred to as "*Ministry Events*"

Because of the focus and additional child-care compliance involved in running ministry camp's this operational focus has it own policy document

Refer to [Residential Camping Program Policy](#) for this document

#### Accommodation Groups

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

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

#### Other Operational Scopes

Other operations where this policy document will apply is:

- ▶ Staffing
- ▶ 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 policies that are detailed will also apply to any off-site activities that CYC Waihola runs.

### **Adventure Activity Scope**

All CYC Waihola run activities that are defined as an Adventure Activity (under the [Health and Safety at Work \(Adventure Activities\) Regulations 2016](#) and the [Safety Management System Requirements 2023](#)) are specifically managed with policy contained within this document. Any activities or operations that fall under these regulations that are not managed in this document are not to be run.

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

## **3 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 [Ministry of Children \(Oranga Tamariki\)](#) under the [Social Security Regulations 2018](#).

Large sections of the Residential Camping Program Policy refer to this 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>

## **4 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 contain 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.



# Section : Safety Culture

## 1 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. CYC will endeavour to take all practical steps in ensuring the health and safety of staff, visitors, participants and ancillary staff (including the transportation to and from activities).

## 2 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 alongside no notifiable incidents.

### **Future Safety Goals & Improvements**

When establishing safety objectives, the operator has considered:

1. Hazards and risks;
2. Technology and usage options;
3. Financial, operational and business requirements;
4. The views of staff and relevant other parties.

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

| <b>Safety Goal</b>   | <b>Timeframe</b> | <b>Started?</b> |
|--|------------------|-----------------|
| 1. For a purpose built Air Rifles and Archery set-up to be built   | Early 2025       | 01/06/2022      |
| 2. To successfully pass OutdoorsMark Surveillance Audit  | Oct 2024         | 01/10/2024      |
| 3. Full Review of current SMP and reformatting of current activity SOPs  | End 2024         | 01/07/2023      |
| 4. Upgrading on-line training for different levels in various high-risk activities (paid staff member to undertake external training for high risk activities) | Mid 2024         | 01/07/2023      |
| 5. Implementing new training days for ministry staff and volunteers  | End 2024         | 01/07/2023      |
| 6. Undertake a design review of the current water slide  | Nov 2024         | 7/10/2024       |
| 7. Upgrade the ground level underneath tyre cube at the assault course   | End 2024         | 7/10/2024       |
| 8. TA assessment for Chris and Nerima for the zipline  | End 2024         | 7/10/2024       |

## Completed Safety Goals & Improvements

Refer to [Appendix 6: Completed Safety Goals](#) for completed safety goals & improvements

### Progress Towards Meeting Goals

To ensure progress is made towards future safety goals and improvements:

- ▶ 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

## 3 Policy Improvement

### Improvement of Safety & Management Policies

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

Council of Management has taken steps to:

- ➔ Have an understanding of the activities run at CYC
- ➔ Have an understanding of the hazards and risks associated with the activities.
- ➔ Ensure the operation has the appropriate resources to establish, implement, maintain and continually improve the Safety and Management policies.
- ➔ Verify the provision and use of those resources.

### 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 to the 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 [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 regular surveys
- ▶ The results of client surveys will be analysed by the Operations Manager.

## **4 Policy Responsibility**

### **Day to Day Implementation**

Council of Management (as officers) give authority to the Operations manager to ensure that all day to day operations comply with the Health and Safety legislation, and that the SMS achieves its intended goals and objectives.

The Operations Manager is responsible for ensuring that the SMP complies with the current Safety Audit Standard (SAS).

The Operations Manager is also responsible for performing an annual review of this document and note any changes.

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.



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. Council will review and report on Safety performance, including the following up on the Safety Goals and Objectives as created in the Annual review.
- ▶ Health and Safety concerns and recommendations made must be decided on in a timely manner whatever the outcome
- ▶ All new council members will be issued a current SMP, and will be required to read and offer feedback to the Operations Manager on any concerns that may arise.
- ▶ All new staff members will be issued a current SMP, and will be required to read and offer feedback to the Operations Manager on any concerns that may arise. The Operations Manager will work with new staff members via an induction process to ensure compliance to the policies.

## **5 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 Waihola operational calendar.

Any changes made to the SMS will be shown in an updated Appendix 7 of the SMP and then shared with Council of Management and Staff to ensure all are aware of the changes.

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 7: Review Changes](#)
- ▶ be carried out by the Operations Manager
- ▶ utilise the following check list for ensuring the safety systems remain current and up-to-date:

| <b>What to Check?</b>  | <b>Notes Relating to Checks:</b>  |
|--|---|
| <p><b>Overall Safety Policy</b></p> <ul style="list-style-type: none"> <li>▶ Check for emerging, new, or changes to, health and safety legislation, regulations, codes of practice and standards? This is communicated to us via Support Adventure, CCNZ, Clutha District Council, Worksafe website and Ministry of Social Development.</li> </ul> | <ul style="list-style-type: none"> <li>▶ Checking for new and/or updated Good Practice Guidelines (GPG), and Activity Safety Guidelines (ASG).</li> <li>▶ If change is needed immediately then this is actioned ie COVID policies.</li> </ul> |
| <ul style="list-style-type: none"> <li>▶ Are policies /procedures in line with any changes to the above?</li> </ul>  | <ul style="list-style-type: none"> <li>▶ Check relevant changes have been made in policy documents</li> </ul>   |
| <ul style="list-style-type: none"> <li>▶ Check progress has been made against Health and Safety Goals?</li> </ul>  | <ul style="list-style-type: none"> <li>▶ Check <a href="#">Safety Goals</a></li> </ul>  |
| <p><b>Hazard Management</b></p> <ul style="list-style-type: none"> <li>▶ Are there changes in current good practice - as per ASG's, TE advice, or other information from the sector?</li> </ul>  | <ul style="list-style-type: none"> <li>▶ Check Support Adventure website for ASG changes</li> </ul>   |
| <ul style="list-style-type: none"> <li>▶ Check hazard management forms are reviewed and that SOP's aligned with them?</li> </ul>   | <ul style="list-style-type: none"> <li>▶ Check forms located in <a href="#">Standard Operating Procedures</a></li> </ul>  |
| <p><b>Staff Competence</b></p> <ul style="list-style-type: none"> <li>▶ Check competence levels are appropriate?</li> </ul>  | <ul style="list-style-type: none"> <li>▶ Review trained staff in <a href="#">Panda Contact Manager</a></li> </ul>   |



|   |   |
|---|---|
| ▶ Check processes sufficient to ensure staff competence?                      | ▶ Review annual training events   |
| <b>Incident Reporting</b>   |   |
| ▶ Check incident reports have been reviewed?                                  | ▶ Check incident reports on file since last audit                                     |
| ▶ Complete trend analysis on incidents?                                       | ▶ Complete and report to Council of Management any incident trends?                   |
| <b>Emergency Procedures</b>   |   |
| ▶ Check emergency responses (and practices) reviewed and signed off?          | ▶ Check emergency procedures located in <a href="#">Standard Operating Procedures</a> |
|   | ▶ Submit new / changed emergency procedures to Fire and Emergency NZ if required      |
| <b>Safety Reviews &amp; Feedback</b>  |   |
| ▶ 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:

- ▶ that 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.

## **6 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: | PAUL PATON |
| Signed:             |            |
| Date:               | 20/09/2023 |

### **Operations Manager Sign-off**

The Operations Manager hereby signs off on this document:

|                            |            |
|----------------------------|------------|
| Operations Manager's Name: | ANNA HYNDS |
| Signed:                    |            |
| Date:                      | 20/09/2023 |

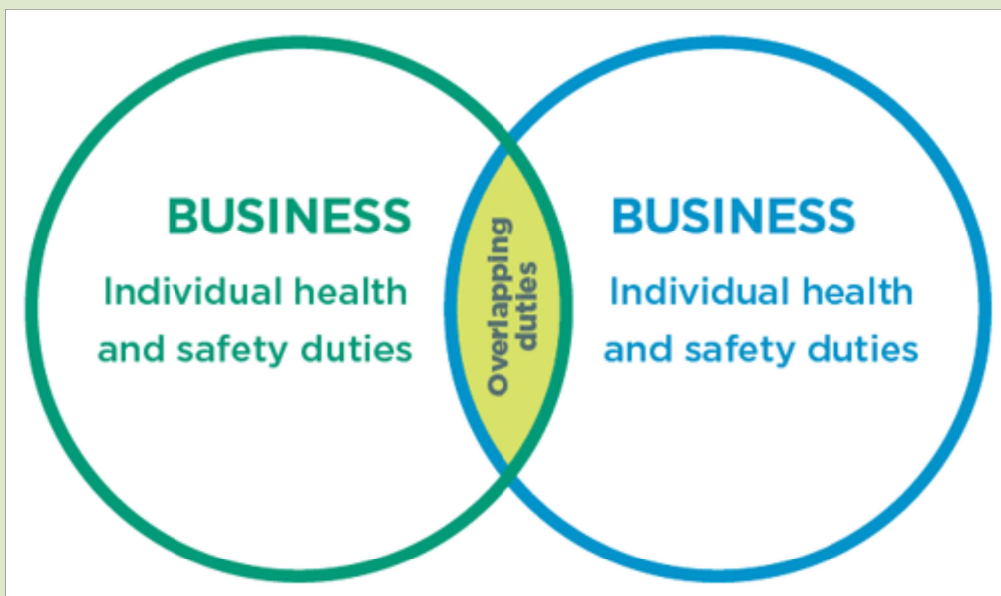
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# Section : Governance and Management

## 1 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.<sup>1</sup>



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

### Shared 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)
- ▶ Access to Wenita Forestry for horse riding groups. This is done via the Wenita Forestry website with a booking form created, giving permission on a specific day and time into a specific area.

## 2 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. This may be done by the Treasurer.

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

## 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.
- ▶ 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 review will be presented by the Council of Management to the annual general meeting of the Society.

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 and Charities Amendment Act 2023, CYC Waihola is required to file annual financial reports (which have been approved at their Annual General Meeting), with Charities Services, within 6 months of the end of the financial year.

- ▶ 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 : Operations – Staffing

## 1 Key Staffing Change April 2022

11<sup>th</sup> April 2022 Chris and Anna Hynds commenced work at CYC Waihola as the Operational Management team, with Anna's focus on Operations / Administration and Chris's focus on Facility Management.

## 2 Definitions used in this section

### ***Paid Staff***

Refers to staff in paid employment with CYC Waihola. These staff come under the authority of the Council of Management (as officers) who delegate the day to day operations to the Operations Manager.

Currently 4 paid staff:

**Operations Manager:** Has responsibility and authority for: ensuring the SMS complies with the requirements of this standards outlined in the Safety Management System Requirements for Adventure Activity Operators 2023. This includes reviewing and evaluating the performance of the SMS, monitoring the performance of staff in relation to assigned responsibilities and delegations, and regularly reporting to Council of Management on safety performance and reviewing incidents.

**Facility Manager:** Has responsibility to ensure all activities at CYC Waihola meet their required standards and are well maintained for safe operation. Is responsible for the general maintenance of CYC property and buildings. Will be involved in Activity leadership, training and ensuring all activities are run as per CYC policies and procedures. Reviewing incidents and reviewing and evaluating the performance of the SMS alongside the Operations Manager.

**Ministry Coordinator:** Responsible for the running and planning of all ministry camps and ministry leader trainings. Will be involved with activity leadership and training as required ensuring all activities are run as per CYC policies and procedures.

**Activity Coordinator:** Activity leadership and training and ensuring all activities are run as per CYC policies and procedures. Reviewing incidents and reviewing and evaluating the performance of the SMS alongside the Operations Manager.

These broad outlines/job descriptions will be included in each staff members employment agreement.

### ***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.

## 3 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.

Daily discussions with staff are to ensure authorities and responsibilities are clearly communicated, so staff know who is responsible for running each activity and who will be

responsible for the training of volunteers. Roles are shown on the whiteboard, and communicated to staff via text if they are not on-site.

## **4 Paid Staff**

### **Paid Staff Summary**

CYC Waihola has employed 4 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.

Risk matrix applied RE: assessment for employment.

See [Employment Legislation](#).

### **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.

CYC Waihola will ensure the induction process is taken and all relevant on-site trainings to be completed with the help of current trained staff.

### **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.

## **5 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 Camps 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.
- ▶ cannot be within 2 years of age of the oldest camper on a ministry camp.
- ▶ 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 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 Camps 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 Camps 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 Camps 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. Leaders in training as they are not in a supervision role of campers can be within 2 years age of the oldest camper at a ministry camp.

### 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

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 [Referees](#)

### 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 Camps 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](#) (refer to [Staff Details](#))
  - ▷ [Ministry Staff Reference Form](#) (refer to [Referees](#))
  - ▷ [Authorisation to Disclose Information \(Police Vetting\) Form](#) (refer to [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.

If any of the required forms or are not supplied or completed before the start of camp then that person cannot attend as a leader.

### 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 a Ministry Staff service agreement along with a job description for every camp they attend.

## **6 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

Any breach of the [Staff Code of Conduct](#) or anything else unbecoming of the CYC organisation's ideals constitutes serious misconduct and can be grounds for dismissal

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.

## 7 Staff Details

It is important to have current important information on record for staff (especially Paid and Ministry Staff). This information includes:

- ▶ Contact Details
- ▶ Next of Kin details for contacting in an emergency
- ▶ Important medical and allergy

This forms part of the requirements of the [Childrens Act 2014](#)

Therefore ministry and paid staff will be required to complete a [Ministry Staff Form](#) every 3 years (or earlier if substantial changes occur to their personal details).

These files will remain on file in the CYC Office and in the [Panda Contact Manager](#).

## 8 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 part of the requirements of the [Childrens Act 2014](#).

### Criteria for Police Vetting

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

All persons 10+ 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 2004](#)<sup>2</sup>:

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

<sup>2</sup> 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

All persons 10+ 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 2004](#)<sup>3</sup>:

- ▶ 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

All police vets 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 10+ 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'<sup>4</sup> advised by police via a police vet will not be allowed on-site during ministry camps.

### **Access to Police Vetting Results**

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.

## **9 Referees**

References from referees help establish the suitability of persons wanting to work with CYC Waihola. Reference checking is part of the requirements of the [Childrens Act 2014](#)

### **Referee Criteria**

All ministry staff are to submit 2 names of referees that know them well in a Christian ministry context and can vouch for their suitability to work at CYC Waihola.

- ▶ 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.

### **Referee Follow-up**

If the person having references completed for them is not known to either the Operations Manager or another paid staff member within the office then the Ministry Camps Coordinator will always phone the referees provided and run through a series of questions establishing a better knowledge of the applicant and their suitability for the role applied for.

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

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.

## **10 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.

### **Induction Training**

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

#### *Paid Staff Induction Training*

All new paid staff will take part in an induction process run by the Operations Manager 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 [Standard Operating Procedures](#) as possible within their skill set, so that all the listed activities are covered between the 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 a 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*

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 an instructor or supervisor under the age of 16 years old. Assistants may train as young as 14 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, Activities Coordinator or by someone either at supervisor level or higher.

## **11 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 [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 meeting minutes will be saved in Genesis server under Staff.

### **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.

## **12 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 occur 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 therefore determined that CYC Waihola has a low risk for drug and alcohol impairment

### **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 Waihola 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 for Clients**

We will not permit any person to participate in any of the activities listed in [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.

## **13 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.

## **14 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 and one Human Resources committee member.
- ▶ Reviews will be held on file to the Human Resources Committee.

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.

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**

At the conclusion of a Ministry Camp, the Camp Director will assess and review each Ministry staff member. These reviews serve the following purposes:

- ▶ To ensure that our leaders know they are positively valued and that we are sincerely appreciative of their contribution to, and support of, our camping programme
- ▶ To encourage our leaders to invest in their leadership ability by attending leader's training courses to further develop skills and maturity.
- ▶ To inform our leaders of their assessment while working at camp.

The Ministry Coordinator will perform Ministry Staff reviews on the camp directors.

Reviews may take the following formats:

- ▶ Written feedback
- ▶ Verbal feedback

Any Ministry Staff reviews that have a safety concern raised must be of a written nature and will be made available for future Camp Directors on request to choose their leaders from for up to 5 years. All staff have the right to request that their reviews are not made available to future camp directors.

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# Section : Operations – General

## **1 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

## **2 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 may also be present on the property for use in activities.

See [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 can 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.

## **3 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

## **4 Client Information Gathering**

### **Ministry Camps**

The Ministry Camps have their own procedures for information gathering 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.

## **5 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 paid staff grievances are to itemised under "Schedule A - Dispute Resolution Procedures" in their individual employment agreements.

## 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.
- 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.

## 6 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.
- ▶ Driveway gates on the side of the road the pest control is occurring are to be shut to stop inadvertent visitors interrupting the pest control operations.

### 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 according to the arms code. (In an appropriate locked gun safe when not in use as determined by the Operations Manager).

## 7 Record Keeping

### Privacy Act

All collection and storage of information will comply with requirements of the [Privacy Act 2020](#)

- ▶ 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

## **8 Sickness Policy**

### **Sickness Policy Notifications**

#### General Sickness Policy Notification

All persons coming onto the camp-site (including but not limited to Accommodation Groups (notified through their respective group organiser), visitors, contractors, volunteers and all paid staff) will receive the following updated sickness policy:

#### Sickness Policy

Our sickness policy as follows is in line with NZ Ministry of Health guidelines.

*You cannot attend our camp-site at all if:*

- in the 72 hours before you arrive at camp you have had any sickness or symptoms of sickness including: cold / flu-like systems (this includes runny noses, coughs, sore throats or fever), any vomiting or diarrhoea.
- OR in the 72 hours before you arrive at camp you have been in immediate contact with anyone with any other sickness or sickness symptoms

*If whilst on the camp-site you become unwell:*

- Camp staff will place you in isolation away from other campers and staff. Your parents / caregivers will be contacted and we be required to immediately pick you up from camp.

*Last Review: 30<sup>th</sup> October 2020*

#### Ministry Camp Sickness Policy Notification

All Ministry Camp attendees (including Ministry Staff & enrolled campers) will receive the following extended sickness policy sent to them before camp starts:

#### Ministry Camps Sickness Policy

The following sickness policy is in line with NZ Ministry of Health guidelines.

*You cannot attend camp at all if:*

- in the 72 hours before you arrive at camp you have had any sickness or symptoms of sickness including: cold / flu-like systems (this includes runny noses, coughs, sore throats or fever), any vomiting or diarrhoea.
- OR in the 72 hours before you arrive at camp you have been in immediate contact with anyone with any other sickness or sickness symptoms
- OR you have you have had a concussion/head injury within 6 weeks of camp starting

*If during camp you become unwell:*

- Our camp staff will place you in isolation away from other campers and staff. Your parents / caregivers will be contacted and we be required to immediately pick you up from camp.

*Last Review: 30<sup>th</sup> October 2020*

- ▶ If the camper cannot attend due to sickness and ministry camp fees have been paid, then the camp fees will be refunded, less any non-refundable deposit.

### **Ministry of Health Sickness Notification**

The following triggers will mean CYC Waihola will contact the Ministry of Health (through HealthLine) and notify them of a sickness event:

- ▶ A person becoming unwell with Covid-19 like symptoms during Alert Level 2-4 (refer to [Error: Reference source not found](#))
- ▶ More than 5 people becoming unwell and needing to be removed from the camp-site within a 24 hour period during Alert Level 1-4

## Procedures for Unwell Paid Staff & Volunteers

Paid staff and volunteers will need to self symptom check to determine if they are safe to work. If they are unwell then they must self-isolate and not come to work.

## Procedures for Unwell Persons on a Camp

Persons on any camp who become sick or feels unwell will be removed from the camp programme and isolated from other campers. An assessment of their symptoms and decision on what to do will be undertaken by:

- ▶ Within accommodation groups – the Group Organiser.
- ▶ Within Ministry Camps – only two senior Ministry Staff and/or paid staff should deal with the situation.

In all cases of children's sickness:

- ▶ the caregivers must be contacted as soon as possible
- ▶ appropriate supervision of children will be required including regular checks of camper's condition

If the camper is vomiting and/or is potentially infectious:

- ▶ they will be removed from the camp programme to either the first aid room / sick bay / or any other suitable isolation room.
- ▶ Disposable vomit bags will be available and thrown out into a black rubbish bag after every use. Stored in sick bay.
- ▶ arrangements must be made for the camper to return home as soon as possible.

All those persons dealing with the sick person will:

- ▶ wear PPE (facemasks and gloves) – available in sick bay.
- ▶ wash hands thoroughly after contact with the sick person
- ▶ change and launder their clothing and shower themselves after the person has gone home.

## Procedures After Sickness

When a sickness occurs at camp:

- ▶ The area(s) the sick person was in should have all surfaces cleaned using disinfectant and sanitiser
- ▶ Then:
  - ▷ Accommodation Groups must clean the area of their use
  - ▷ Paid Staff must clean the areas of their use
  - ▷ PPE (facemask and gloves) must be used when cleaning areas used by other people.
- ▶ The area(s) the sick person was in should not (if possible) be used for 48 hours by other persons.



## **9 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.

## **10 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

## **11 Visitors/Contractors**

### **Visitors/Contractors On-site Visits**

On arrival to CYC Waihola all visitors/contractors will be required to sign-in when on-site. The sign-in sheet will be completed and all hazards and risks will be disclosed.

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# Section : Operations – Risk Management

## **1 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.

## **2 Risk Management Policies**

All hazards at CYC Waihola will be identified in a systematic manner (as defined in [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 [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.

## **3 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, through technical advisors and technical advisors report, regular checks of equipment and annual safety system reviews. A Technical Advisor, either in-house or external, is involved in identifying hazards and assessing risks.

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 | <b>Catastrophic</b><br>(e.g. fatal)                               | Moderate                                  | Moderate           | High                  | Critical         | Critical              |
|                            | <b>Major</b><br>(e.g. Permanent Disability)                       | Low                                       | Moderate           | Moderate              | High             | Critical              |
|                            | <b>Moderate</b><br>(e.g. Hospitalisation or Temporary Disability) | Low                                       | Moderate           | Moderate              | Moderate         | High                  |
|                            | <b>Minor</b><br>(e.g. First Aid)                                  | Very Low                                  | Low                | Moderate              | Moderate         | Moderate              |
|                            | <b>Superficial</b><br>(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:

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

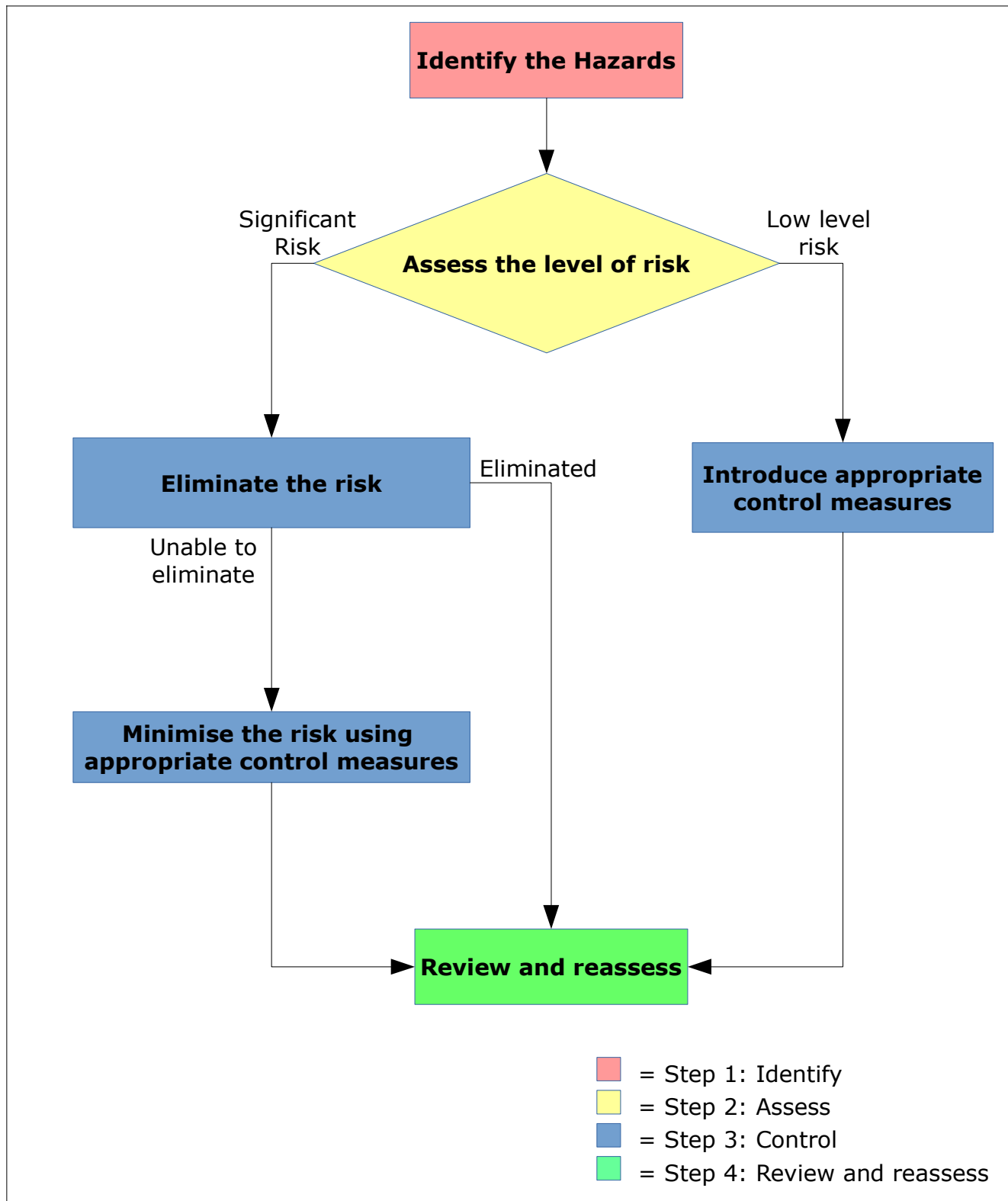
Reassessment will be done once controls are put in place to see if the control reduces the level of Risk to an appropriate level

- ▶ 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 [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 : Operations – Incidents and Emergencies

## **1 Definitions used in this section**

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

## **2 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.

New CYC Paid Staff will do an induction training and in that includes the understanding of all our incidents and emergency procedures.

Emergency preparedness procedures will be reviewed and tested annually in accordance to our Annual Safety Calendar.

## **3 Procedures for Incidents**

### **Step by Step Management of Incidents**

#### Step 1: Incident Controller

Immediately following an incident the most senior responsible person present is 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 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 higher 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.

### 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 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 as fast as possible after the fact.

- ▶ Any notifiable incidents involving adventure or premium activities must also be notified to OutdoorsMark as fast as possible after the fact which the Operations Manager will also do.
- ▶ Any notifiable incident involving a Ministry Camp that receives funding will be notified to the Ministry of Social Development by the Operations Manager.

### **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**

Prior to Council of Management meeting (every 2 months) the operations manager will investigate and review all incidents, accidents and near misses, understanding the underlying causes, and analysing trends before identifying improvements to the SMS based off those.

Recommendations from incident reviews will be implemented and communicated to staff and relevant other parties.



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

See also [Progress Towards Meeting Goals](#)

## **4 First Aid**

### **Access to First Aid Certified Persons**

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

#### Within Accommodation Groups

All paid staff will be required to have a current first aid certificate to help during incidents with Accommodation Groups.

#### Within Ministry Camps

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

All Ministry Camps must have at least one person in attendance with a current First Aid Certificate or higher.

#### For High Risk Activities

Some activities, as listed in [Standard Operating Procedures](#), require an Activity Leader to have a current First Aid Certificate. This will be listed under requirements for the relevant SOPs.

### **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 Kit Locations

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

#### During 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 [Standard Operating Procedures](#), have small first aid kits allocated to them. These first aid kits will be checked as part of the annual review.

## 5 Incident Severity Table

The following table shows the severity scale for incidents.

| Severity Ranking   | Impact on Participation   | Injury<br><i>Italics are Notifiable</i>   | Illness  | Social Damage  | Equipment Damage     | Environment  |
|--|---|---|--|--|----------------------|--|
| 1  | <b>Minor / Short Term Impact</b><br>on individuals that doesn't have a large effect on participation              | Splinters, insect bites, strings  | Minor irritant   | Temporary Stress or embarrassment  | Minor Cost           | Littering  |
| 2  |   | Sunburn, scrapes, bruises, minor cuts   | Minor cold, infection, mild allergy  | Temporary Stress or embarrassment with peers   | Less than \$50       | Minor damage to environment that will quickly recover  |
| 3  | <b>Medium Impact</b><br>on individuals that may prevent participation in the activity / programme for a day or so | Blisters, minor sprain, minor burns, cold / heat stress   | Minor asthma, Cold, stomach upset  | Stressed. Beyond comfort level. Shown up in front of group   | Less than \$100      | Scorched camp-site, plant damage   |
| 4  |   | 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<br><i>Visit to Accident &amp; 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 <a href="#">Notifiable Events and Injuries</a> |   |   |  |  |                      |  |
| 6  | <b>Major Impact</b><br>on individuals that mean they cannot continue with large parts of the activity / programme | <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, 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  | <b>Life Changing</b> 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 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.

## **6 Emergency Preparedness**

### **Emergency Procedures and Preparedness**

CYC Waihola will establish and maintain emergency preparedness and response plans for foreseeable emergencies.

Staff have been engaged while developing the emergency plans

The emergency plans include procedures for:

- a. Stabilising the situation and accounting for staff and participants.
- b. Assigning responsibility and authority for implementing the plans, including who must notify emergency services and when
- c. Rescue or evacuation of people involved in the activity.

Emergency preparedness and response plans are:

1. Known by staffing
2. Are made available to participants and other relevant parties(e.g police, other PCBU's etc)

The emergency preparedness and response plan will be reviewed periodically and tested annually via emergency scenario training. This will be added to the Annual Safety Calendar.

The return to full business continuity will only commence when structures, grounds, water, and electrical services are all checked and restored for safe use.

If these cannot be restored e.g. extensive damage due to fire etc., communication will be made for all existing bookings until such time as buildings, structures, services and staff are available. CYC Waihola has sufficient insurance policies to cover damage to building, infrastructure and business interruption.

### **Emergency Response Team and On-call Staff**

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 first point of call will be the Operations Manager. If the Operations Manager is off-site, the responsibility falls onto a delegated paid staff member.
- ▶ Any on-call staff member needs to be on-site or local to Waihola for the duration and needs to be contactable by phone or other means any time whilst programmes, activities or accommodation groups are in residence at all times.
- ▶ a staff roster will be in place for weekends requiring an on-call staff member
  - ▷ the roster will use Google Calendar for recording who is on call
- ▶ during week-days 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.

The Operations Manager is in charge of establishing and maintaining emergency preparedness and response plans for foreseeable emergencies. They will oversee all emergency situations and be the liaison with external agencies (e.g., fire services, search and rescue services etc.)

The Operations Manager will also ensure participants within the group activities know who to call for assistance if an activity leader becomes incapacitated.

### **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

### Communication Plan

- *Internal Communication:* All staff will carry and use two-way radios or mobile phones to communicate within the team.
- *External Communication:* Emergency services (111) are called immediately when necessary.
- *Emergency Contact List:* A list of key contacts, including parents/guardians, emergency services, nearby hospitals, and staff are easily accessible.
  - Ministry Camps: These contacts will be kept in the front of the white folder given to Directors at the start of camp.
  - Accommodation Groups: This list will be kept in the red folder given to the head organiser of the group at the start of their stay at CYC Waihola.
  -

### Reporting and Documentation Post Emergency

- *Incident Report:* After any emergency, an incident report will be completed, detailing the nature of the emergency, actions taken, and outcomes.
- *Parent/Guardian Notification:* Parents or guardians will be notified of any significant incidents involving their child.
- *Review and Debrief:* After an emergency, a debrief session will be held with paid staff and any other external individuals as required to assess the effectiveness of the response and improve future procedures.

## 7 Business Continuity and Disaster Recovery Plan (BCDR)

### Purpose

This plan outlines the procedures for CYC Waihola to maintain essential functions and services during and after a disruptive event. The goal is to ensure the safety of staff, volunteers, and visitors, minimize disruption to operations, and ensure the swift restoration of normal activities.

### Scope

This plan applies to all CYC Waihola Operations, including but not limited to:

- This plan applies to all CYC Waihola operations, including but not limited to:
- Administrative functions
- Camping activities
- Educational programs
- IT systems and data management
- Facilities and equipment

### Objectives

- Ensure the safety and well-being of all personnel and visitors.
- Maintain critical operations during a disaster.
- Restore normal operations as quickly as possible.
- Protect the organization's assets, including data and facilities.
- Communicate effectively with stakeholders during and after an incident.

### Risk Assessment and Impact Analysis

- Potential risks for CYC Waihola include:
- Natural disasters (earthquakes, floods, storms)
- Fire

- Pandemic or health crisis
- Financial instability
- Loss of key staff
- Infrastructure failure (power, water, IT systems)
- Man-made Disasters: Arson, vandalism, cyber-attacks.

### Critical Functions

- In the event of a disruption, the following functions are prioritized for recovery:
- Safety of individuals: Immediate evacuation, medical assistance.
- Maintaining accommodations and facilities
- Food service operations
- Program delivery
- Administration and bookings
- Financial management
- Data integrity: Protecting and restoring data.

### Emergency Response Team

- Operations Manager
- Facilities Manager
- Ministry Coordinator
- Activities Coordinator
- IT Support

### Communications Plan

- Internal: Staff notification system (phone tree, messaging app, portable radios)
- External: Website updates, social media, email lists for campers/parents
- Emergency services contact list

### Evacuation Procedures

- Designated assembly points
- Evacuation routes
- Transportation arrangements
- Emergency accommodation plants

### Data Backup and Recovery

- Regular backups of critical data (camper information, financial records)
- Off-site storage of backups
- Cloud-based systems for key operations

### Alternative Operations

- Remote work capabilities for administrative staff
- Partnerships with other local camps for temporary relocation if necessary
- Virtual program delivery options.

### Financial Contingencies

- Emergency Fund
- Insurance policies (property, liability business interruption)
- Diversified funding sources (donations, grants, fees)

### Supply Chain Resilience

- Multiple suppliers for critical items.
- Local sourcing where possible
- Stockpiling of essential supplies

### Staff Training and Awareness

- Regular drills and exercises
- Annual review and update of continuity plan
- Cross training of staff for critical functions

### Recovery and Restoration

- Damage assessment procedures
- Prioritized list of recovery activities
- Criteria for resuming normal operations

### Post-Incident Review

- Debrief and lessons learned process
- Plan update based on incident experiences

### Compliance and Regulations

- Adherence to NZ Health and Safety regulations
- Alignment with Christian values and mission

### Plan Maintenance

- Quarterly review of plan
- Annual comprehensive update
- Assigned responsibility for plan maintenance

## **8 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:

- ▶ 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.

## **9 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.

## **10 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
- ▶ An 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 formally (i.e. 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

### **Trial Evacuation Procedures**

Fire and Emergency New Zealand (FENZ) require that we carry out trial evacuations at least every 6 months as part of emergency preparedness.

The following steps are to be used for a trial evacuation:

- 1** Approximately 15 minutes prior to the trial evacuation the fire warden (or paid staff member) is to phone Fire and Emergency New Zealand Southern Communications (phone 03 341 0266) to notify them of a forthcoming evacuation drill. This allows emergency services know that a drill is occurring and if a passer-by phones emergency services they are not turned out to the camp.
- 2** During the evacuation, as part of staff training, phone 111 and request fire. Advise the operator that you are doing a trial fire evacuation. This gets logged on the Fire and Emergency New Zealand system and is proof we are completing trial evacuations.
- 3** After the trial evacuation, complete the Evacuation Report (<https://documents.cycwaihola.org.nz/EXTERNALfenz-evacuationreport.pdf>) and email to [evacuation@fireandemergency.nz](mailto:evacuation@fireandemergency.nz)

### **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



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 an 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 an 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.

## 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 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 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.

## **11 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
  - ▷ 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.
- ▶ 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 [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.

## **12 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



# Emergency Communication Plan

## Emergency Assistance Contacts

|                                   | <i>Detail</i>                          | <i>Location</i>                  | <i>Phone Number</i>             |
|-----------------------------------|--|----------------------------------|---------------------------------|
| <b>Emergency</b>                  | <b>Police, Fire or Ambulance</b>       | <b>All locations</b>             | <b>111</b>                      |
| <b>Police</b>                     | <b>Non Emergency or Sat Phone</b>      | South Comms (South Island wide): | +64 3 363 7400 (ask for Comms). |
| <b>Fire</b>                       | Non Emergency                          | South Comms (South Island wide)  | +64 3 341 0266                  |
| <b>Dunedin Hospital</b>           | Accident and Emergency                 | Dunedin Area                     | 03 474 0999                     |
| <b>Milton Medical Centre</b>      | Local Medical Centre                   | CYC Waihola                      | 03 417 8226                     |
| <b>Dunedin Urgent Doctors</b>     | After hours Non Emergency Medical Care | Dunedin Area                     | 03 479 2900                     |
| <b>National Poison Centre</b>     | Suspected Poisoning                    |                                  | 0800 POISON (0800 764 766)      |
| <b>Rescue Coordination Centre</b> | Inadvertant PLB Activation             |                                  | 0508 472 269 (+64 4 577 8030)   |

## Organisational Contacts

|                    | <i>Detail</i>                     | <i>Name</i>      | <i>Phone Number</i>                                    |
|--------------------|-----------------------------------|------------------|--|
| <b>CYC Waihola</b> | Operations Manager                | Anna Hynds       | 03 417 7120 ext 1 (or 9500 internally)                 |
|                    | Facilities Manager                | Chris Hynds      | 027 5298586 Anna 027 2334235 Chris                     |
|                    | Ministry Coordinator              | Annalise Copland | 03 417 7120 ext 2 (or 9506 internally)<br>027 5270493  |
|                    | Activity Coordinator              | Nerima Bullin    | 03 417 7120 ext 6 (or 9501 internally)<br>021 08191256 |
|                    | 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 | Paul Paton       | 03 465 0010<br>021 711447                              |



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Current version can be found on the file server at:  
<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>

Current Version: 2023.11

# Section : Standard Operating Procedures

## 1 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.

## 2 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 Balls – SOP](#)
- ▶ [Camp & Cooking Fires – 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 ▮](#)
- ▶ [Team Initiative Course – SOP](#)
- ▶ [Zipline - SOP ◇](#)

### Off-site Activities

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

### Activities that are not able to be used

The following activities that CYC Waihola has previously offered (and may still have the equipment for) 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 30 October 2020.

## **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, Waihola Riding Club. 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 [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 [Standard Operating Procedures](#)

CYC Waihola staff will not form part of an Accommodation Groups own staffing ratios. However when accommodation groups supply competent supervising adults for on-site activities these can make up the specified supervision ratios in any activity SOPs notwithstanding a trained instructor being the Activity Leader.

## **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.

## **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 labelled 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](http://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 on our website [www.cycwaihola.org.nz](http://www.cycwaihola.org.nz). 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
- May be 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. 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
- CYC and group to communicate via email/phone to sure all shared responsibilities are being met and managed to an acceptable level.
- Disclose to parents/caregivers and all other persons attending camp (accommodation and activities) the risks associated to these areas.
- Disclose any behavioural/health/impairments of participants that may impact their ability to participate in CYC activities.
- Schools must declare that all permission is granted and parents are informed of any and all high risk activities that participants will be involved in on camp, which is then gathered from children attending camps.

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

*Last Review: 30<sup>th</sup> October 2020*



# Assault Course – SOP

## **Last Review:**

This SOP was last reviewed on 30 October 2020.

## **Activity Summary**

The CYC Waihola Assault Course is a **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**

Any competent 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 children<sup>5</sup> 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 Syndrome<sup>6</sup>.

### **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](#)



## **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**

### **12 monthly review**

A paid staff member must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes](#) and [Assault Course – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 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** (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 ([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 ([Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

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

## **Specific Legislation relating to this activity**

### **Acts and Regulations**

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

### **Activity Safety Guidelines**

- ▶ None

### **Good Practise Guidelines**

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### **Standards**

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>7</sup>

## **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 [Hazard and Risk Management Processes](#)
- ▶ **Items highlighted in red indicate significant hazards within this activity**

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

Risk and Hazard Analysis Last Updated: 30 October 2020



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# Bubble Balls – SOP

## Last Review:

This SOP was last reviewed on 30 October 2020.

## Activity Summary

The CYC Waihola Bubble Balls activity is a **medium risk activity** that involves participants playing various games wearing inflatable bubble suits.

## Location

Flat area behind Main Lodge 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 Balls Supervisor* qualification<sup>8</sup>.

### **Qualifications**

All activity leaders must have at least the following qualification:

- ▶ *CYC Waihola Bubble Balls Supervisor*

### **Supervision Ratios**

Only children<sup>9</sup> 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 Syndrome<sup>10</sup>.

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

- ▶ for the purposes of training
- ▶ for the purposes of testing the bubble balls activity

8 A person with a current *CYC Waihola Bubble Balls 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 Balls Supervisor* qualification.

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

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

- ▶ There is a no exceptions height range of 120cm – 165cm and weight range limit of 30 – 60kg 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
- ▶ 12x bubble 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 flat areas 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 5 on the Beaufort Scale<sup>11</sup>

### **Operating Procedures**

#### **6 monthly check**

A paid staff member must review and physically inspect the activity every 6 months using the [Flowchart of Risk Management Processes](#), [Bubble Balls – Risk Analysis](#) and the [Bubble Balls – 6 Month Check Form](#) 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 5 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 balls.
- ▶ The Activity Leader must complete the [Bubble Balls – Activity Sign-off Form](#)

<sup>11</sup> Refer to [Appendix 1.2 Beaufort Scale](#)

## Activity Setup

If Bubble Balls are to be used 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:

If Bubble Balls are to be used on Main Lodge soccer field then the Activity Leader will stop and reset the game if a player gets too close to edge of soccer field embankment.

## After the the activity is finished:

The Activity Leader must ensure that the Bubbles are not left out for any length of time as they 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 flat area 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 Waihola has a comprehensive site-wide fatigue policy ([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 ([Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

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

## **Specific Legislation relating to this activity**

### **Acts and Regulations**

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

### **Activity Safety Guidelines**

- ▶ None

### **Good Practise Guidelines**

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### **Standards**

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>12</sup>

## **Technical Advisers for this Activity**

- ▶ CYC Waihola Operations Manager

<sup>12</sup> applied to this SOP as an OutdoorsMark Premium Activity

## Bubble Balls – Risk Analysis

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

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

Risk and Hazard Analysis Last Updated: 30 October 2020



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

Current Version: 2023.11



# Bubble Balls – 6 Month Check Form

|               |  |
|---------------|--|
| 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 |
| No Punctures:             | 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 Balls 6 monthly check: | <b>PASS / FAIL</b> |
| Staff Member Signature:       |                    |

**Notes**

|   |  |
|---|--|
| Notes relating to this check:<br>(include any reviews needed) |  |
|---|--|

# Bubble Balls – Activity Sign-off Form

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

| <b>SESSION DETAILS:</b>  |                                     |
|--|-------------------------------------|
| GROUP NAME:  |                                     |
| Activity Leader Name:  |                                     |
| Session Date and Time:   |                                     |
| <b>DAILY PRE-CHECK:</b>  |                                     |
| Activity Leader at least a current CYC Waihola Balls Supervisor qualification  | Yes / No                            |
| <i>Bubble Balls Inspection</i><br>- Bubbles visually inspected and integrity good<br>- Bubbles inflated correctly and strap integrity good                 | Yes / No<br>Yes / No<br>Pass / Fail |
| <i>Play area checked and set-up</i><br>- Area checked for rocks and sticks that could puncture the Bubble Balls<br>- No other hazards in the playing area. | Yes / No<br>Yes / No<br>Pass / Fail |
| <b>PRIOR TO ACTIVITY COMMENCING:</b>   |                                     |
| 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                            |
| <b>ACTIVITY TO PROCEED:</b>  | Yes / No                            |
| <b>ACTIVITY LEADER INITIALS:</b>   |                                     |
| <b>AFTER ACTIVITY:</b>   |                                     |
| 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):**

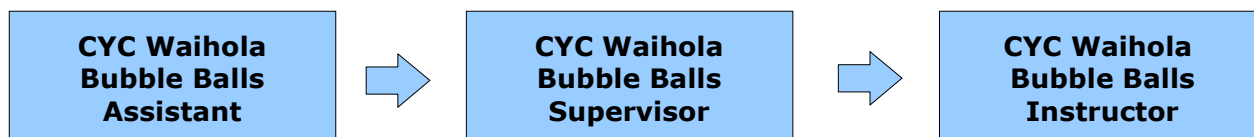


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# Bubble Balls – Training

## Internal Training Pathway



## Certification Details

### **CYC Waihola Bubble Balls Assistant Certification**

#### Online Course Link

- ▶ Coming soon

#### Certification Expiry

This certification expires after 2 years from date of completion.

- ▶ Renewing requires repeating all the requirements of the certification again.

#### Certification Prerequisites:

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

- ▶ 14 years or older

### **CYC Waihola Bubble Balls Supervisor Certification**

#### Online Course Link

- ▶ Coming soon

#### Certification Expiry

This certification expires after 2 years from date of completion.

- ▶ Renewing requires repeating all the requirements of the certification again.

#### Certification Prerequisites:

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

- ▶ Complete and be current with [Risk Management Training](#)
  - ▶ Complete and be current with [CYC Waihola Bubble Balls Assistant Certification](#)
  - ▶ 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

### **CYC Waihola Bubble Balls Instructor Certification**

#### Certification Expiry

This certification expires after 2 years from date of completion.

- ▶ Renewing requires a peer review.

#### Certification Prerequisites:

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

- ▶ Complete and be current with [CYC Waihola Bubble Balls Supervisor Certification](#)
- ▶ 20 years or older

## Training Session Details

|                   |  |
|-------------------|--|
| Date:             |  |
| Trainee Name:     |  |
| Instructors Name: |  |

| Assessment Criteria                                  |  | Tick Passed | Trainee Initials |
|--|--|-------------|------------------|
| <b>A. Risk Management &amp; Pre-session Planning</b> |  |             |                  |
| *  | Understand the limitations and scope of this training  |             |                  |
| *  | Some knowledge of the identified hazards and risks involved with running a Bubble Balls activity |             |                  |
|  | Where is the bubble balls equipment stored?  |             |                  |
| *  | Understand what the suitable weather conditions for Bubble Soccer are                            |             |                  |
| <b>B. Activity Pre-check</b>                         |  |             |                  |
| *  | Understand basic checks and set-up of the activity   |             |                  |
| <b>C. Introduction and rules for session</b>         |  |             |                  |
| *  | Understand the key safety rules for the activity.  |             |                  |
| <b>D. Running a session</b>                          |  |             |                  |
| *  | Demonstrate how to put bubbles on participant correctly  |             |                  |
| *  | Understand crowd control of waiting participants   |             |                  |
| <b>E. End of Session</b>                             |  |             |                  |
| *  | Understand the importance of putting the gear away securely.                                     |             |                  |
| *  | Verbalise how to raise safety concerns   |             |                  |

## Training Session Sign-off

|   |      |      |
|---|------|------|
| This trainee has passed this instruction course | Pass | Fail |
|---|------|------|

|                        |  |
|------------------------|--|
| Instructors Signature: |  |
| Certification Date:    |  |

## Training Session Details

|                   |  |
|-------------------|--|
| Date:             |  |
| Trainee Name:     |  |
| Instructors Name: |  |

| Assessment Criteria  | Tick Passed | Trainee Initials |
|--|-------------|------------------|
| <b>A. Review Previous Training</b>   |             |                  |
| * Review <a href="#">CYC Waihola Bubble Balls Assistant Certification</a> requirements   |             |                  |
| <b>B. Risk Management &amp; Pre-session Planning</b>   |             |                  |
| * Have completed and are current in the CYC Waihola Risk Management Training   |             |                  |
| * Knowledge of appropriate clothing and footwear for participants  |             |                  |
| * Understand the pre-defined hazards and risks of Bubble Ball Activity   |             |                  |
| Overview of equipment used for the Bubble Balls activity including the time & value it takes to replace damaged gear   |             |                  |
| * Understand unsuitable weather conditions for this activity.  |             |                  |
| * Emergency Procedures understood  |             |                  |
| * Understanding pre-defined reasons not to run the activity and pre-defined reasons for stopping the activity  |             |                  |
| * Understand the roles of the Activity Leader and any other adults   |             |                  |
| <b>C. Activity Pre-check</b>   |             |                  |
| * Demonstrating how to inflate balls and perform a visual check of equipment including: <ul style="list-style-type: none"> <li>inspection of playing field</li> <li>set up of playing field</li> <li>inflation of balls to correct pressure</li> <li>only to inflate balls in suitable locations</li> <li>checking bubbles straps and integrity after inflation</li> </ul>   |             |                  |
| * Procedures for a failed visual check   |             |                  |
| <b>D. Introduction and rules for session</b>   |             |                  |
| * Verbalise an introductory talk for participants before handing out bubbles including: <p>Key Rules</p> <ul style="list-style-type: none"> <li>No pointy or sharp objects in your pockets – including belts on pants</li> <li>Comfortable sport shoes (no studs) or barefoot (no jandals).</li> <li>Don't tackle any person who isn't inside a Bubble.</li> <li>Don't bump into another player with their backs turned and not expecting it.</li> </ul> |             |                  |
| <b>E. Running a session</b>  |             |                  |
| * Demonstrate how to put bubbles on participant correctly  |             |                  |
| * Verbalise games to run   |             |                  |
| <b>F. End of Session</b>   |             |                  |
| * Understand the importance of putting the gear away securely.   |             |                  |
| Record Keeping: <ul style="list-style-type: none"> <li>Completing the activity check-list.</li> <li>Accident / Near miss reporting procedures</li> </ul>   |             |                  |
| * Verbalise how to raise any safety concerns   |             |                  |

## Training Session Sign-off

|  |             |             |
|--|-------------|-------------|
| <b>This trainee has passed this instruction course</b> | <b>Pass</b> | <b>Fail</b> |
|--|-------------|-------------|

|                        |  |
|------------------------|--|
| Instructors Signature: |  |
| Certification Date:    |  |



## Training Session Details

|                   |  |
|-------------------|--|
| Date:             |  |
| Trainee Name:     |  |
| Instructors Name: |  |

| Assessment Criteria                                  |   | Tick Passed | Trainee Initials |
|--|---|-------------|------------------|
| <b>A. Review Previous Training</b>                   |   |             |                  |
| *  | Review <a href="#">CYC Waihola Bubble Balls Supervisor Certification</a> requirements   |             |                  |
| <b>B. Risk Management &amp; Pre-session Planning</b> |   |             |                  |
| *  | Help review the Bubble Soccer SOPs for improvements   |             |                  |
| <b>C. Training</b>                                   |   |             |                  |
| *  | Demonstrating satisfactorily training a new assistant in this activity.   |             |                  |
| *  | Demonstrating satisfactorily training a new supervisor in this activity.  |             |                  |
| <b>D. Administrative</b>                             |   |             |                  |
| *  | Record Keeping: <ul style="list-style-type: none"> <li>Understanding procedures for successfully trained personal.</li> </ul> |             |                  |
| *  | Understand how to deal with safety concerns that have been raised from persons involved in this activity.                     |             |                  |

## Training Session Sign-off

|  |             |             |
|--|-------------|-------------|
| <b>This trainee has passed this instruction course</b> | <b>Pass</b> | <b>Fail</b> |
|--|-------------|-------------|

|                        |  |
|------------------------|--|
| Instructors Signature: |  |
| Certification Date:    |  |

# Camp & Cooking Fires – SOP

## Last Review:

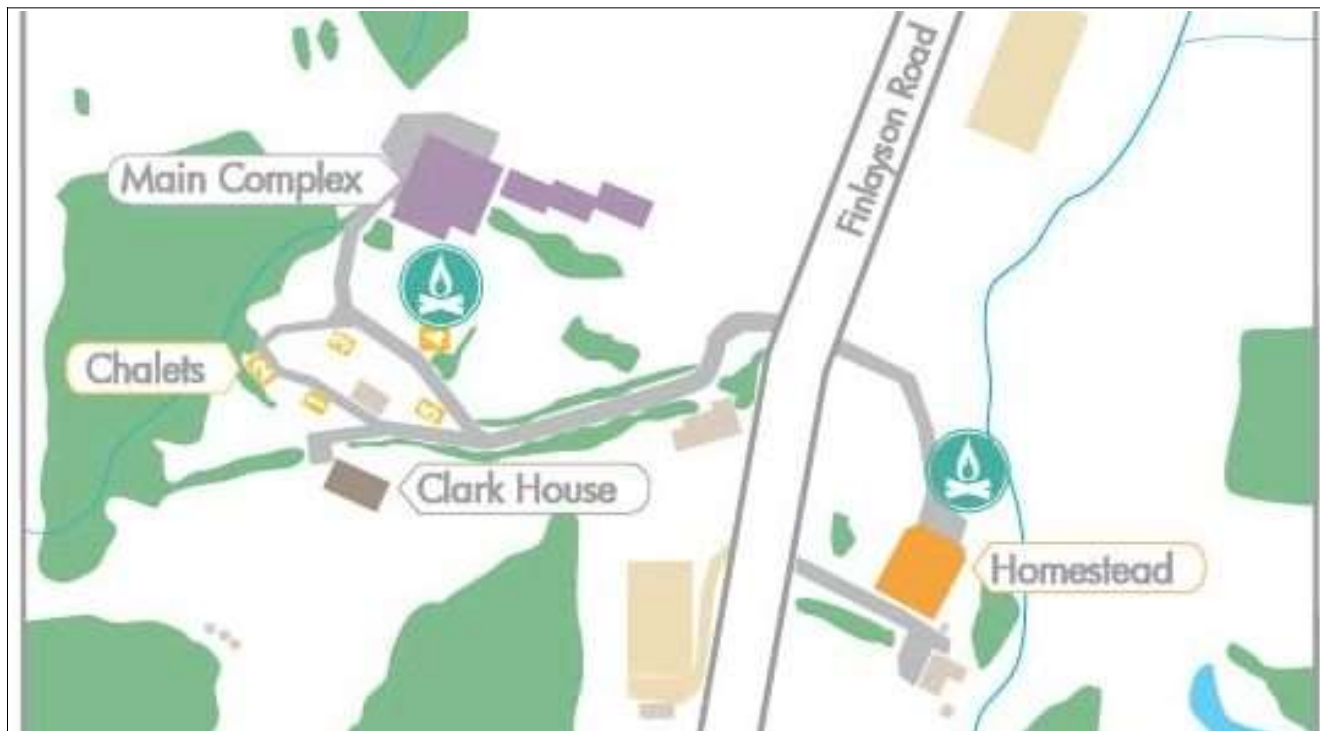
This SOP was last reviewed on 30 October 2020.

## Activity Summary

The CYC Waihola Camp & Cooking Fires activity is a **medium risk activity** that involves a group of participants using a small camp-fire(s). Sometimes it may involve roasting marshmallows or cooking damper/sausages.

## Location

Both the camp fire and cooking fires are movable activities that utilise either a portable frame or portable "bbqs" for keeping the 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 children<sup>13</sup> 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 giving permission on the lighting of the camp-fire.

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



## Activity Sign-off

No activity sign off is required for this activity.

## Activity Equipment

The Camp and Cooking Fires activity requires:

- ▶ the camp fire frame or cooking fires 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 Scale<sup>14</sup> coming up during the activity

## Operating Procedures

### 12 monthly review

A paid staff member must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes](#) and [Camp & Cooking Fires – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 monthly check will result in the activity being out of action until the safety concern is remedied.

### Day of Activity Check

Before any activity commences by the on-call staff member on day of lighting must check fire permits have been checked for validity and that any restrictions imposed on the permit have been met.

Prior to Activity Leader lighting fire (but after 4pm if fire is to be lit in the evening) verbal permission must be gained to light from the on-call staff member

### 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 place 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.

Only the Activity Leader is allowed to light the fire and no accelerating fuel (other than store bought fire-lighters) are 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

<sup>14</sup> Refer to [Appendix 1.2 Beaufort Scale](#)

## **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 ([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 ([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 \[version 1:2018\]](#)
- ▶ [Good Practise Guide \(Camp Cooking & Fires\) \[version 1:2020\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

## Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>15</sup>

## Technical Advisers for this Activity

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

<sup>15</sup> applied to this SOP as an OutdoorsMark Premium Activity

# Camp & Cooking Fires – Risk Analysis

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

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

*Risk and Hazard Analysis Last Updated: 30 October 2020*



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## Disc Golf - SOP

### **Last Review:**

This SOP was last reviewed on 30 October 2020.

### **Activity Summary**

The CYC Waihola Disc Golf activity is a **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 children<sup>16</sup> 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:

- ▶ thrown "Frisbee" discs

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

- ▶ 9 semi-permanent baskets

## **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 Scale<sup>17</sup> coming up during the activity

## **Operating Procedures**

### **12 monthly review**

A paid staff member must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes](#) and [Disc Golf - SOP](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 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.

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](#)

<sup>17</sup> 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 ([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 ([Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

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

## **Specific Legislation relating to this activity**

### **Acts and Regulations**

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

### **Activity Safety Guidelines**

- ▶ None

### **Good Practise Guidelines**

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### **Standards**

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>18</sup>

## **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 [Hazard and Risk Management Processes](#)
- ▶ **Items highlighted in red indicate significant hazards within this activity**

| <b>Risk and Hazard Analysis</b>                 |                                 |                              |                     | <b>Risk Controls</b>  |   |
|---|---------------------------------|------------------------------|---------------------|-----------------------|---|
|   | <b>Risk</b>                     | <b>Potential Risk Rating</b> | <b>Serious risk</b> | <b>Control</b>        | <b>Instructions</b>   |
| <b>Equipment:</b> Persons hit by disc           | <b>Broken Bones<br/>Bruises</b> | <b>Moderate</b>              | ✓                   | <b>Administrative</b> | ▶ Participants will call "Disc Flying" if throwing towards other people                                       |
| <b>Environment:</b> Tripping on uneven ground   |                                 | <b>Moderate</b>              | ✓                   | <b>Administrative</b> | ▶ Participants will be told about unmarked hazards (i.e. rabbit holes)  |
| <b>People:</b> Inadequate Supervision           |                                 | <b>Low</b>                   |                     | <b>Administrative</b> | ▶ Children will be supervised by adults<br>▶ Clear instructions for use of activity will be given to children |
| <b>People:</b> Fooling around                   |                                 | <b>Low</b>                   |                     |                       |   |
| <b>People:</b> Impairment of supervising adults |                                 | Fatigue                      | <b>Low</b>          |                       | <b>Administrative</b>   |
|   | Alcohol / Drugs                 | <b>Low</b>                   |                     | <b>Administrative</b> | ▶ Full alcohol / drug prohibition applies to this activity as per policy                                      |

Risk and Hazard Analysis Last Updated: 30 October 2020



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# Geocaching & GPS Based Games - SOP

## Last Review:

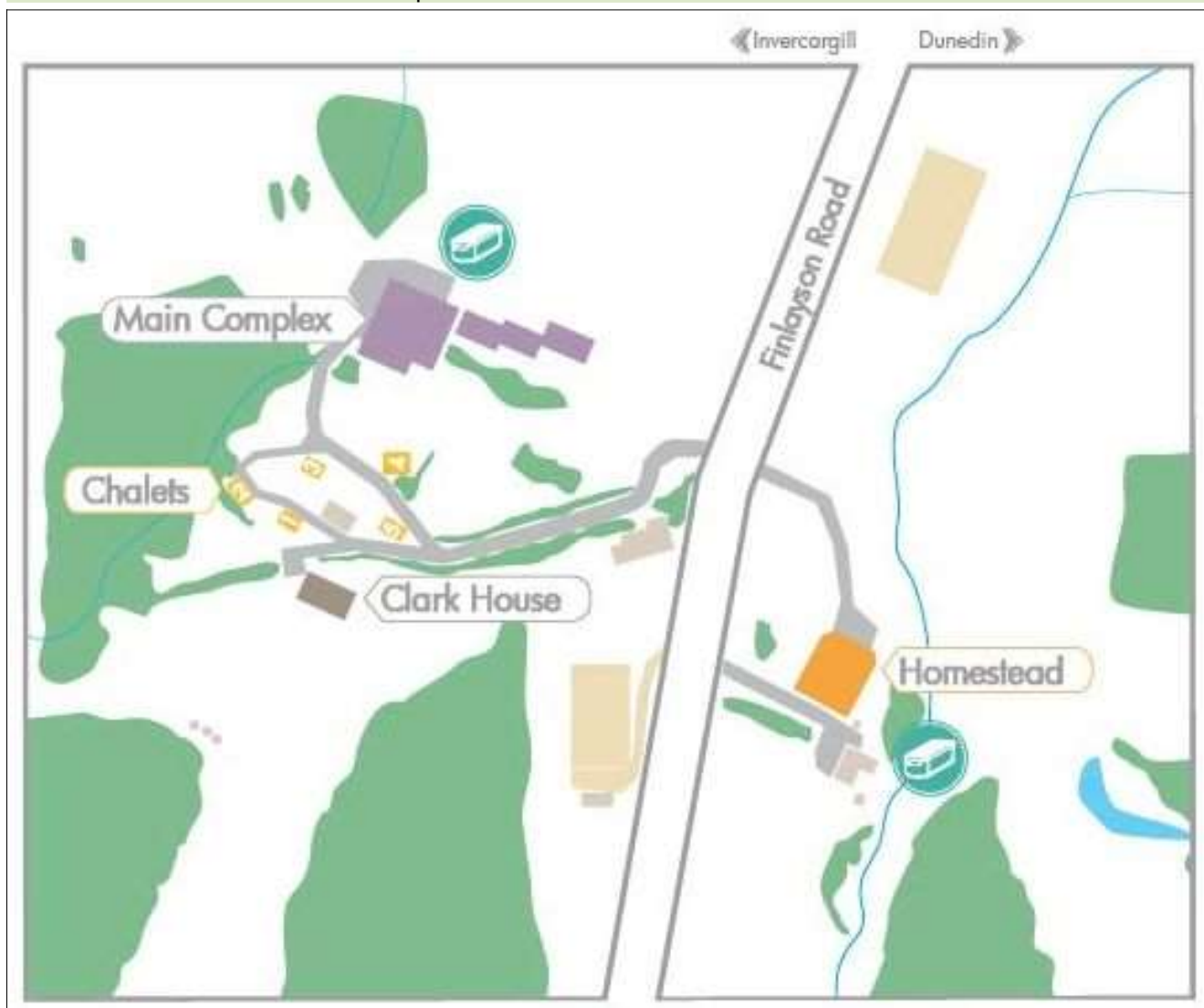
This SOP was last reviewed on 30 October 2020.

## 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.

## **Supervision Ratios**

When children<sup>19</sup> 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 (20-40 of them) 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**

### **12 monthly review**

A paid staff member must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes](#) and [Geocaching & GPS Based Games – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 monthly check 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

<sup>19</sup> Refer [Appendix 1.1 Glossary of Terms](#) for definitions

- ▷ 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”
- ▶ Activity will end when with a pre-determined time or sound signal.
- ▶ 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 signal 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 ([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 ([Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

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

## Specific Legislation relating to this activity

### Acts and Regulations

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

### Activity Safety Guidelines

- ▶ None

### Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide \(Map Based Activities\) \[version 1:2020\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>20</sup>

## Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager (Geocaching aficionado)

<sup>20</sup> 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 [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   |
| <b>Equipment:</b> Persons hit by disc           | <b>Broken Bones<br/>Bruises</b> | Moderate              | ✓            | <b>Administrative</b> | ▶ Participants will be warned about being “dialled into the GPS”   |
| <b>Environment:</b> Tripping on uneven ground   |                                 | Moderate              | ✓            | <b>Minimise</b>       | ▶ Participants will be told about unmarked hazards (i.e. rabbit holes)   |
| <b>People:</b> Inadequate Supervision           |                                 | Low                   |              | <b>Minimise</b>       | ▶ Children will be supervised by competent Activity Leaders only<br>▶ Clear instructions for use of activity will be given to children |
| <b>People:</b> Fooling around                   |                                 | Low                   |              |                       |  |
| <b>People:</b> Getting lost                     | Exposure / Fear                 | Low                   |              | <b>Administrative</b> | ▶ Participants will be told boundaries of the activity   |
| <b>People:</b> Impairment of supervising adults | Fatigue                         | Low                   |              | <b>Administrative</b> | ▶ Activity Leaders must not be fatigued when running this activity   |
|   | Alcohol / Drugs                 | Low                   |              | <b>Eliminate</b>      | ▶ Full alcohol / drug prohibition applies to this activity as per policy   |

Risk and Hazard Analysis Last Updated: 30 October 2020



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## Go Carts – SOPs

### Last Review:

This SOP was last reviewed on 30 June 2021.

### Activity Summary

The CYC Waihola Go Cart activity is a simple **high risk activity** that involves participants driving a motorised grass cart around a tyre lined grass track.

### Location

Suitable paddock set-up with a Go Cart Track.



### 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 Go Cart Supervisor* qualification<sup>21</sup>.

#### **Qualifications**

All activity leaders must have at least the following qualification:

- ▶ *CYC Waihola Go Cart Supervisor*

#### **Supervision Ratios**

Only children<sup>22</sup> 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)

21 A person with a current *CYC Waihola Go Cart 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 Go Cart Supervisor* qualification.

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



## 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 Syndrome<sup>23</sup>.

No one under the age of 18 whether trained or not is permitted to supervise this activity

Only children may participate in the Go Cart activity except for any of the following reasons:

- ▶ for the purposes of training
- ▶ for the purposes of testing the go cart activity
- ▶ for the purposes of taking the go cart from the storage shed to activity Location

The lower age limit for use of the go cart is 7 years old.

Load limit (weight of the driver and passenger) is not to exceed 100kg at any time.

## 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 will be a Go Cart Equipment Crate available at all times for the Go Cart Activity:

- ▶ The equipment crate will be stored in the locked Storage Shed where the go cart is located.
- ▶ This equipment crate is to be taken to the activity area every time the activity is in use.
- ▶ This equipment crate will contain:
  - ▷ Activity Logbook containing:
    - these current instructions
    - the current Activity RAMS
    - a daily Activity Sign-off Sheet
  - ▷ go cart key and remote kill switch
  - ▷ small fire extinguisher
  - ▷ a small first aid kit
  - ▷ two go cart helmets
  - ▷ pens and pencils for recording in logbook
  - ▷ go cart starting frame

Also located with the equipment crate in the storage shed will be the following:

- ▶ Spare fuel
- ▶ Oil for engine and gearbox

The assigned paddock for the Go Cart track is the fenced paddock west of the paint-ball arena.

- ▶ The tyres are utilised to mark out the go cart track and mark hazards such as holes in the paddock in which the activity runs.
- ▶ In summer this track will also be mowed prior to use of the go cart activity.

## 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
- ▶ Livestock located in the go cart paddock that cannot be shifted.

<sup>23</sup> Refer [Appendix 1.1 Glossary of Terms](#) for definitions

## **Operating Procedures**

### **Maintenance Logs**

This activity requires maintenance logs to be kept of all repairs using [Go Carts – Maintenance Log Record](#)

Any major repairs to the go cart must be notified to WorkSafe NZ and must have engineers inspection<sup>24</sup>

### **12 Monthly Review**

The Operations Manager must review and this SOP every 12 months using the [Flowchart of Risk Management Processes](#), [Go Carts – Risk Analysis](#) and [Go Carts – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 month review will result in the activity being out of action until the safety concern is remedied.

### **Amusement Device Review**

This activity is required to be inspected by a registered external engineer every 2 years as prescribed by the [Amusement Devices Regulations 1978](#).

### **Regular Operational Checks**

A paid staff member that holds a *CYC Waihola Go Cart Instructor* certificate must inspect the activity at the start of the accommodation season (i.e. generally October) and then at least at 3 month intervals after this using the [Go Carts – Operational Check](#) form to sign off on the comprehensive safety of the activity

- ▶ During the winter season checks can be delayed if the Go Cart is not to be used in the forthcoming month but Operational Check must have occurred within 3 months of the first use.
- ▶ Records of the 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-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.

Prior to use:

- ▶ The activity must have a daily pre-check completed by the Activity Leader using the [Go Carts – Daily Pre-check](#) located in the Go Cart logbook. This check will include:
  - ▷ Equipment Safety Check
  - ▷ Track 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 Setup**

Prior to departure to activity location the Activity Leader should ensure that everyone has been told:

- ▶ to wear or take warm clothing
- ▶ put on suitable footwear
- ▶ tie long hair back

The Activity Leader must then set up the activity by doing the following:

24 Refer to <https://www.worksafe.govt.nz/topic-and-industry/amusement-devices/> (retrieved 29<sup>th</sup> June 2021)

- ▶ Performing the daily pre-check as noted above
- ▶ Fuelling the Go Cart whilst still cold with enough fuel for the day's activities so that it doesn't require hot fuelling.
- ▶ Start the Go Cart on the starting frame to warm the engine and check it is running correctly
- ▶ Take the Go Cart to the Go Cart track
  - ▷ The Go Cart can only be started and taken to the activity area by a trained person.
- ▶ Fire extinguisher must be placed on standby next to track in case of engine fire

The Activity Leader must have an Activity Sign-off completed prior to each session during the day by the Activity Leader using the Activity Sign-off Sheet located in the Go Cart logbook

### **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:

- ▶ Applicable Amusement Device Regulation Rules<sup>25</sup>:
  - ▷ Spectators are to remain behind the designated barrier at all times
  - ▷ Seat belt and helmet must be worn at all times
  - ▷ Fully enclosed footwear must be worn at all times
  - ▷ Long hair and loose clothing must be suitably confined
  - ▷ Only one go cart in use at a time
  - ▷ Load limit (weight of the participants) is not to exceed 100kg
- ▶ CYC Waihola's rules:
  - ▷ Only the persons having a go are allowed out from the safety waiting area at a time and only when given permission from the Activity Leader to come out.
  - ▷ Everyone else (including other leaders other than the Activity Leader) must wait behind the fenced waiting area
  - ▷ Only the Activity Leader is allowed at the rear of the go cart where the engine is located.
  - ▷ If a driver runs over a tyre with the Go Cart, they are to switch the engine off (if it has not been remotely killed) and wait for the Activity Leader to come to their aid.
- ▶ Procedures for each turn:
  - ▷ First lap is for going slow to get the feel of how the go cart performs, etc. If the participant hits a tyre or leaves the marked track then that is the end of their turn and they must use the kill switch to turn off the engine and wait for the Activity Leader to come to them
  - ▷ Subsequent laps is for going a bit faster if the participant is confident and seeing how the go cart performs going faster – same rules apply as the first lap if you hit the tyre or leave the track
- ▶ Demonstration of the go cart controls to everyone whilst go cart is turned off:
  - ▷ The Brakes for stopping the go cart
  - ▷ The Accelerator for making the go cart go
  - ▷ The Kill-Switch for turning off the engine if needed.
  - ▷ The Steering Wheel and how to steer

### **With every participant:**

The following must occur for each and every participant:

- ▶ The Activity Leader will call out the participant whose turn it is to drive and check they have a correctly fitted go cart helmet. If there is a passenger then they too must be checked for a correctly fitted go cart helmet.
- ▶ The Activity Leader will show the participant(s) how to get into the go cart and ensure the seat belt is correctly fitted.
- ▶ The Activity leader must ensure both driver and passenger know to keep their arms and legs inside the roll cage at all times.
  - ▷ The driver must have their hands through the wrist guards on the steering wheel.
- ▶ The Activity Leader prior to starting the go cart will ensure the driver knows:
  - ▷ the brake pedal and what it does
  - ▷ the accelerator pedal and what it does

<sup>25</sup> Defined by the [Amusement Devices Regulations 1978](#)

- ▷ the kill switch and what it does
- ▷ how to turn the go cart left and right
- ▶ The Activity Leader will then place the go cart on the starting stand and proceed to start the go cart.
- ▶ Once started the Activity Leader will lower the go cart off the starting stand and let the go cart go.
- ▶ The Activity Leader will then move off the track with the starting frame and stand next to the safety waiting area gate.

### **After the the activity is finished:**

The Activity Leader must at the end of the activity:

- ▶ Return the Go Cart to the storage shed
  - ▷ The Go Cart can only be returned to the storage shed by a trained person.
- ▶ Anything removed from the Go Cart Equipment Crate is to be returned to it
- ▶ Complete the Activity Logbook

## **Emergency and Incident Preparedness**

### **First Aid Kits**

The Go Cart equipment crate must contain a First Aid Kit at all times and this must be present at the activity location when Go Cart is in use.

Refer to [First Aid Kits](#)

### **General Incident Procedures**

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

### **Fire**

All CYC Waihola Go Cart Supervisors will be trained using a scenario where an engine fire occurs.

### **Concussion**

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

### **Spinal Injury**

All CYC Go Cart Supervisors will be trained using a scenario where a participant crashes 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.

### **Risk Management for this Activity**

CYC Waihola has a comprehensive site-wide fatigue policy ([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 ([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

- ▶ [Amusement Devices Regulations 1978](#)
- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

### Activity Safety Guidelines

- ▶ [Activity Safety Guideline \(All Terrain Vehicles\) \[version 2:2018\]](#)<sup>26</sup>
- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>27</sup>

## Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager
- ▶ Mechanical Engineer:
  - ▷ Joe Bain of Motivated Design & Analysis

<sup>26</sup> not all of this AGS applies to this activity however key parts do so it should form part of the annual review process

<sup>27</sup> applied to this SOP as an OutdoorsMark Premium Activity

# Go Carts – Risk Analysis

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

| Risk and Hazard Analysis                            |   |                       |              | Risk Controls         |  |                      |
|---|---|-----------------------|--------------|-----------------------|--|----------------------|
| Hazard  | Risk  | Potential Risk Rating | Serious risk | Control               | Instructions   | Residual Risk Rating |
| <b>People: Secondary Impact Syndrome</b>            | <b>Spinal Injuries<br/>Head Injuries<br/>Broken Bones</b> | High                  | ✓            | <b>Eliminate</b>      | • Persons with a recent concussion may not participate in this activity  | Low                  |
| <b>Environment: Crashing into objects</b>           |   | High                  | ✓            | <b>Isolate</b>        | • Track will be well marked and free of objects that are a crash hazard  | Moderate             |
| <b>People: Crashing into spectators</b>             |   | Critical              | ✓            | <b>Isolate</b>        | • Spectators will be required to stand in safety area  | Low                  |
| <b>Equipment: Go Cart frame or wheels fail</b>      |   | Critical              | ✓            | <b>Administrative</b> | • Go Cart will have regular documented checks  | Moderate             |
| <b>Equipment: Brakes fail or throttle sticks on</b> |   | Critical              | ✓            |                       |  | Moderate             |
| <b>People: Inadequate Supervision</b>               |   | High                  | ✓            | <b>Administrative</b> | • Children will be supervised by competent Activity Leaders only<br>• Clear instructions for use of activity will be given to children | Low                  |
| <b>People: Fooling around</b>                       |   | High                  | ✓            |                       |  | Low                  |
| <b>People: Refuelling done inappropriately</b>      | <b>Burns</b>  | High                  | ✓            | <b>Isolate</b>        | • Go Cart will be fuelled when cold with enough for the session<br>• Only trained personnel will fuel go cart                          | Low                  |
| <b>Equipment: Fuel catches fire</b>                 |   | High                  | ✓            |                       |  | Moderate             |
| <b>Equipment: Engine catches fire</b>               |   | High                  | ✓            | <b>Engineering</b>    | • Fire extinguisher will be present for duration of go cart activity   | Low                  |
| <b>Equipment: Exhaust Burns</b>                     |   | High                  | ✓            | <b>Substitute</b>     | • Only Activity Leader can start the go cart   | Low                  |
| <b>People: Long Hair</b>                            | <b>Scalping</b>   | High                  | ✓            | <b>Isolate</b>        | • Go Cart will have chain guards   | Low                  |
|   |   |                       |              | <b>PPE</b>            | • Long hair will be tied back  | Low                  |
| <b>People: Impairment of supervising adults</b>     | <b>Fatigue</b>  | High                  | ✓            | <b>Administrative</b> | • Activity Leaders must not be fatigued when running this activity   | Low                  |
|   | <b>Alcohol / Drugs</b>                                    | Moderate              | ✓            | <b>Administrative</b> | • Full alcohol / drug prohibition applies to this activity as per policy   | Low                  |

Risk and Hazard Analysis Last Updated: 29 June 2021



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# Go Carts – Maintenance Log Record

|                                |  |
|--------------------------------|--|
| Maintenance Date:              |  |
| Person performing Maintenance: |  |

## Maintenance Notes

Record all maintenance performed:

- ▶ Note which go cart(s) maintenance was performed on.

**Please note:**

Major repairs require WorkSafe NZ notification and mechanical engineer inspection.

## Sign-off

|                               |                                      |                                      |
|-------------------------------|--------------------------------------|--------------------------------------|
| Go Cart Good to Use:          | <b><u>GO CART 1:</u> PASS / FAIL</b> | <b><u>GO CART 2:</u> PASS / FAIL</b> |
| Maintenance Person Signature: |                                      |                                      |

# Go Carts – Operational Check

|               |  |
|---------------|--|
| Check Date:   |  |
| Staff Member: |  |

## Report Reviews

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

## Amusement Device Regulations

|                                      |             |                                 |
|--------------------------------------|-------------|---------------------------------|
| Amusement Device Certificate Expiry: | Pass / Fail | <b>CERTIFICATE EXPIRY DATE:</b> |
| Go Cart Fueling Area Signage:        | Pass / Fail |                                 |
| Go Cart Rules Signage:               | Pass / Fail |                                 |

## Go Cart Checks

|                                   | <u><b>GO CART 1</b></u> |
|-----------------------------------|-------------------------|
| Frame Integrity:                  | Pass / Fail             |
| Engine Integrity:                 | Pass / Fail             |
| Wheels Integrity Test:            | Pass / Fail             |
| Steering Test:                    | Pass / Fail             |
| Throttle Test:                    | Pass / Fail             |
| Brake Test:                       | Pass / Fail             |
| Engine Kill Switch / Remote Test: | Pass / Fail             |
| Seat Belt Test:                   | Pass / Fail             |

## Safety Equipment Checks

|                              |          |
|------------------------------|----------|
| First Aid Kit Present:       | Yes / No |
| Fire Extinguisher Present:   | Yes / No |
| Two Helmets Integrity Check: | Yes / No |
| Starting Frame Present:      | Yes / No |
| Logbook Present:             | Yes / No |

**PLEASE TURN OVER**





**Number of Sessions Since**

|   |  |
|---|--|
| # of sessions since last check: <sup>28</sup> |  |
|---|--|

**Track Checks**

|             |             |
|-------------|-------------|
| Track Test: | Pass / Fail |
|-------------|-------------|

**Sign-off**

|                            |                    |
|----------------------------|--------------------|
| Go Cart Operational check: | <b>PASS / FAIL</b> |
|----------------------------|--------------------|

|                         |  |
|-------------------------|--|
| Staff Member Signature: |  |
|-------------------------|--|

**Notes**

|   |  |
|---|--|
| Notes relating to this check:<br>(include any reviews needed) |  |
|---|--|

**28 Uses Since Last Check**

- Uses since last check is taken from Go Cart logbook



# Go Carts – Daily Pre-check

- ▶ Always refer to the [Go Carts – SOPs](#) for complete instructions in use of this activity
- ▶ Daily pre-check must be completed every day this activity is run

|   |   |
|---|---|
| Date of use:  |   |
| <b>DAILY PRE-CHECKS</b>   |   |
| Go Cart Fuelled   | Yes / No  |
| <i>Go Cart Mechanical Inspection</i> <ul style="list-style-type: none"> <li>▶ Frame visually inspected and integrity good</li> <li>▶ Wheels visually inspected and integrity good</li> <li>▶ Engine and Gearbox oil checked</li> </ul>          | Yes / No<br>Yes / No<br>Yes / No<br>Pass / Fail             |
| <i>Track check and set-up</i> <ul style="list-style-type: none"> <li>▶ Checked for debris / dangerous objects</li> <li>▶ Tyres marking track in correct locations</li> <li>▶ No stock located in paddock</li> </ul>                             | Yes / No<br>Yes / No<br>Yes / No<br>Pass / Fail             |
| <i>Go Cart Running Inspection</i> <ul style="list-style-type: none"> <li>▶ Engine starts and runs without issues</li> <li>▶ Brakes and Accelerator work correctly</li> <li>▶ Kill switch kills engine</li> <li>▶ Remote kills engine</li> </ul> | Yes / No<br>Yes / No<br>Yes / No<br>Yes / No<br>Pass / Fail |



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# Go Carts – Activity Sign-off

▶ Always refer to the [Go Carts – SOPs](#) 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 current <i>CYC Waihola Go Cart Instructor OR Supervisor</i> qualification (OR assistant is being supervised by currently trained instructor) | Yes / No        |
| PRE-CHECK SHEET: 3x daily pre-checks have been completed and passed   | Passed / Failed |
| Go Cart Fuelled   | 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:  |                 |
| Current weather conditions checked  |                 |
| Any additional current risks have been assessed and instructions for minimising noted below   |                 |
| Fire Extinguisher present   |                 |
| <b>ACTIVITY TO PROCEED:</b>   | Yes / No        |
| <b>ACTIVITY LEADER INITIALS:</b>  |                 |
| AFTER ACTIVITY:   |                 |
| All gear returned to storage shed and locked  |                 |
| Participant numbers   |                 |
| Activity Leader Initials:   |                 |

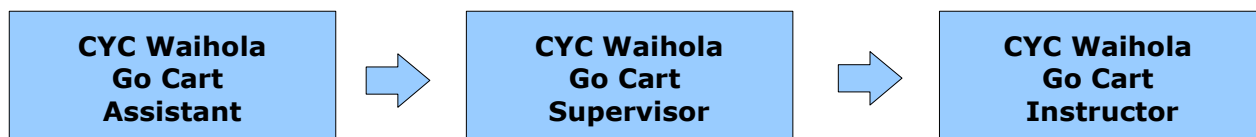
| ADDITIONAL RISK MANAGEMENT (additional to Risk Analyses Table) |      |                       |               |               |                          |                      |
|--|------|-----------------------|---------------|---------------|--------------------------|----------------------|
| Hazard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



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# Go Carts – Training

## Internal Training Pathway



## Qualifications

### CYC Waihola Go Cart 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 Go Cart 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

##### Location and set-up

- ▶ Location of the Go Cart, equipment, fuel and oil.

##### Recognise

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

##### Demonstrate

- ▶ Either verbally or in a scenario:
  - ▷ Effective group management tools
  - ▷ The basic rules of Go Carts

##### Record Keeping

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

### CYC Waihola Go Cart 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 and be current with [Risk Management Training](#)
- ▶ Complete and be current with [CYC Waihola Go Cart 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

#### Demonstrate

- ▶ How to check both the engine and gearbox oil
- ▶ How to start the go cart
  - ▷ from cold
  - ▷ when hot
- ▶ how to give instructions to participants for this activity
- ▶ the emergency response to
  - ▷ an engine fire
  - ▷ a crash with suspected spinal injuries

#### Record Keeping

- ▶ Know accident & near miss reporting procedures

## **CYC Waihola Go Cart 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 Go Cart Supervisor Qualification](#)
- ▶ 20 years or older

### Qualification Content

#### Revisit

- ▶ Training content from previous level

#### Experience

- ▶ Show evidence of having run at least 20 hours of Go Carts with participants
- ▶ Know how to perform the 6 monthly checks on the equipment

## Training Session Details

|                   |  |
|-------------------|--|
| Date:             |  |
| Trainee Name:     |  |
| Instructors Name: |  |

| Assessment Criteria   | Tick Passed | Trainee Initials |
|---|-------------|------------------|
| <b>A. Risk Management &amp; Pre-session Planning</b>  |             |                  |
| * Have completed and are current in the CYC Waiholā <a href="#">Risk Management Training</a>  |             |                  |
| * Basic understanding of the identified hazards and risks involved with running the go cart activity  |             |                  |
| * Basic understand the training pathway for this activity including the role of an assistant  |             |                  |
| * Basic understanding of the supervision ratios for the activity and roles of the Activity Leader and any other adults present at the activity                  |             |                  |
| * Understanding reasons not to run the activity and what are reasons for stopping the activity  |             |                  |
| * Basic understanding of the safety gear that is used for the activity <ul style="list-style-type: none"> <li>▶ Helmets</li> <li>▶ Fire Extinguisher</li> </ul> |             |                  |
| * Basic understanding of Emergency Procedures understood  |             |                  |
| * Appropriate clothing and footwear for participants  |             |                  |
| <b>B. Activity Pre-check</b>  |             |                  |
| * Understand basic daily pre-checks and the reason for them.  |             |                  |
| <b>C. Introduction and rules for session</b>  |             |                  |
| * Understand the reason for the posted rules  |             |                  |
| * Understand non-posted rules: <ul style="list-style-type: none"> <li>▶ How lap system works</li> <li>▶ Not hitting the tyres</li> </ul>                        |             |                  |
| <b>D. Running a session</b>   |             |                  |
| * Demonstrate how to start the go cart correctly  |             |                  |
| * Demonstrate how to load participants into Go Cart and give instructions required  |             |                  |
| * Demonstrate use of the remote kill switch and verbalise when it would be used.  |             |                  |
| * Understand crowd control of waiting participants  |             |                  |
| <b>E. End of Session</b>  |             |                  |
| * Understand the importance of putting the gear away securely.  |             |                  |
| * Verbalise how to raise safety concerns  |             |                  |

## Training Session Sign-off

|   |      |      |
|---|------|------|
| This trainee has passed this instruction course | Pass | Fail |
|---|------|------|

|                        |  |
|------------------------|--|
| Instructors Signature: |  |
| Certification Date:    |  |

## Training Session Details

|                   |  |
|-------------------|--|
| Date:             |  |
| Trainee Name:     |  |
| Instructors Name: |  |

| Assessment Criteria   | Tick Passed | Trainee Initials |
|---|-------------|------------------|
| <b>A. Review previous training</b>  |             |                  |
| * Review <a href="#">Go Cart – Training: Assistant Certification</a> requirements   |             |                  |
| <b>B. Risk Management &amp; Pre-session Planning</b>  |             |                  |
| * Basic understanding how this activity fits with the <a href="#">Amusement Devices Regulations 1978</a>  |             |                  |
| * Full understanding of the pre-defined hazards and risks of the go cart understood   |             |                  |
| * Full understanding of the reasons not to run the activity and what are reasons for stopping the activity  |             |                  |
| * Full understanding of the reasoning and use of the safety gear that is used for the activity  |             |                  |
| * Full understanding of the safety rules of this activity   |             |                  |
| * Full understanding of the supervision ratios for the activity and roles of the Activity Leader and any other adults present at the activity   |             |                  |
| * Understand the what is appropriate clothing and footwear for participants   |             |                  |
| <b>C. Activity Pre-checks</b>   |             |                  |
| * Demonstrating how to perform a visual pre-check of all equipment including: <ul style="list-style-type: none"> <li>▶ mechanical integrity check</li> <li>▶ oil and fuel checks</li> </ul>   |             |                  |
| * Explain procedures for a failed visual check  |             |                  |
| * Completing the activity pre-check sheet in the logbook  |             |                  |
| * Demonstrate starting and taking the Go Cart to the activity area  |             |                  |
| * Verbalise the equipment that must be present at all times   |             |                  |
| <b>D. Introduction and Rules for Session</b>  |             |                  |
| * Demonstrate an introductory talk for participants   |             |                  |
| * Demonstrate giving the full run-down of the rules (both posted & non-posted) including: <ul style="list-style-type: none"> <li>▶ How the lap system works</li> <li>▶ Not hitting the tyres</li> </ul>                                   |             |                  |
| <b>E. Running a Session</b>   |             |                  |
| * Demonstrate how to load participants into Go Cart and give instructions required  |             |                  |
| * Demonstrate use of the remote kill switch and verbalise when it would be used.  |             |                  |
| * Demonstrate how to start the go cart correctly with a participant onboard   |             |                  |
| <b>G. Emergency Scenarios</b>   |             |                  |
| * Verbalise and demonstrate the emergency response to: <ul style="list-style-type: none"> <li>▶ An engine fire</li> <li>▶ A roll-over</li> <li>▶ A crash with suspected spinal injuries</li> </ul>  |             |                  |
| <b>H. End of Session</b>  |             |                  |
| * Record Keeping: <ul style="list-style-type: none"> <li>• Completing the activity logbook including:</li> <li>• logging hours completed by active CYC Zipline Assistants</li> <li>• Accident / Near miss reporting procedures</li> </ul> |             |                  |
| * Securing all equipment back to correct location   |             |                  |

**PLEASE TURN OVER**

## Training Session Sign-off

|   |      |      |
|---|------|------|
| This trainee has passed this instruction course | Pass | Fail |
|---|------|------|

## Supervisor Certification

|  |            |           |
|--|------------|-----------|
| <i>For supervisor certification the following prerequisites must be met:</i>                                   |            |           |
| Trainee is at least 20 years old   | Yes        | No        |
| Leader has completed at least 10 hours as certified go cart assistant  | Yes        | No        |
| OR   |            |           |
| Has passed both supervisor and assistant training in one session to the satisfaction of the Operations Manager | Yes        | No        |
| <b>This leader is approved as a supervisor</b>   | <b>Yes</b> | <b>No</b> |

## Overall Comments

|  |
|--|
|  |
|--|

|                        |  |
|------------------------|--|
| Instructors Signature: |  |
| Certification Date:    |  |



## Training Session Details

|                   |  |
|-------------------|--|
| Date:             |  |
| Trainee Name:     |  |
| Instructors Name: |  |

| Assessment Criteria   | Tick Passed | Trainee Initials |
|---|-------------|------------------|
| <b>A. Review Previous Training</b>  |             |                  |
| * Review <a href="#">CYC Waihola Go Cart Instructor Qualification</a> requirements  |             |                  |
| <b>B. Risk Management &amp; Pre-session Planning</b>  |             |                  |
| * Full understanding of the details of the <a href="#">Go Carts – SOPs</a>  |             |                  |
| * Help review the Go Cart SOPs for improvements   |             |                  |
| <b>C. Training</b>  |             |                  |
| * Demonstrating satisfactorily training a new assistant in the go cart activity.  |             |                  |
| * Demonstrating satisfactorily training a new supervisor in the go cart activity.   |             |                  |
| <b>D. Administrative</b>  |             |                  |
| * Perform a full operational check of the go cart.  |             |                  |
| * Record Keeping: <ul style="list-style-type: none"> <li>Understanding procedures for successfully trained personal.</li> </ul> |             |                  |
| * Understand how to deal with safety concerns that have been raised from persons involved in this activity.                     |             |                  |

## Training Session Sign-off

|  |             |             |
|--|-------------|-------------|
| <b>This trainee has passed this instruction course</b> | <b>Pass</b> | <b>Fail</b> |
|--|-------------|-------------|

|                        |  |
|------------------------|--|
| Instructors Signature: |  |
| Certification Date:    |  |

### **Overall Activity Summary**

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.)
- ▶ 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 PCBU<sup>29</sup> applies:

- ▶ Local Youth Group's using horses as part of their organised activities on-site<sup>30</sup> unless the activity is being run by CYC Waihola for the youth group.
- ▶ Waihola Riding Club (run by the Grace Presbyterian Church of Waihola on the CYC Waihola camp-site).
- ▶ 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

29 Refer to [Shared PCBU Responsibility](#)

30 However [Shared PCBU Responsibility](#) policy still applies here

# Horses – Risk Analysis

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

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



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|   |   |                 |   |                       |  |
|---|---|-----------------|---|-----------------------|--|
| <b>People: Getting Lost</b>                                   | <b>Exposure<br/>Fear<br/>Hyperthermia<br/>Hypothermia</b> | <b>Moderate</b> | ✓ | <b>Administrative</b> | <ul style="list-style-type: none"> <li>▶ Activity Leader will ensure participants have appropriate clothing for the weather forecasted.</li> <li>▶ On non standard routes: <ul style="list-style-type: none"> <li>▷ Activity Leader must know routes</li> <li>▷ planned route will be notified to CYC Office</li> <li>▷ PLB and communication devices will be carried</li> </ul> </li> </ul> |
| <b>People: Impairment of activity leaders</b>                 | <b>Fatigue</b>  | <b>High</b>     | ✓ | <b>Administrative</b> | ▶ Activity Leaders must not be fatigued when running this activity   |
|   | <b>Alcohol / Drugs</b>                                    | <b>Moderate</b> | ✓ | <b>Administrative</b> | ▶ 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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Current version can be found on the file server at:  
<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>

# Horses – 12 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: | <b>PASS / FAIL</b> |
| Staff Member Signature: |                    |

## Notes

|   |  |
|---|--|
| Notes relating to this check:<br>(include any reviews needed) |  |
|---|--|

# Horses (Riding and Trekking) – SOP

## Last Review:

This SOP was last fully 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.





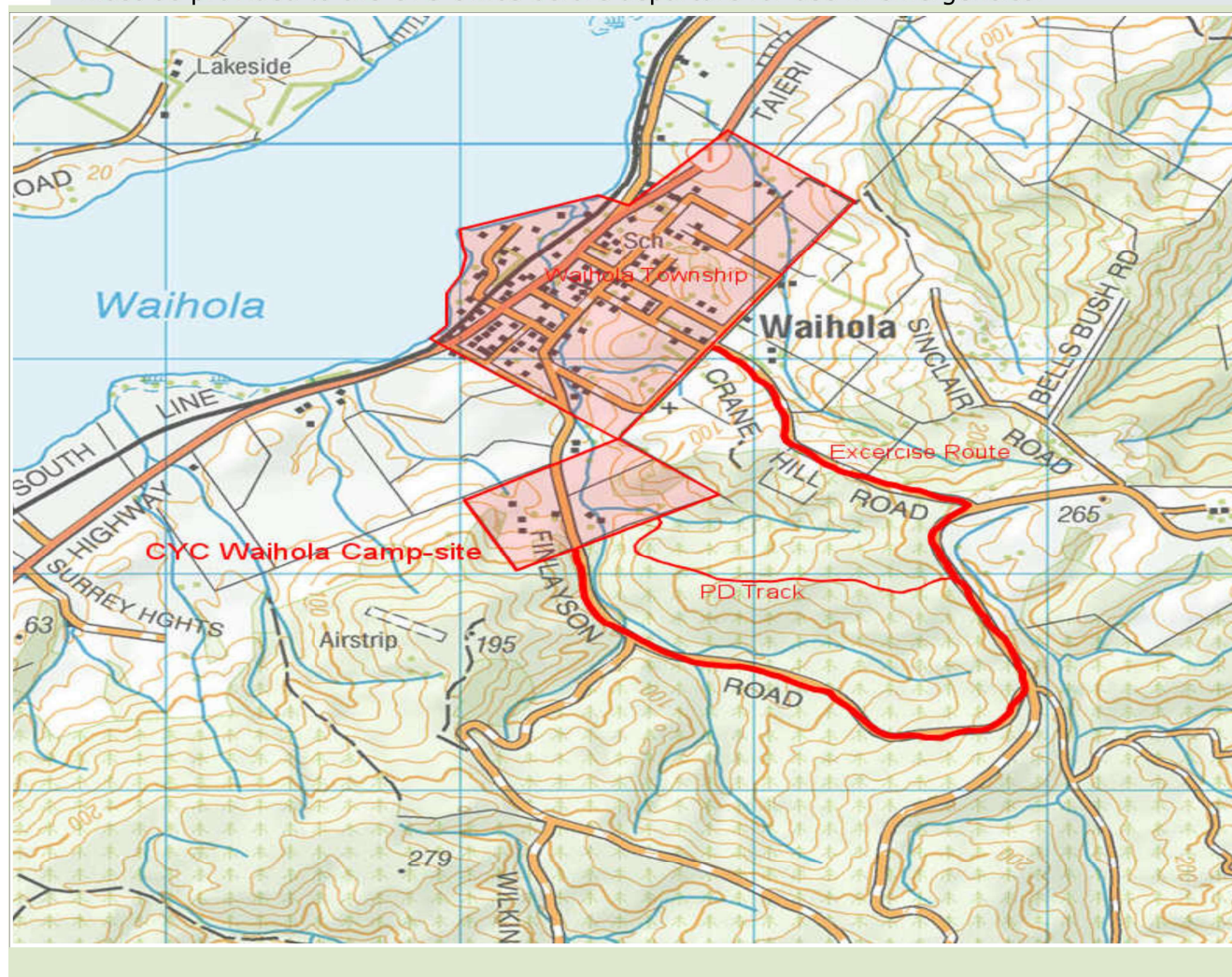
Various off-site locations depending on activity – these include riding locations around the Waihola district as indicated on the map below:

#### 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* qualification<sup>31</sup>.

### **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:

<sup>31</sup> 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.

- ▶ 1 trained person to 5 untrained participants to 6 horses is required on this activity.
- ▶ 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 Syndrome<sup>32</sup>.

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.<sup>33</sup>

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)

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.



- ▶ Cellphone

## **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 Scale<sup>34</sup>
- ▶ Horses becoming spooked beyond immediate control

## **Operating Procedures**

### **12 monthly review**

A person with the *CYC Waihola Horse Supervisor* qualification must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes, Camp & Cooking Fires – Risk Analysis](#) and [Horses – 12 monthly Check](#) form as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 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 permission<sup>35</sup> 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

<sup>34</sup> Refer [Appendix 1.2 Beaufort Scale](#) for definitions

<sup>35</sup> 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.

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**

Incidents<sup>36</sup> 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.

<sup>36</sup> Refer to [Step by Step Management of Incidents](#)

## 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.

## 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 ([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 ([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 \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>37</sup>

37 applied to this SOP as an OutdoorsMark Premium Activity



## **Technical Advisers for this Activity**

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

# 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 Waihola Horse Supervisor qualification  | Yes / No     |
| Supervision ratios met:<br>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    |
| <b>ACTIVITY TO PROCEED:</b>  | Yes / No     |
| <b>ACTIVITY LEADER INITIALS:</b>   |              |
| 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

| <b>BEFORE DAY OF DEPARTURE:</b>   |                           |
|---|---------------------------|
| Date of pre-activity sign-off:  |                           |
| Camp/Trip Director's Name:  |                           |
| Camp/Trip Dates:  |                           |
| <b>INITIAL PLANNING (preferably completed within 6 weeks of camp):</b>  |                           |
| 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                  |
| <b>ON DAY OF DEPARTURE FROM CYC WAIHOLA ON TREKKING TRIP (OR first day of Horse Trek Camp)</b>  |                           |
| 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"> <li>▶ Finalised maps of intended routes and contingencies</li> <li>▶ List of any medical conditions (including leaders)</li> </ul> | 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                  |
| <b>TREKKING ACTIVITIES TO PROCEED:</b>  | Yes / No                  |
| <b>CAMP DIRECTOR'S INITIALS:</b>  |                           |

**PLEASE TURN OVER FOR PRE-PLANNING RISK MANAGEMENT TABLE**



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Current Version: 2023.11

| <b>ADDITIONAL PRE-PLANNING RISK MANAGEMENT (additional to Risk Analyses Table)</b> |      |                |            |               |               |                          |
|--|------|----------------|------------|---------------|---------------|--------------------------|
| 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](http://wams.org.nz/wams_desktop/index.aspx) to create a new one with the area to be trekked on

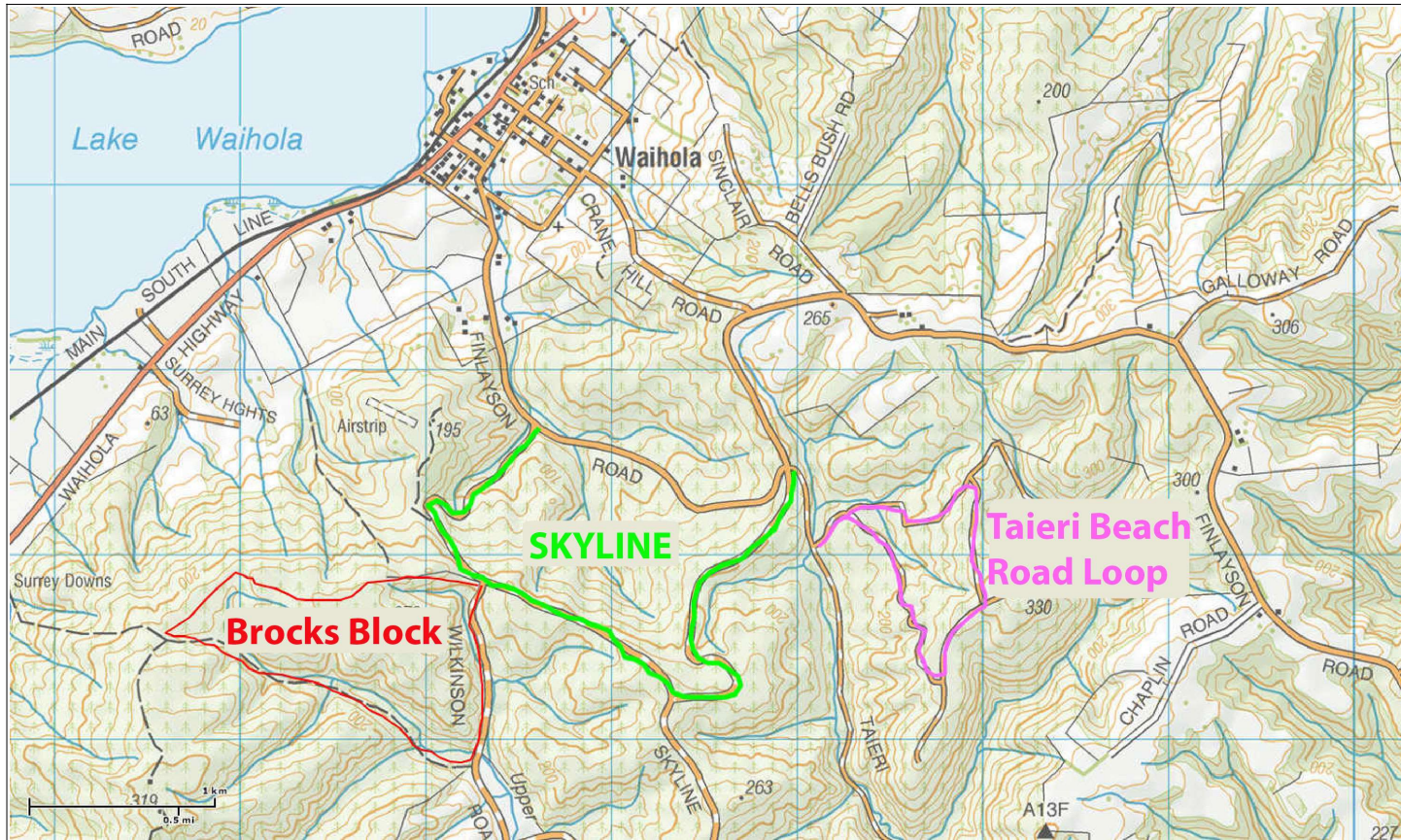




## Regular Trekking Routes

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](#).



# 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:<br>▶ 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):   |                          |
| <b>CAMP DIRECTOR'S INITIALS:</b>   |                          |
| 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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| <b>ADDITIONAL RISK MANAGEMENT (additional to Risk Analyses Table and pre-planning Risk Analyses Table)</b> |      |                |            |               |               |                          |
|--|------|----------------|------------|---------------|---------------|--------------------------|
| 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 fully 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.

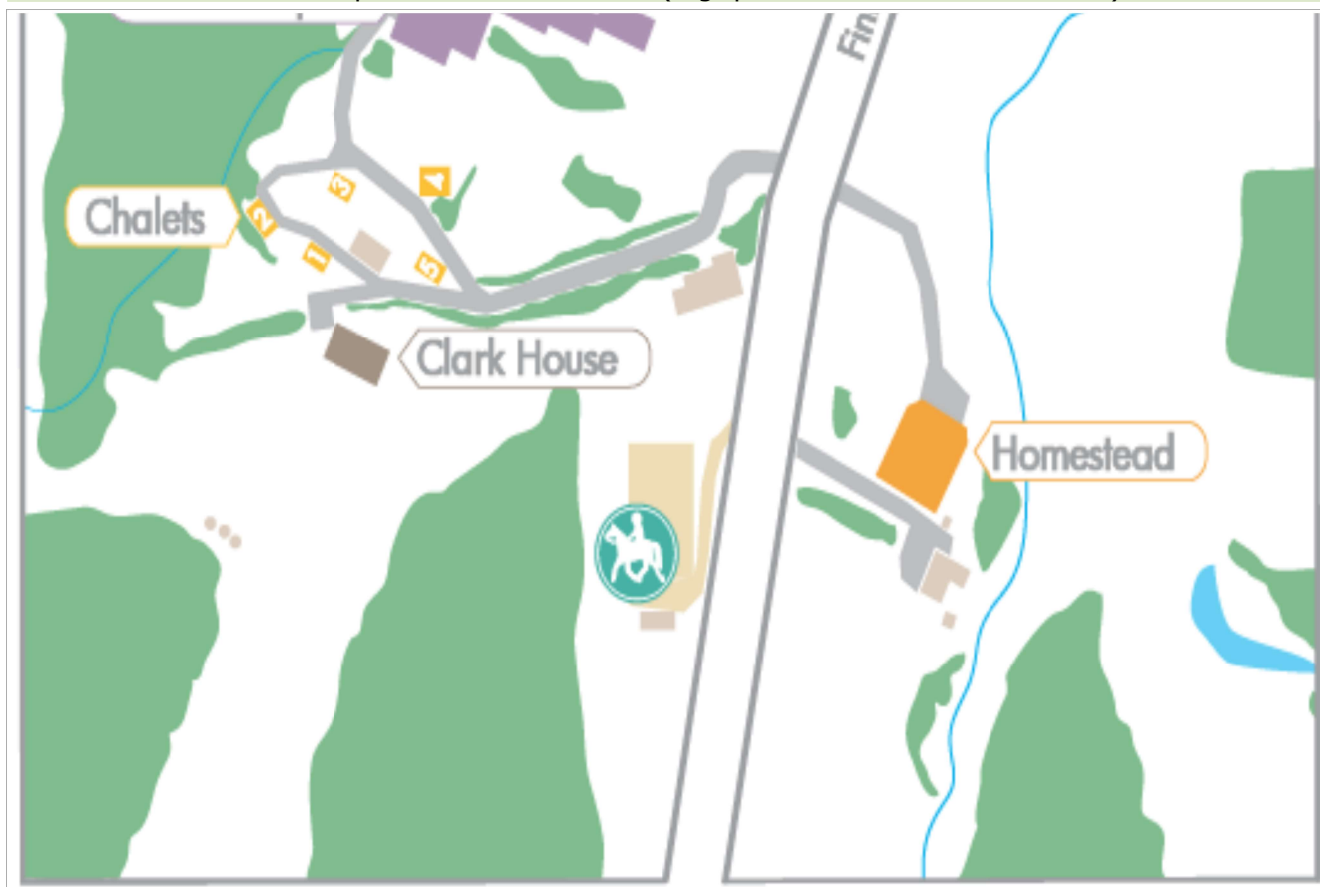
This activity is most likely to run within the following situations:

- ▶ 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



- ▶ The activity leader must have at least a current *CYC Waihola Horse Supervisor* qualification<sup>38</sup>.

## Qualifications

All activity leaders must have at least the following qualification:

- ▶ *CYC Waihola Horse Supervisor*

## Supervision Ratios

When children<sup>39</sup> 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 Syndrome<sup>40</sup>.

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.<sup>41</sup>

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

38 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.

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

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

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

- ▶ 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 Scale<sup>42</sup>
- ▶ 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:

- ▶ [12 monthly review](#)

### **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.

42 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**

Incidents<sup>43</sup> 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.

43 Refer to [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 Activity Leaders as a result of fatigue.

### **Risk Management for this Activity**

CYC Waihola has a comprehensive site-wide fatigue policy ([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 ([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 \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### **Standards**

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>44</sup>

## **Technical Advisers for this Activity**

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

44 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

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

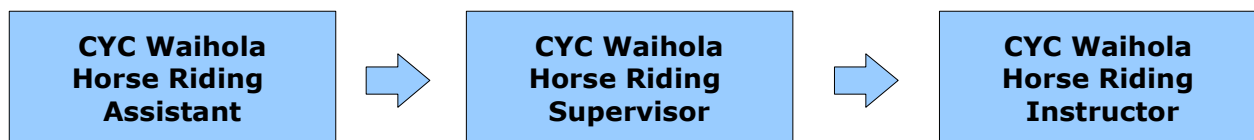
| <b>ADDITIONAL RISK MANAGEMENT (additional to Risk Analyses Table)</b> |      |                |            |               |               |                          |
|---|------|----------------|------------|---------------|---------------|--------------------------|
| Hazard (Cause of Harm)  | Risk | Potential Harm | Likelihood | Serious Risk? | Control E I 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
- ▶ 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 – SOP

## Last Review:

This SOP was last reviewed on 30 October 2020.

## Activity Summary

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

## Location

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

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

## Requirements for activity

### **Activity Leader**

An activity leader is required for this activity:

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

### **Qualifications**

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

### **Supervision Ratios**

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

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

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

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

### **Activity Restrictions**

Participants that have had a head injury (including concussion) in the previous 3 weeks are not permitted to participate in this activity due to the danger of Secondary Impact Syndrome<sup>45</sup>.

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

### **Activity Sign-off**

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

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

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

## 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.

## Ancillary Services

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

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

## Key reasons to postpone activity

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

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

## Operating Procedures

### 2 Yearly Review

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

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

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

### Prior to the Day of the Activity

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

- ▶ The Activity Leader (preferably the camp director) must complete the [Hunting – Pre-activity Sign-off](#) and submit it to the CYC Office for risk management planning.
- ▶ The Pre-Activity Sign-off sheet will include:
  - ▷ a map of planned daily hunt areas
  - ▷ any forestry permits required (required least 6 weeks in advance of the hunting activity)
  - ▷ The Activity Leader must have written permission<sup>46</sup> 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.

46 Email correspondence or text message is sufficient

- ▶ 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 – Daily Activity Log](#) before leaving the camp-site

## Key Hunting Instructions

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

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

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

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

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

Campers may carry rifle only when:

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

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

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

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

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

## Daily Safety Briefing:

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

The introductory talk will cover the following:

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

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



- ▶ Stay at least a metre behind the person with the rifle at all times
- ▶ Stay within the group never leaving without permission from the group leader
- ▶ Any tom-foolery around the rifles or whilst on the hunting trip will result in the immediate stop of the activity.
- ▶ Go over the 7 rules of firearms safety explaining how they apply to the day's activities:
  1. Treat every firearm as loaded
  2. Always point firearms in a safe direction
  3. Load a firearm only when ready to fire
  4. Identify your target beyond all doubt
  5. Check your firing zone
  6. Store firearms and ammunition safely
  7. Avoid alcohol or drugs when handling firearms

The personal equipment to take will include:

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

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

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

### **After the activity is finished:**

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

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

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

## **Emergency and Incident Preparedness**

### **First Aid Kits**

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

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

Refer to [First Aid Kits](#)

### **General Incident Procedures**

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

### **Concussion**

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

### **Spinal Injury**

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

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

## Missing Person

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

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

## Stopping an wilderness / remote area activity

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

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

## Fatigue Risk Assessment

### Activity Risk Assessment

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

### Risk Management for this Activity

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

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

## Specific Legislation relating to this activity

### Acts and Regulations

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

### Activity Safety Guidelines

- ▶ None

### Good Practise Guidelines

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



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

## Standards

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

## **Technical Advisers for this Activity**

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

47 applied to this SOP as an OutdoorsMark Premium Activity

# Hunting – Risk Analysis

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

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

Risk and Hazard Analysis Last Updated: 30 October 2020



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Current version can be found on the file server at:  
<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>

Current Version: 2023.11

# Hunting – Pre-activity Sign-off

▶ Always refer to [Hunting – SOP](#) 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 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:

- ▶ 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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Current Version: 2023.11

| 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

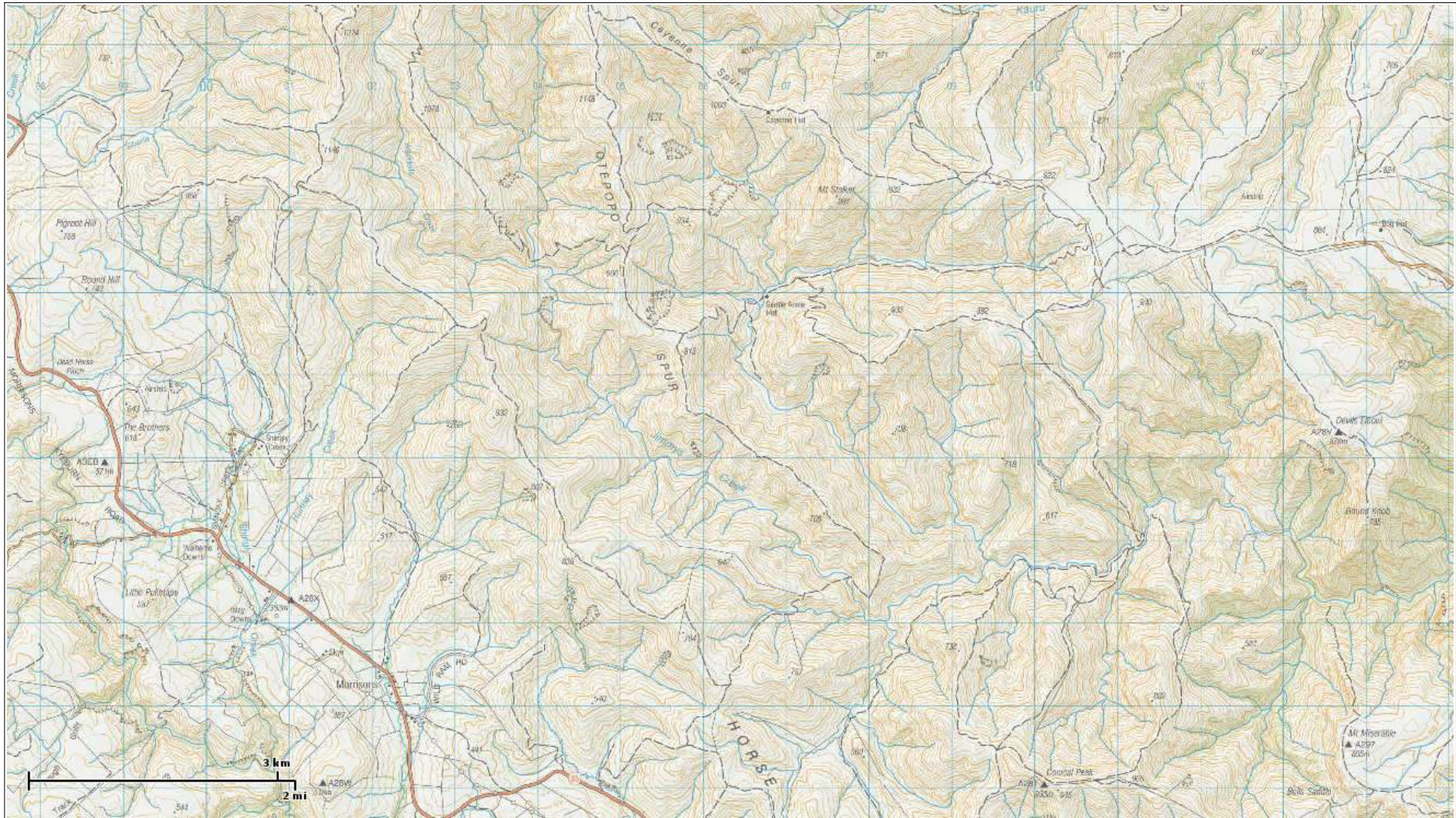
- ▶ If the intended route is not able to be drawn on this map then visit - [http://wams.org.nz/wams\\_desktop/index.aspx](http://wams.org.nz/wams_desktop/index.aspx) to create a new one with the area activities are to be run





## Intentions Map – “Home Farm”, Morrissions, East Otago

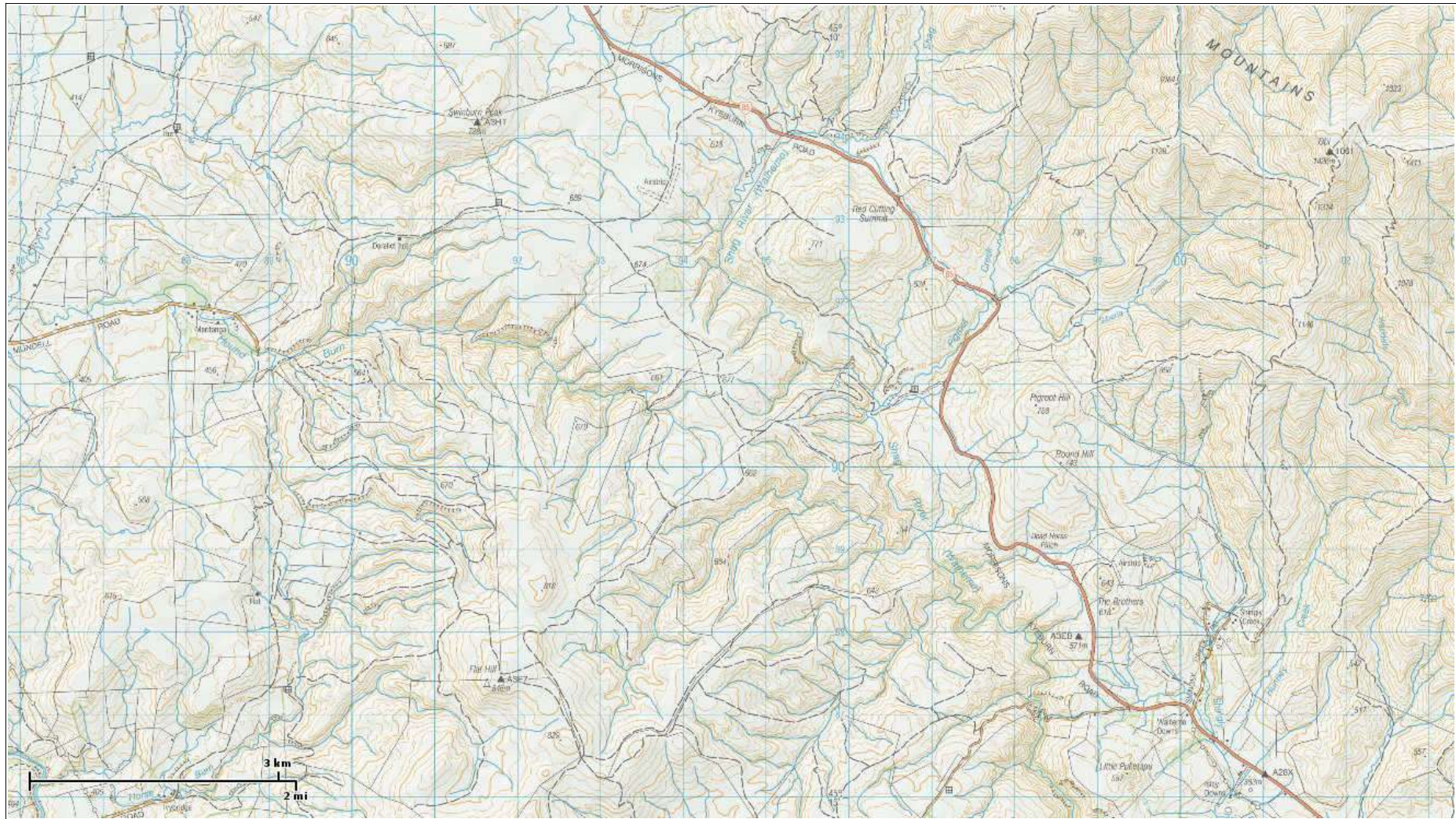
- ▶ If the intended route is not able to be drawn on this map then visit - [http://wams.org.nz/wams\\_desktop/index.aspx](http://wams.org.nz/wams_desktop/index.aspx) to create a new one with the area activities are to be run





## Intentions Map – “Up the Run”, Morrissons, 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](http://wams.org.nz/wams_desktop/index.aspx) to create a new one with the area activities are to be run



# Hunting – Daily Activity Log

- ▶ Always refer to [Hunting – SOP](#) 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)

| <b>BEFORE DEPARTURE FROM CURRENT LOCATION</b>  |                          |
|--|--------------------------|
| 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:<br>▶ 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):  |                          |
| <b>CAMP DIRECTORS INITIALS:</b>  |                          |
| <b>AFTER ACTIVITY</b>  |                          |
| 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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| <b>ADDITIONAL RISK MANAGEMENT (additional to Risk Analyses Table and pre-planning Risk Analyses Table)</b> |      |                |            |               |               |                          |
|--|------|----------------|------------|---------------|---------------|--------------------------|
| Hazard (Cause of Harm)   | Risk | Potential Harm | Likelihood | Serious Risk? | Control E I M | How risk will be managed |
|  |      |                |            |               |               |                          |
|  |      |                |            |               |               |                          |
|  |      |                |            |               |               |                          |
|  |      |                |            |               |               |                          |



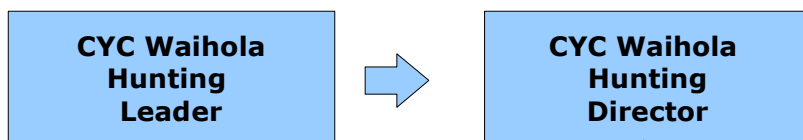
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Current version can be found on the file server at:  
<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>



# Hunting – Training

## Internal Training Pathway



## Qualification Requirements

### CYC Waihola Hunting Leader 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 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

### CYC Waihola Hunting Director 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 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>



## Mountain Boards – SOP

### Last Review:

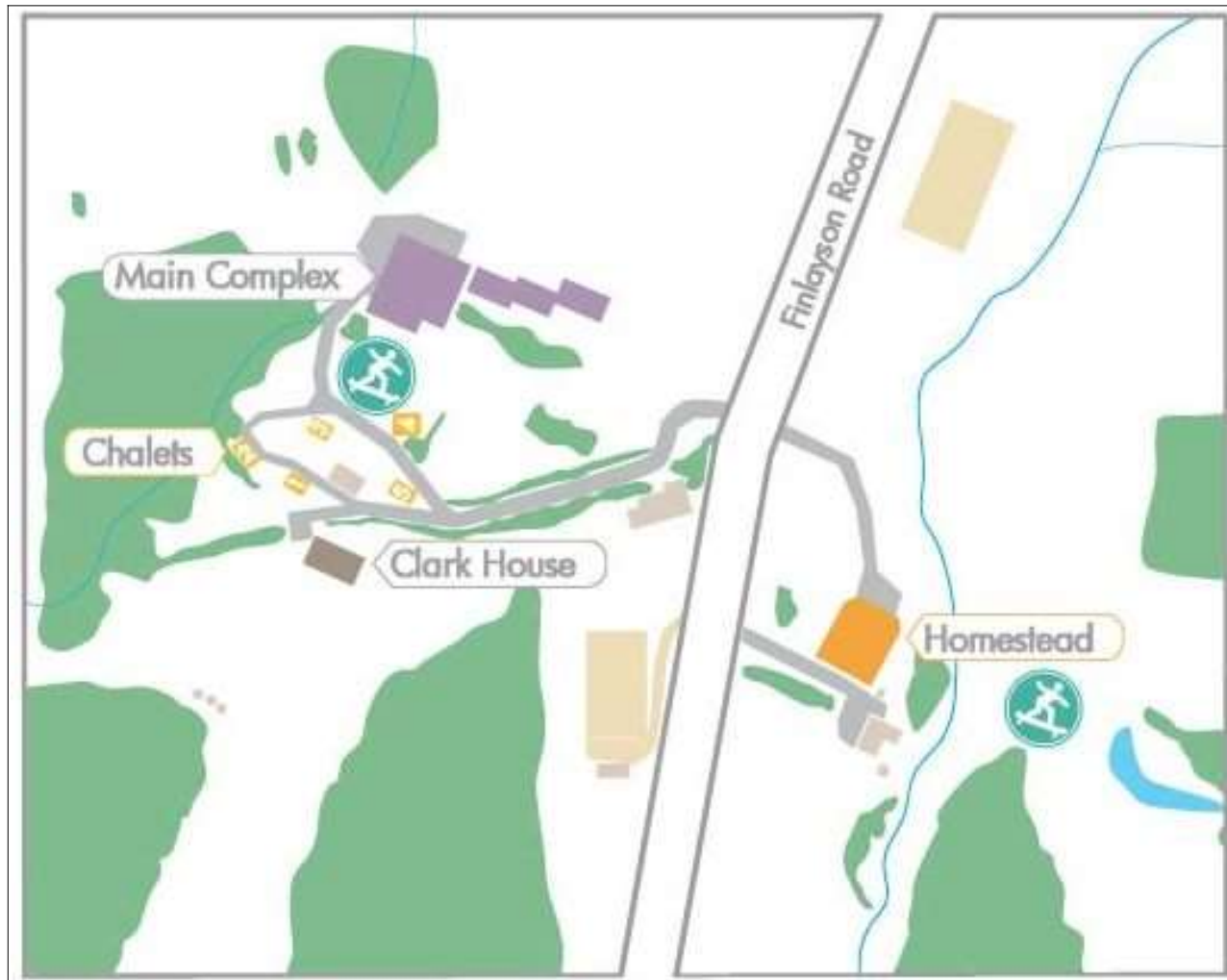
This SOP was last reviewed on 30 October 2020.

### 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 “old 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 children<sup>48</sup> 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 Syndrome<sup>49</sup>.

## 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 check

A paid staff member must review and physically inspect the activity every 6 months using the [Flowchart of Risk Management Processes](#), [Mountain Boards – Risk Analysis](#) and the [Mountain Boards – 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

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

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



- ▶ 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

The introductory talk will cover the following:

- ▶ each participant must wear a helmet and wrist guards before getting onto a mountain board
- ▶ safe use of the Mountain Boards including a demonstration of how to use them including:
  - ▷ turning
  - ▷ stopping
- ▶ 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 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 ([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 ([Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

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

## **Specific Legislation relating to this activity**

### **Acts and Regulations**

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

### **Activity Safety Guidelines**

- ▶ None

### **Good Practise Guidelines**

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### **Standards**

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>50</sup>

## **Technical Advisers for this Activity**

- ▶ CYC Waihola Operations Manager

<sup>50</sup> 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 [Hazard and Risk Management Processes](#)
- ▶ **Items highlighted in red indicate significant hazards within this activity**

| <b>Risk and Hazard Analysis</b>                 |  |                    |                     | <b>Risk Controls</b>  |   |
|---|--|--------------------|---------------------|-----------------------|---|
|   | <b>Risk</b>  | <b>Risk Rating</b> | <b>Serious risk</b> | <b>Control</b>        | <b>Instructions</b>   |
| <b>Environment: Crashing into objects</b>       | <b>Spinal Injuries<br/>Head Injuries<br/>Broken Bones<br/>Concussion</b> | Moderate           | ✓                   | <b>Eliminate</b>      | ▶ Slopes are to be clear of objects that can be crashed into  |
| <b>Equipment: Fall from Mountain Board</b>      |  | Moderate           | ✓                   | <b>PPE</b>            | ▶ Participants will wear wrist guards at all times on mountain boards<br>▶ Participants will wear helmets at all times on mountain boards |
| <b>People: Crashing into other people</b>       |  | Moderate           | ✓                   | <b>Isolate</b>        | ▶ Separate the participants and spectators from each other  |
| <b>Equipment: Mountain Board failure</b>        |  | Moderate           | ✓                   | <b>Engineering</b>    | ▶ Mountain Boards will be checked before use  |
| <b>People: Inadequate Supervision</b>           |  | Moderate           | ✓                   | <b>Administrative</b> | ▶ Participants will be supervised by competent adults<br>▶ Clear instructions for use of activity will be given to all participants       |
| <b>People: Fooling around</b>                   |  | Moderate           | ✓                   |                       |   |
| <b>People: Impairment of supervising adults</b> | <b>Fatigue</b>   | Moderate           | ✓                   | <b>Administrative</b> | ▶ Activity Leaders must not be fatigued when running this activity  |
|   | Alcohol / Drugs  | Low                |                     | <b>Administrative</b> | ▶ Full alcohol / drug prohibition applies to this activity as per policy  |

Risk and Hazard Analysis Last Updated: 30 October 2020



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# Mountain Boards – 6 Month 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: | <b>PASS / FAIL</b> |
| Staff Member Signature:          |                    |

**Notes**

|   |  |
|---|--|
| Notes relating to this check:<br>(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    |
| <b>ACTIVITY TO PROCEED:</b>   | Yes / No    |
| <b>ACTIVITY LEADER INITIALS:</b>  |             |
| AFTER ACTIVITY:   |             |
| Total number of unique participants:  |             |
| Amount of time used (in mins):  |             |
| 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 [Error: Reference source not found](#)



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# Shooting (Air Rifles) – SOP

## Last Review:

This SOP was last reviewed on 30 October 2020.

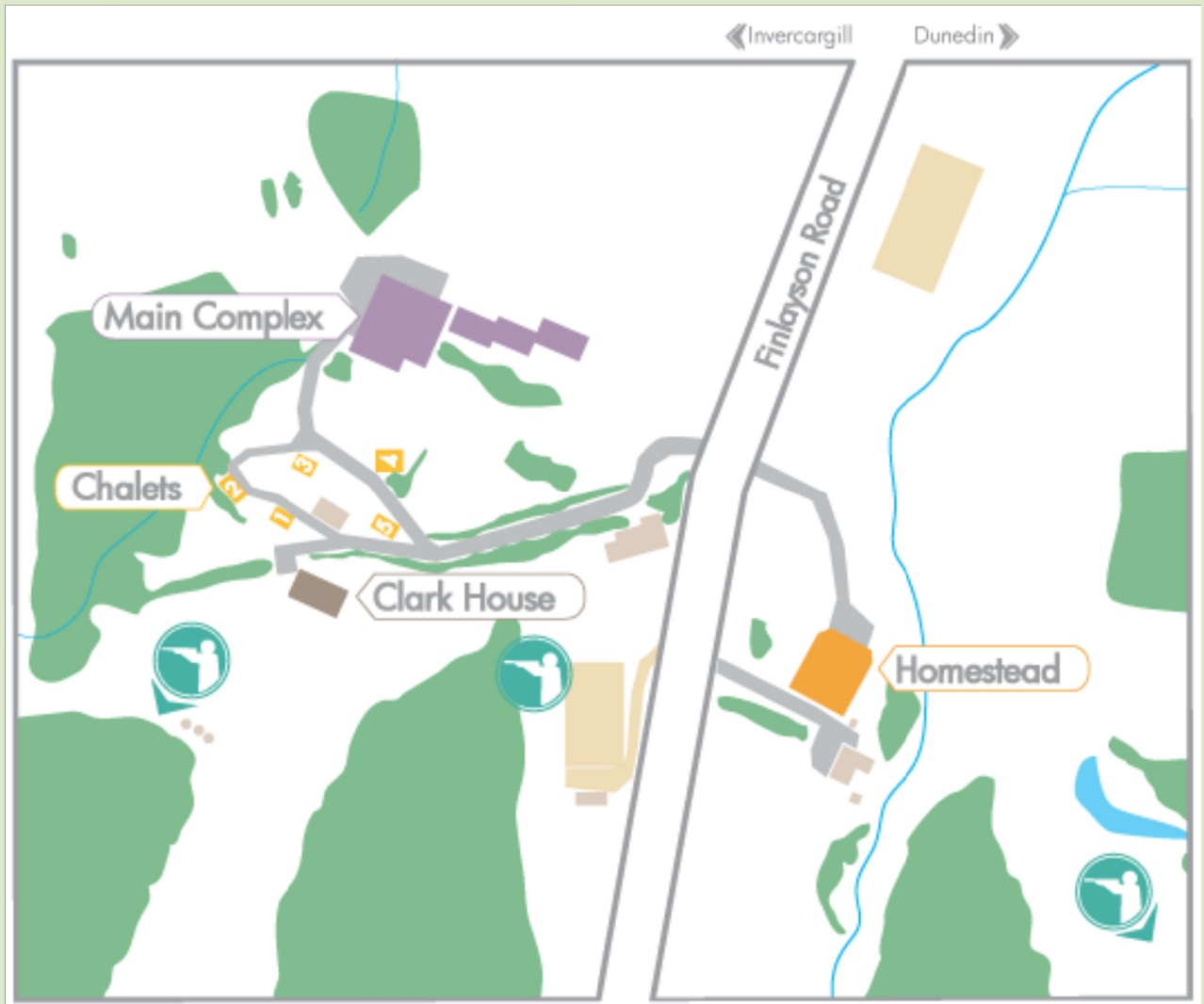
## Activity Summary

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

- ▶ The activity leader must have a current *CYC Waihola Shooting Supervisor* qualification with *Air Rifles Endorsement*<sup>51</sup>.

## Qualifications

All activity leaders must have at least the following qualification:

- ▶ *CYC Waihola Shooting Supervisor* with the *Air Rifles Endorsement*

## Supervision Ratios

When children<sup>52</sup> 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)
- ▶ for each child that is using an air rifle there must be "immediate and hands-on" supervision for each rifle<sup>53</sup>.

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
- ▶ 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.

51 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*.

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

53 Refer to [Good Practice Guide \(Target Shooting\) \[version 1:2018\]](#) page 3

## **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 check**

A paid staff member must review and physically inspect the activity every 6 months using the [Flowchart of Risk Management Processes, Shooting \(Air Rifles\) – Risk Analysis](#) and the [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
- ▶ Explain what the “stop signal” 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. Note when children are using air rifles each child must have “immediate and hands on supervision”.<sup>54</sup>

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 “stop signal” and the activity will not recommence 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 ([Staff Fatigue](#)) which is to be followed at all times during the operation of this activity.

54 Refer to [Good Practice Guide \(Target Shooting\) \[version 1:2018\]](#) page 3

- ▶ 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 ([Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

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

## **Specific Legislation relating to this activity**

### **Acts and Regulations**

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

### **Activity Safety Guidelines**

- ▶ None

### **Good Practise Guidelines**

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practice Guide \(Target Shooting\) \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### **Standards**

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>55</sup>

## **Technical Advisers for this Activity**

- ▶ CYC Waihola Operations Manager

55 applied to this SOP as an OutdoorsMark Premium Activity

## Shooting (Air Rifles) – Risk Analysis

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

| Risk and Hazard Analysis                           |                                       |             |              | Risk Controls  |  |
|--|---------------------------------------|-------------|--------------|----------------|--|
|  | Risk                                  | Risk Rating | Serious risk | Control        | Instructions   |
| <b>People: Misuse of equipment</b>                 | <b>Puncture Wound<br/>Loss of Eye</b> | High        | ✓            | Administrative | ▶ Clear safety instructions will be given before activity begins   |
| <b>Environment: People behind target area</b>      |                                       | High        | ✓            | Administrative | ▶ Activity Leader will carry a whistle   |
|  |                                       | High        | ✓            | Isolate        | ▶ Safety lines / spectator barriers will be set up   |
| <b>Equipment: Pellet ricochet from target</b>      |                                       | Moderate    | ✓            | Engineering    | ▶ Targets will be more than 5 metres from firing line<br>▶ Only lead pellets along with wooden or steel targets will be used               |
| <b>People: Inadequate Supervision</b>              |                                       | High        | ✓            | Administrative | ▶ Participants will be supervised by trained activity leader<br>▶ Clear instructions for use of activity will be given to all participants |
| <b>People: Fooling around</b>                      |                                       | High        | ✓            |                |  |
| <b>People: Impairment of activity leader</b>       | <b>Fatigue</b>                        | High        | ✓            | Administrative | ▶ Activity Leaders must not be fatigued when running this activity   |
|  | <b>Alcohol / Drugs</b>                | Moderate    | ✓            | Eliminate      | ▶ Full alcohol / drug prohibition applies to this activity as per policy   |
| <b>Equipment: Scope hits eye socket on re-coil</b> | Bruising                              | Low         |              | Administrative | ▶ Participants will be advised to not place eyes on scope  |

Risk and Hazard Analysis Last Updated: 30 October 2020



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Current version can be found on the file server at:  
<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>

Current Version: 2023.11



## 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 |
| 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: | <b>PASS / FAIL</b> |
| Staff Member Signature:    |                    |

### Notes

|   |  |
|---|--|
| Notes relating to this check:<br>(include any reviews needed) |  |
|---|--|

# 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><br>- 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)<br><b>IMPORTANT:</b> Each child using an air rifle must have "immediate and hand's on" supervision | 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    |
| <b>ACTIVITY TO PROCEED:</b>   | Yes / No    |
| <b>ACTIVITY LEADER INITIALS:</b>  |             |
| AFTER ACTIVITY:   |             |
| All gear returned to storage shed and locked  |             |
| Participant numbers   |             |
| Amount of time used (in mins):  |             |
| 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 (Archery) – SOP

## Last Review:

This SOP was last reviewed on 30 October 2020.

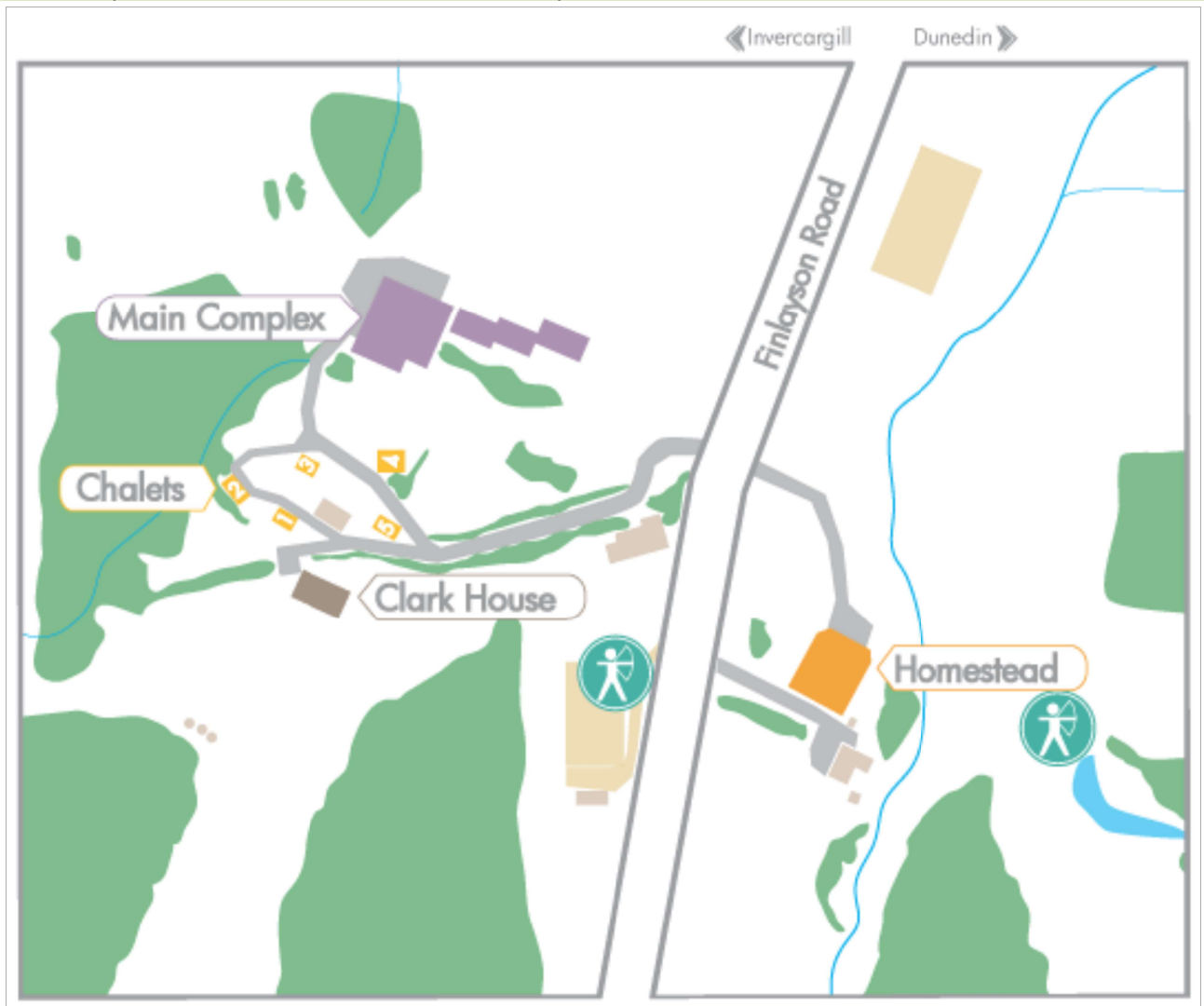
## Activity Summary

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

- ▶ The activity leader must have a current *CYC Waihola Shooting Supervisor* qualification with *Archery Endorsement*<sup>56</sup>.

## Qualifications

All activity leaders must have at least the following qualification:

- ▶ *CYC Waihola Shooting Supervisor* with the *Archery Endorsement*

## Supervision Ratios

When children<sup>57</sup> 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)
- ▶ Whilst not the law, it is strongly recommended that for each child that is using an bow there must be "immediate and hands-on" supervision for each bow<sup>58</sup>.

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
- ▶ 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. Alternatively the barrels at Horse Arena maybe used to hold the archery targets upright.

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.

56 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*.

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

58 Refer to [Good Practice Guide \(Target Shooting\) \[version 1:2018\]](#) page 3

## **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 check**

A paid staff member must review and physically inspect the activity every 6 months using the [Flowchart of Risk Management Processes](#), [Shooting \(Archery\) – Risk Analysis](#) and the [Shooting \(Archery\) – Risk Analysis](#) 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 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 “stop signal” means – that participants are to immediately lower their bows 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 “stop signal” and the activity will not recommence 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 ([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 ([Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

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

## **Specific Legislation relating to this activity**

### **Acts and Regulations**

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

### **Activity Safety Guidelines**

- ▶ None

### **Good Practise Guidelines**

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practice Guide \(Archery\) \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### **Standards**

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>59</sup>

## **Technical Advisers for this Activity**

- ▶ CYC Waihola Operations Manager

<sup>59</sup> applied to this SOP as an OutdoorsMark Premium Activity



# Shooting (Archery) – Risk Analysis

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

| <b>Risk and Hazard Analysis</b>                |                        |                    |                     | <b>Risk Controls</b>  |  |
|--|------------------------|--------------------|---------------------|-----------------------|--|
|  | <b>Risk</b>            | <b>Risk Rating</b> | <b>Serious risk</b> | <b>Control</b>        | <b>Instructions</b>  |
| <b>People: Misuse of equipment</b>             | <b>Puncture Wound</b>  | <b>High</b>        | ✓                   | <b>Administrative</b> | ▶ Clear safety instructions will be given before activity begins   |
| <b>Environment: People behind target area</b>  |                        | <b>High</b>        | ✓                   | <b>Administrative</b> | ▶ Activity Leader will carry a whistle   |
|  |                        | <b>High</b>        | ✓                   | <b>Isolate</b>        | ▶ Safety lines / spectator barriers will be set up   |
| <b>Equipment: Arrow ricochet from target</b>   |                        | <b>Moderate</b>    | ✓                   | <b>Engineering</b>    | ▶ Targets will be more than 5 metres from firing line  |
| <b>People: Inadequate Supervision</b>          |                        | <b>High</b>        | ✓                   | <b>Administrative</b> | ▶ Participants will be supervised by trained activity leader<br>▶ Clear instructions for use of activity will be given to all participants |
| <b>People: Fooling around</b>                  |                        | <b>High</b>        | ✓                   |                       |  |
| <b>People: Impairment of activity leader</b>   | <b>Fatigue</b>         | <b>High</b>        | ✓                   | <b>Administrative</b> | ▶ Activity Leaders must not be fatigued when running this activity   |
|  | <b>Alcohol / Drugs</b> | <b>Moderate</b>    | ✓                   | <b>Eliminate</b>      | ▶ Full alcohol / drug prohibition applies to this activity as per policy   |
| <b>Equipment: Bow string burn</b>              | Bruising               | <b>Low</b>         |                     | <b>PPE</b>            | ▶ Participants will be advised to wear arm guards  |
| <b>Equipment: Shattered / split arrows</b>     | Splinters              | <b>Low</b>         |                     | <b>Eliminate</b>      | ▶ Activity Leader will remove from use any splintering arrows  |
| <b>Equipment: Pitted archery target stands</b> | Scratches              | <b>Low</b>         |                     | <b>Administrative</b> | ▶ Persons handling archery target stands will be advised of hazard   |

*Risk and Hazard Analysis Last Updated: 30 October 2020*



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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: | <b>PASS / FAIL</b> |
| Staff Member Signature:  |                    |

## Review Notes

|   |  |
|---|--|
| Notes relating to this check:<br>(include any reviews needed) |  |
|---|--|

# 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><br>- Bow strings waxed and integrity good<br>- Bow stocks integrity good<br>- 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    |
| <b>ACTIVITY TO PROCEED:</b>  | Yes / No    |
| <b>ACTIVITY LEADER INITIALS:</b>   |             |
| AFTER ACTIVITY:  |             |
| All gear returned to storage shed and locked   |             |
| Amount of time used (in mins):   |             |
| 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 30 October 2020.

## Activity Summary

The CYC Waihola Shooting (ArcheryTag™) activity is a **low risk licensed 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*<sup>60</sup>.

### **Qualifications**

All activity leaders must have at least the following qualification:

- ▶ *CYC Waihola Shooting Supervisor* with the *ArcheryTag™ Endorsement*

### **Supervision Ratios**

When children<sup>61</sup> are present:

- ▶ the medium risk ratio of 1 competent adult to 10 children applies

60 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*.

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

- ▶ 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 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
- ▶ 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 (with 4 pegs per bunker)
- ▶ 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 check**

A paid staff member must review and physically inspect the activity every 6 months using the [Flowchart of Risk Management Processes](#), [Shooting \(ArcheryTag™\) - Risk Analysis](#) and the [Shooting \(ArcheryTag™\) - Risk Analysis](#) 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. Pegging them down must occur every time the bunkers are used to protect the equipment from damage.
- ▶ 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.
  - ▷ Masks must be wiped with sanitiser wipes before sharing with another player.
- ▶ 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 5-10 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 15 seconds to return to their attack zone before being eliminated.
- ▶ If teams have more than the starting number of players then substitutions are live and no stoppage of game play occurs.
- ▶ Hits are counted as anywhere on the body by an arrow fired from the opposing teams attack zone on the fall.
  - ▷ This includes hits on the mask, bow and any arrows being carried.
  - ▷ On the fall still counts even on rebounds off the bunkers or other players if the arrow hasn't yet hit the ground.
- ▶ Catches are counted as catching a arrow fired by an opposing player on the fall either in the attack zone or in the safety zone.

- ▷ Fumbles mean the person trying to catch is out unless they can catch the arrow dropped before it hits the ground.
- ▷ 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 target spot out of the opposing team's target then two things happen:
  - ▷ 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 unpegged and placed away in secure area.
- ▶ All equipment is to be locked away in secure area.

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 ([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 ([Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

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

## Specific Legislation relating to this activity

### Acts and Regulations

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

### Activity Safety Guidelines

- ▶ None

### Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practice Guide \(Archery\) \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>62</sup>

## Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager
- ▶ ArcheryTag™ Licensed HQ (Global Archery Products Inc)

62 applied to this SOP as an OutdoorsMark Premium Activity

## Shooting (ArcheryTag™) - Risk Analysis

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

| Risk and Hazard Analysis                     |                              |                 |              | Risk Controls         |  |
|--|------------------------------|-----------------|--------------|-----------------------|--|
|  | Risk                         | Risk Rating     | Serious risk | Control               | Instructions   |
| <b>Equipment: Shared Masks</b>               | <b>Covid-19<sup>63</sup></b> | <b>High</b>     | ✓            | <b>Engineering</b>    | ▶ All face masks are to be wiped with sanitiser wipes before giving to another person for use. |
| <b>Equipment: Arrow hit on head</b>          | <b>Loss of Eye</b>           | <b>Moderate</b> | ✓            | <b>PPE</b>            | ▶ Participants must wear protective mask   |
| <b>People: Misuse of equipment</b>           | <b>Bruises</b>               | <b>Moderate</b> |              | <b>Administrative</b> | ▶ Clear safety instructions will be given before activity begins                               |
| <b>People: Inadequate Supervision</b>        |                              | <b>Moderate</b> |              |                       |  |
| <b>People: Fooling around</b>                |                              | <b>Moderate</b> |              |                       | ▶ Clear instructions for use of activity will be given to all participants                     |
| <b>Equipment: Bow string burn</b>            |                              | <b>Moderate</b> |              | <b>PPE</b>            |  |
| <b>People: Impairment of activity leader</b> | <b>Fatigue</b>               | <b>Moderate</b> |              | <b>Administrative</b> | ▶ Activity Leaders must not be fatigued when running this activity                             |
|  | Alcohol / Drugs              | <b>Low</b>      |              | <b>Eliminate</b>      | ▶ Full alcohol / drug prohibition applies to this activity as per policy                       |
| <b>Equipment: Shattered / split arrows</b>   | Splinters                    | <b>Low</b>      |              | <b>Eliminate</b>      | ▶ Activity Leader will remove from use any splintering arrows                                  |

Risk and Hazard Analysis Last Updated: 30 October 2020

63 Or other respiratory / gastrointestinal illness



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Current version can be found on the file server at:  
<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>

Current Version: 2023.11

# 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 |
| 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: | <b>PASS / FAIL</b> |
| Staff Member Signature:      |                    |

## Review Notes

|   |  |
|---|--|
| Notes relating to this check:<br>(include any reviews needed) |  |
|---|--|

# 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><br>- Bow strings waxed and integrity good<br>- Bow stocks integrity good<br>- Arrows complete and integrity good<br>- Mask integrity good | Yes / No    |
|   | 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:  |             |
| 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    |
| <b>ACTIVITY TO PROCEED:</b>   | Yes / No    |
| <b>ACTIVITY LEADER INITIALS:</b>  |             |
| AFTER ACTIVITY:   |             |
| All gear returned to storage shed and locked  |             |
| Participant numbers   |             |
| Amount of time used (in mins):  |             |
| Activity Leader Initials:   |             |

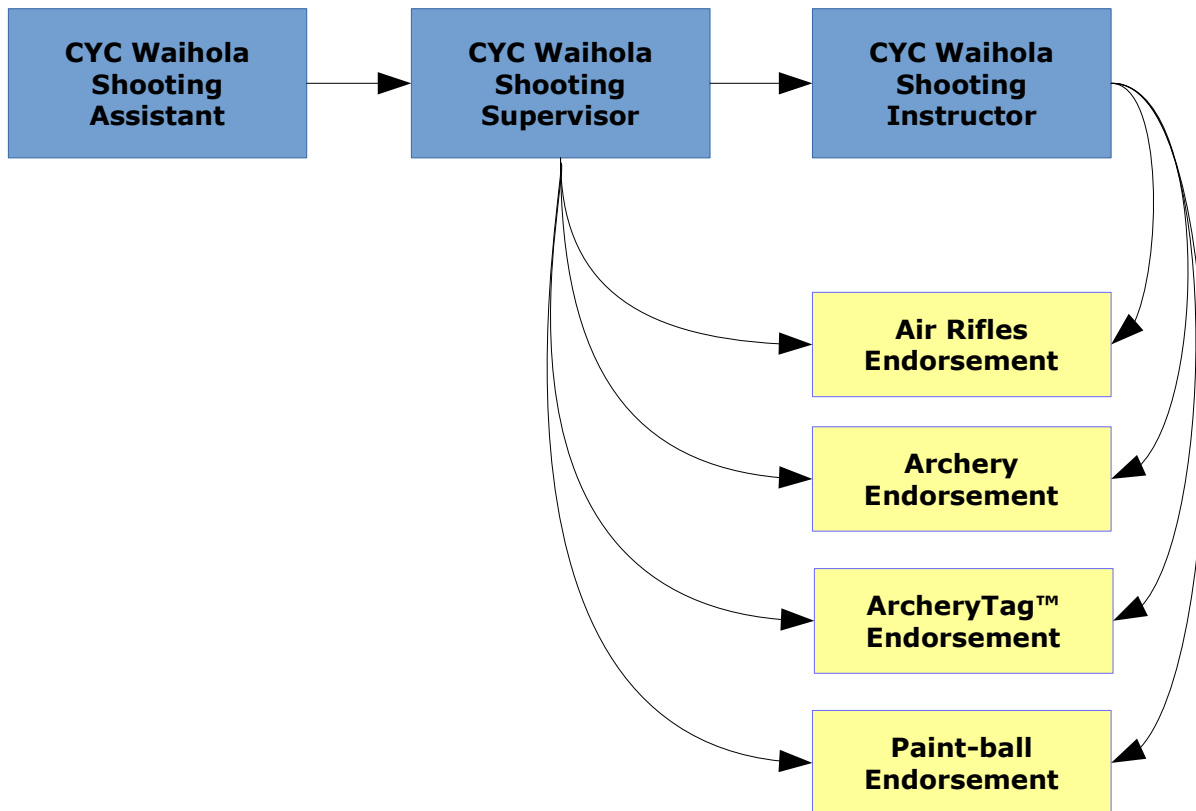
| ADDITIONAL PRE-PLANNING RISK MANAGEMENT (additional to Risk Analyses Table) |      |                |            |               |               |                          |
|---|------|----------------|------------|---------------|---------------|--------------------------|
| Hazard (Cause of Harm)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



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# Shooting – Training



## **Accommodation and School Group Training Limitations**

Accommodation groups (including schools) often train in either Archery or Air Rifles immediately (within 7 days) of running the activity.

In these training instances the Activity Leaders seldom are required to set-up the shooting ranges and have been trained immediately prior to them running the activity so little recall of key training elements is required. Notwithstanding any of the provisions in Bypassing Training Levels the trainees may be signed off as a supervisor in either Archery or Air Rifles and their training shall be valid for 7 days. If longer training validity periods are required then the full risk management training component must be completed.

Neither ArcheryTag nor Paint-ball will be permitted to have this 7 day training period applied and participants must always complete the full risk management component.

## **Certifications**

### **CYC Waihola Shooting Assistant Certification**

#### Online Course Link

- ▶ Coming soon

#### Certification Expiry

This certification expires after 2 years from date of completion.

- ▶ Renewing requires repeating all the requirements of the online training course again.

#### Certification Prerequisites:

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

- ▶ 18 years or older  
OR be 16+ with a firearms license

## CYC Waihola Shooting Supervisor Certification

### Online Course Link

- ▶ Coming soon

### Certification Expiry

This certification expires after 2 years from date of completion.

- ▶ Renewing requires repeating all the requirements of the online training course again.

As per Accommodation and School Group Training Limitations training may only be valid for 7 days.

### Certification Prerequisites:

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

- ▶ Complete and be current with [Risk Management Training](#)  
OR if an accommodation or school group review the risk analysis for each activity being trained in
- ▶ Complete and be current with [CYC Waihola Shooting Assistant Certification](#)  
OR if an accommodation or school group review the risk analysis for each activity being trained in
- ▶ 18 years or older

### Certification Content

Supervisor must train in 1 or more of the following scopes:

- ▶ Air Rifles
- ▶ Archery
- ▶ ArcheryTag™
- ▶ Paint-ball

## CYC Waihola Shooting Instructor Level

### Online Course Link

- ▶ No online course

### Certification Expiry

This certification expires after 2 years from date of completion.

- ▶ Renewing requires a peer review.

### Certification Prerequisites:

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

- ▶ Complete and be current with [CYC Waihola Shooting Supervisor Certification](#)
- ▶ 20 years or older
- ▶ Have a current NZ Firearms License
- ▶ Complete all of the activity training endorsements

## Air Rifles Endorsement

### Online Course Link

- ▶ Coming soon

### Endorsement Expiry

This endorsement expires after 2 years from date of completion.

- ▶ Renewing requires repeating all the requirements of the online training course again.



## Archery Endorsement

### Online Course Link

- ▶ Coming soon

### Endorsement Expiry

This endorsement expires after 2 years from date of completion.

- ▶ Renewing requires repeating all the requirements of the online training course again.

## ArcheryTag™ Endorsement

### Online Course Link

- ▶ Coming soon

### Endorsement Expiry

This endorsement expires after 2 years from date of completion.

- ▶ Renewing requires repeating all the requirements of the online training course again.

## Paint-ball Endorsement

### Online Course Link

- ▶ Coming soon

### Endorsement Expiry

This 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 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 Certification](#)
- ▶ 20 years or older
- ▶ Records of being an active CYC Waihola Shooting assistant at 4 sessions within past 2 years of the paint-ball activity.

## **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>

## Training Session Details

|                   |  |
|-------------------|--|
| Date:             |  |
| Trainee Name:     |  |
| Instructors Name: |  |

| Assessment Criteria                                  |  | Tick Passed | Trainee Initials |
|--|--|-------------|------------------|
| <b>A. Risk Management &amp; Pre-session Planning</b> |  |             |                  |
| *  | Basic knowledge of the legal age required to be part of active supervision of either the Air Rifles or Paint-ball activities |             |                  |
| *  | Understand the limitations and scope of this training  |             |                  |
| *  | Understand the different shooting activities that CYC Waihola runs and how they differ from each other                       |             |                  |
| *  | Some knowledge of the identified hazards and risks involved with running a shooting based activity                           |             |                  |
|  | Where is the various activity equipment stored?  |             |                  |
| <b>B. Activity Pre-check</b>                         |  |             |                  |
| *  | Understand basic checks and set-up of each of the shooting activities in order to help a supervisor set-up                   |             |                  |
| <b>C. Introduction and rules for session</b>         |  |             |                  |
| *  | Understand the key safety rules for each of the shooting activities  |             |                  |
| <b>D. Running a session</b>                          |  |             |                  |
| *  | Understand crowd control of waiting participants   |             |                  |
| <b>E. End of Session</b>                             |  |             |                  |
| *  | Understand the importance of putting the gear away securely.   |             |                  |
| *  | Verbalise how to raise safety concerns   |             |                  |

## Training Session Sign-off

|   |      |      |
|---|------|------|
| This trainee has passed this instruction course | Pass | Fail |
|---|------|------|

|                        |  |
|------------------------|--|
| Instructors Signature: |  |
| Certification Date:    |  |

## Training Session Details

|                   |  |
|-------------------|--|
| Date:             |  |
| Trainee Name:     |  |
| Instructors Name: |  |

| Assessment Criteria                                  |   | Tick Passed | Trainee Initials |
|--|---|-------------|------------------|
| <b>A. Review Previous Training</b>                   |   |             |                  |
| *  | Review <a href="#">Shooting – Training: Assistant Certification</a> requirements<br>OR if an accommodation or school group understand this training is only valid for 7 days from training date                           |             |                  |
| <b>B. Risk Management &amp; Pre-session Planning</b> |   |             |                  |
| *  | Have completed and are current in the CYC Waiholo Risk Management Training<br>OR if an accommodation or school group review the risk analysis for each activity being trained in  |             |                  |
| *  | Knowledge of appropriate clothing and footwear for participants   |             |                  |
| <b>B. Activity Endorsements</b>                      |   |             |                  |
| *  | <p style="text-align: center;">TRAINEE MUST COMPLETE AT LEAST ONE SCOPE FROM THE FOLLOWING LIST:</p> <p style="text-align: center;">AIR RIFLES      ARCHERY      ARCHERYTAG<sup>64</sup>      PAINT-BALL<sup>65</sup></p> |             |                  |
| <b>E. End of Session</b>                             |   |             |                  |
| *  | Understand the importance of putting the gear away securely.  |             |                  |
|  | Record Keeping: <ul style="list-style-type: none"> <li>Completing the activity check-list.</li> <li>Accident / Near miss reporting procedures</li> </ul>  |             |                  |
| *  | Verbalise how to raise any safety concerns  |             |                  |

## Training Session Sign-off

|  |             |             |
|--|-------------|-------------|
| <b>This trainee has passed this instruction course</b> | <b>Pass</b> | <b>Fail</b> |
|--|-------------|-------------|

|                        |  |
|------------------------|--|
| Instructors Signature: |  |
| Certification Date:    |  |

**PLEASE TURN OVER FOR ACTIVITY ENDORSEMENTS**

<sup>64</sup> ArcheryTag is NOT permitted to be trained in by accommodation groups

<sup>65</sup> Paint-ball is NOT permitted to be trained in by accommodation groups

## Shooting – Training: Air Rifles Endorsement

| Assessment Criteria                                  |   | Tick Passed | Trainee Initials |
|--|---|-------------|------------------|
| <b>A. Risk Management &amp; Pre-session Planning</b> |   |             |                  |
| *  | Understand the pre-defined hazards and risks of Air Rifles  |             |                  |
| *  | Overview of equipment used for the Air Rifles activity  |             |                  |
| *  | Location 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   |             |                  |
| *  | Basic knowledge of the 7 rules of firearm safety and how each rule might apply to this activity: <ul style="list-style-type: none"> <li>• Treat every firearm as loaded</li> <li>• Always point firearms in a safe direction</li> <li>• Load a firearm only when ready to fire</li> <li>• Identify your target beyond all doubt</li> <li>• Check your firing zone</li> <li>• Store firearms and ammunition safely</li> <li>• Avoid alcohol or drugs when handling firearms</li> </ul> |             |                  |
| <b>B. Set-up the session</b>                         |   |             |                  |
| *  | Understand how to set up the air rifles range for a safely run session  |             |                  |
| <b>C. Running a Session</b>                          |   |             |                  |
| *  | Understand how to: <ul style="list-style-type: none"> <li>• give the rules and instructions of use to the participants</li> <li>• use the air rifles including safety mechanisms and not relying on them</li> <li>• loading and firing the air rifle</li> <li>• unblocking the barrel when blocked</li> </ul>   |             |                  |
| *  | Crowd control of participants not actively firing   |             |                  |
| <b>D. End of Session</b>                             |   |             |                  |
| *  | Ensuring air rifles are put away dry and clean  |             |                  |
| *  | Ensuring secure storage of air rifles when not in use including separation of ammo from rifles.   |             |                  |

## Shooting – Training: Archery Endorsement

| Assessment Criteria                                  |  | Tick Passed | Trainee Initials |
|--|--|-------------|------------------|
| <b>A. Risk Management &amp; Pre-session Planning</b> |  |             |                  |
| *  | Understand the pre-defined hazards and risks of Archery  |             |                  |
| *  | Overview of equipment used for the Archery activity  |             |                  |
| *  | Location 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   |             |                  |
| *  | Basic knowledge of the rules of firearm safety as they are applied to this activity: <ul style="list-style-type: none"> <li>• Always point a loaded bow in a safe direction</li> <li>• Load a a bow only when ready to fire</li> <li>• Identify your target beyond all doubt</li> <li>• Check your firing zone</li> <li>• Store archery gear safely</li> <li>• Avoid alcohol or drugs when handling archery equipment</li> </ul> |             |                  |
| <b>B. Set-up the session</b>                         |  |             |                  |
| *  | Understand how to set up the archery range for a safely run session  |             |                  |
| *  | Demonstrate how to set up and dismantle the bows & understand incorrect ways of stringing bows   |             |                  |
| <b>C. Running a Session</b>                          |  |             |                  |
| *  | Understand how to: <ul style="list-style-type: none"> <li>• give the rules and instructions of use to the participants</li> <li>• correct stance for firing</li> <li>• stressing the importance of not crossing the firing line within permission</li> </ul>   |             |                  |
| *  | Crowd control of participants not actively firing  |             |                  |
| <b>D. End of Session</b>                             |  |             |                  |
| *  | Ensuring secure storage of archery gear when not in use  |             |                  |

# Shooting – Training: ArcheryTag™ Endorsement

| Assessment Criteria                                  |   | Tick Passed | Trainee Initials |
|--|---|-------------|------------------|
| <b>A. Risk Management &amp; Pre-session Planning</b> |   |             |                  |
| *  | Understand the pre-defined hazards and risks of ArcheryTag™   |             |                  |
| *  | Overview of equipment used for the ArcheryTag™ activity including the time & value it takes to replace damaged gear   |             |                  |
| *  | Location on the CYC camp-site for setting up the ArcheryTag™ activity and when not to use these areas   |             |                  |
| *  | Reasons not to run or to stop the ArcheryTag™ activity  |             |                  |
| <b>B. Set-up the session</b>                         |   |             |                  |
| *  | Checking the playing area for hazards before setup  |             |                  |
| *  | Understand and demonstrate how to set up the ArcheryTag™ for a safely run session <ul style="list-style-type: none"> <li>gather all the ArcheryTag™ gear for running the activity</li> <li>setting up the ArcheryTag™ play arena</li> <li>setting up ready for participants ready to arrive</li> </ul>  |             |                  |
| *  | Set-up and use of the inflatable bunkers including: <ul style="list-style-type: none"> <li>the use of the air release valves</li> <li>inflating a bunker to the correct pressure especially not over inflating</li> <li>pegging bunkers down at all times</li> <li>keeping watch in hot weather for bunkers expanding beyond acceptable pressure</li> </ul> |             |                  |
| *  | Demonstrate how to string the bows correctly and know the ways not to string the bows   |             |                  |
| *  | Demonstrate how to wax the bow strings and when to do so  |             |                  |
| *  | Demonstrate the safety inspection of the: <ul style="list-style-type: none"> <li>Assembled Bows</li> <li>Arrows including identifying an unsafe arrow past it's replacement period</li> <li>Masks</li> </ul>  |             |                  |
| <b>C. Running a Session</b>                          |   |             |                  |
| *  | Demonstrate giving the rules and instructions of use to the participants <ul style="list-style-type: none"> <li>Giving safety rules</li> <li>Wiping of masks with sanitiser between shared use.</li> <li>The "CYC way" to fire an ArcheryTag™ bow</li> <li>rules of the "classic" game play</li> </ul>  |             |                  |
|  | Demonstrate how to referee a game   |             |                  |
| *  | Crowd control of participants not actively playing  |             |                  |
| <b>D. End of Session</b>                             |   |             |                  |
| *  | Demonstrate correct dis-assembling of inflatable bunkers and ArcheryTag™ bows.  |             |                  |
| *  | Ensuring all ArcheryTag™ equipment is put away securely at end of session.  |             |                  |

# Shooting – Training: Paint-ball Endorsement

| Assessment Criteria                                  |  | Tick Passed | Trainee Initials |
|--|--|-------------|------------------|
| <b>A. Risk Management &amp; Pre-session Planning</b> |  |             |                  |
| *  | Understand the pre-defined hazards and risks of paint-ball including a detailed understanding of the high risk areas.  |             |                  |
| *  | Overview of equipment used for the paint-ball activity including the significant differences between markers and slingshots  |             |                  |
| *  | Locations on the CYC camp-site for setting up the paint-ball activity, unique hazards of each area and when not to use these areas: <ul style="list-style-type: none"> <li>the paint-ball arena</li> <li>the Douglas fir plantation</li> <li>the Homestead upper paddocks</li> </ul>   |             |                  |
| *  | Reasons not to run or to stop the paint-ball activity  |             |                  |
| *  | Knowledge of compressed air safety: <ul style="list-style-type: none"> <li>Dangers of compressed air</li> <li>Knowledge of the dangers of petroleum based oil products in the paint-ball activity</li> <li>Knowledge of the different types of air tanks and identifying player-owned tanks that are and are not safe to fill with HPA</li> </ul>  |             |                  |
| <b>B. Set-up the session</b>                         |  |             |                  |
| *  | Checking the playing area for hazards before setup   |             |                  |
| *  | Understand and demonstrate how to set up the paint-ball for a safely run session <ul style="list-style-type: none"> <li>gather all the paint-ball gear for running the activity</li> <li>setting up the paint-ball play arena</li> <li>setting up ready for participants ready to arrive</li> </ul>  |             |                  |
| *  | Demonstrate a safety inspection of the: <ul style="list-style-type: none"> <li>Scuba Air tanks</li> <li>Marker Air tanks <ul style="list-style-type: none"> <li>Replacing O-rings</li> </ul> </li> <li>Masks</li> <li>Markers <ul style="list-style-type: none"> <li>screws are tight</li> <li>guns are clean and oiled</li> <li>complete break down of the guns for complete clean</li> <li>fixing air leaks</li> </ul> </li> </ul> |             |                  |
| *  | Demonstrate safe use of HPA: <ul style="list-style-type: none"> <li>safely charging the air tanks ready for use</li> <li>safely refilling the air tanks during game play</li> <li>checking the rubber air seals on the air tanks</li> </ul>  |             |                  |
| <b>C. Running a Session</b>                          |  |             |                  |
| *  | Demonstrate giving the rules and instructions of use to the participants <ul style="list-style-type: none"> <li>Giving safety rules</li> <li>Wiping of masks with sanitiser between shared use.</li> <li>How to fire a paint-ball marker including use of safety button</li> <li>rules of the "classic" game play</li> </ul>   |             |                  |
|  | Demonstrate how to referee a game  |             |                  |
| *  | Crowd control of participants not actively playing   |             |                  |
| *  | Separation of equipment staging area, players and spectators.  |             |                  |
| *  | Verbalise what to do in the following scenarios: <ul style="list-style-type: none"> <li>Eye Injury</li> <li>Breaking of one of the 3 key safety rules by a participant</li> <li>Air Leak in HPA cylinder</li> <li>Spectators crowding into equipment staging area.</li> </ul>  |             |                  |
| <b>D. End of Session</b>                             |  |             |                  |
| *  | Demonstrate correct dis-assembling and cleaning of paint-ball markers  |             |                  |
| *  | Ensuring all paint-ball equipment is put away securely at end of session.  |             |                  |

## Training Session Details

|                   |  |
|-------------------|--|
| Date:             |  |
| Trainee Name:     |  |
| Instructors Name: |  |

| Assessment Criteria   | Tick Passed | Trainee Initials |
|---|-------------|------------------|
| <b>A. Review Previous Training</b>  |             |                  |
| * Review <a href="#">Shooting – Training: Supervisor Certification</a> requirements   |             |                  |
| <b>B. Risk Management &amp; Pre-session Planning</b>  |             |                  |
| * Help review all the Shooting SOPs for improvements  |             |                  |
| <b>C. Training</b>  |             |                  |
| * Demonstrating satisfactorily training a new assistant in each of the activity endorsements.                                   |             |                  |
| * Demonstrating satisfactorily training a new supervisor in each of the activity endorsements.                                  |             |                  |
| <b>D. Administrative</b>  |             |                  |
| * Record Keeping: <ul style="list-style-type: none"> <li>Understanding procedures for successfully trained personal.</li> </ul> |             |                  |
| * Understand how to deal with safety concerns that have been raised from persons involved in this activity.                     |             |                  |

## Training Session Sign-off

|  |             |             |
|--|-------------|-------------|
| <b>This trainee has passed this instruction course</b> | <b>Pass</b> | <b>Fail</b> |
|--|-------------|-------------|

|                        |  |
|------------------------|--|
| Instructors Signature: |  |
| Certification Date:    |  |



## 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](#)

# Swimming (Inland Waterways) – SOP

## **Last Review:**

This SOP was last reviewed on 30 October 2020.

## **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 Scope**<sup>66</sup>

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* certification.

### **Certifications**

All activity leaders must have the following certification:

- ▶ 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 certification.<sup>67</sup>

### **Supervision Ratios**<sup>68</sup>

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 children<sup>69</sup> are present:

66 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#) page 2

67 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#) page 7

68 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#) page 5

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

- ▶ 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 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 Scale<sup>70</sup>
  - ▷ OR an on shore wind that is higher than 4 on the Beaufort Scale

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

- ▶ Participants have unsuitable clothing for the swimming environment
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity

## **Operating Procedures**

### **2 Yearly Review**

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

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

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

### **Day of Activity Check**

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity.
  - ▷ 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 possible<sup>71</sup>.
- ▶ 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](#)

71 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#) (Planning Template) page 4

- ▶ 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
  - ▷ 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 follow<sup>72</sup>:

- ▶ 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:

72 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#) page 5

- ▶ 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 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 ([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 ([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 Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### **Standards**

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>73</sup>

## **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)

73 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 [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   |
| <b>People: Participants going out of depth</b>      | <b>Drowning<br/>Emotional Distress</b>          | <b>High</b>     | ✓            | <b>Isolate</b>        | ▶ Participants will be given clear boundaries before activity commences  |
|   |   |                 |              | <b>Administrative</b> | ▶ Planned swimming activities will use swimmer competence wrist-bands  |
| <b>Environment: Cold Water Shock</b>                |   | <b>Moderate</b> | ✓            | <b>Eliminate</b>      | ▶ Activity will avoid very cold water (i.e. less than 15°C)  |
| <b>Environment: Underwater snags</b>                |   | <b>Moderate</b> | ✓            | <b>Isolate</b>        | ▶ Participants will only be allowed to swim in areas given all clear from snags  |
| <b>People: Inadequate Supervision</b>               |   | <b>High</b>     | ✓            | <b>Administrative</b> | ▶ Participants will be supervised by trained leaders<br>▶ Clear instructions for use of activity will be given to all participants                               |
| <b>People: Fooling around</b>                       | <b>High</b>                                     | ✓               |              |                       |  |
| <b>Environment: Cold Water / Cold Weather</b>       | <b>Hypothermia</b>                              | <b>High</b>     | ✓            | <b>Administrative</b> | ▶ Weather forecast will be checked daily before activity use<br>▶ Activity Leader will impose activity time limits   |
| <b>Environment: Sun</b>                             | <b>Sunburn</b>                                  | <b>High</b>     | ✓            | <b>PPE</b>            | ▶ Sunscreen will be provided for all participants and staff  |
| <b>People: Diving off rafts or shore into water</b> | <b>Spinal Injuries<br/>Head Injuries</b>        | <b>Moderate</b> | ✓            | <b>Administrative</b> | ▶ Participants will not be allowed to dive   |
| <b>Equipment: Hitting raft or other equipment</b>   |   | <b>Moderate</b> | ✓            | <b>Administrative</b> | ▶ Participants will not be allowed to jump off raft  |
| <b>People: Medical Incident</b>                     | <b>Allergic Reaction<br/>Medical Conditions</b> | <b>Moderate</b> | ✓            | <b>Administrative</b> | ▶ At least one supervisor must have a current first aid certificate<br>▶ Supervisors will be alerted to participants with known allergies and medical conditions |
| <b>People: Impairment of activity leaders</b>       | <b>Fatigue</b>                                  | <b>High</b>     | ✓            | <b>Administrative</b> | ▶ Activity Leaders and Supervisors must not be fatigued when running this activity   |
|   | <b>Alcohol / Drugs</b>                          | <b>Moderate</b> |              | <b>Administrative</b> | ▶ Full alcohol / drug prohibition applies to this activity as per policy   |

Risk and Hazard Analysis Last Updated: 30 October 2023



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# Swimming (Inland Waterways) – Activity Sign-off

▶ Always refer to the [Swimming \(Inland Waterways\) – SOP](#) for complete instructions for this activity

| <b>SESSION DETAILS:</b>  |                 |
|--|-----------------|
| GROUP NAME:  |                 |
| Activity Leader Name:  |                 |
| Session Date:  |                 |
| <b>DAY OF ACTIVITY CHECK:</b>  |                 |
| 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        |
| <b>PRIOR TO DEPARTURE FROM CAMP:</b>   |                 |
| Attendance List & Water confidence information gathered  | Yes / No        |
| Instructions for appropriate clothing and gear given to all participants   | Yes / No        |
| Participant Numbers leaving camp:  |                 |
| <b>PRIOR TO ACTIVITY COMMENCING:</b>   |                 |
| 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        |
| <b>ACTIVITY TO PROCEED:</b>  | Yes / No        |
| <b>ACTIVITY LEADER INITIALS:</b>   |                 |

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| <b>AFTER ACTIVITY:</b>                        |          |
|---|----------|
| 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:                     |          |

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



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Current version can be found on the file server at:  
<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>

# Swimming (Ocean) – SOP

## **Last Review:**

This SOP was last reviewed on 30 October 2018.

## **Activity Summary**

The CYC Waihola Swimming (Ocean) activity is a **high risk activity** that involves participants swimming in the ocean.

## **Location and Scope**<sup>74</sup>

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* certification with the *Ocean Endorsement*.

## **Certifications**

All activity leaders must have the following certification:

- ▶ *CYC Waihola Swimming Supervisor* certification with the *Ocean Endorsement*.

## **Supervision Ratios**<sup>75</sup>

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 children<sup>76</sup> 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

74 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#) page 2

75 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#) page 5

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

- ▶ 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 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 Scale<sup>77</sup>
  - ▷ 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**

#### **2 Yearly Review**

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

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

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

#### **Day of Activity Check**

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity.

<sup>77</sup> Refer [Appendix 1.2 Beaufort Scale](#) for definitions

- ▷ 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 possible<sup>78</sup>. 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.)
- ▶ 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)

78 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#) (Planning Template) page 4

- ▷ 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 follow<sup>79</sup>:

- ▶ 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:

79 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#) (ver 2018) page 5



- ▶ 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

## **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 ([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 ([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 Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### **Standards**

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>80</sup>

## **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)

80 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 [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   |
| <b>People: Participants going out of depth</b>      | <b>Drowning<br/>Emotional Distress</b>          | <b>High</b>     | ✓            | <b>Isolate</b>        | ▶ Participants will be given clear boundaries before activity commences  |
|   |   |                 |              | <b>Administrative</b> | ▶ Planned swimming activities will use swimmer competence wrist-bands  |
| <b>Environment: Cold Water Shock</b>                |   | <b>Moderate</b> | ✓            | <b>Eliminate</b>      | ▶ Activity will avoid very cold water (i.e. less than 15°C)  |
| <b>Environment: Underwater snags</b>                |   | <b>Moderate</b> | ✓            | <b>Isolate</b>        | ▶ Participants will only be allowed to swim in areas given all clear from snags  |
| <b>People: Inadequate Supervision</b>               |   | <b>High</b>     | ✓            | <b>Administrative</b> | ▶ Participants will be supervised by trained leaders<br>▶ Clear instructions for use of activity will be given to all participants                               |
| <b>People: Fooling around</b>                       | <b>High</b>                                     | ✓               |              |                       |  |
| <b>Environment: Cold Water / Cold Weather</b>       | <b>Hypothermia</b>                              | <b>High</b>     | ✓            | <b>Administrative</b> | ▶ Weather forecast will be checked daily before activity use<br>▶ Activity Leader will impose activity time limits   |
| <b>Environment: Sun</b>                             | <b>Sunburn</b>                                  | <b>High</b>     | ✓            | <b>PPE</b>            | ▶ Sunscreen will be provided for all participants and staff  |
| <b>People: Diving off rafts or shore into water</b> | <b>Spinal Injuries<br/>Head Injuries</b>        | <b>Moderate</b> | ✓            | <b>Administrative</b> | ▶ Participants will not be allowed to dive   |
| <b>Equipment: Hitting raft or other equipment</b>   |   | <b>Moderate</b> | ✓            | <b>Administrative</b> | ▶ Participants will not be allowed to jump off raft  |
| <b>People: Medical Incident</b>                     | <b>Allergic Reaction<br/>Medical Conditions</b> | <b>Moderate</b> | ✓            | <b>Administrative</b> | ▶ At least one supervisor must have a current first aid certificate<br>▶ Supervisors will be alerted to participants with known allergies and medical conditions |
| <b>People: Impairment of activity leaders</b>       | <b>Fatigue</b>                                  | <b>High</b>     | ✓            | <b>Administrative</b> | ▶ Activity Leaders and Supervisors must not be fatigued when running this activity   |
|   | <b>Alcohol / Drugs</b>                          | <b>Moderate</b> |              | <b>Administrative</b> | ▶ Full alcohol / drug prohibition applies to this activity as per policy   |

Risk and Hazard Analysis Last Updated: 30 October 2023



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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 Waihola Swimming Supervisor</i> certification  | 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        |
| <b>ACTIVITY TO PROCEED:</b>  | Yes / No        |
| <b>ACTIVITY LEADER INITIALS:</b>   |                 |

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| <b>AFTER ACTIVITY:</b>                        |          |
|---|----------|
| 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:                     |          |

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



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Current version can be found on the file server at:  
<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>

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# Swimming (Pool Based) – SOP

## Last Review:

This SOP was last reviewed on 30 October 2020.

## Activity Summary

The CYC Waihola Swimming (Pool Based) activity is a **medium risk activity** that involves participants swimming in swimming pools (usually public).

## Location and Scope<sup>81</sup>

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* certification.

### Certifications

All activity leaders must have the following certification:

- ▶ CYC Waihola Swimming Supervisor

### Supervision Ratios<sup>82</sup>

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 children<sup>83</sup> 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:

81 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#) page 2

82 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#) page 5

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



- ▶ 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.
- ▶ 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

### 2 Yearly Review

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

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

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

### Day of Activity Check

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
- ▶ Assessment of the 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

### 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 follow<sup>84</sup>:

- ▶ 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:

84 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#) page 5

- ▶ 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](#)

### **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 ([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 ([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 Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### **Standards**

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>85</sup>

## **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)

85 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 [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   |
| <b>People: Participants going out of depth</b>    | <b>Drowning<br/>Emotional Distress</b>   | <b>High</b>     | ✓            | <b>Isolate</b>        | ▶ Participants will be given clear boundaries before activity commences  |
|   |  |                 |              | <b>Administrative</b> | ▶ Planned swimming activities will use swimmer competence wrist-bands  |
|   |  |                 |              | <b>Administrative</b> | ▶ Participants will be supervised by trained leaders<br>▶ Clear instructions for use of activity will be given to all participants |
| <b>People: Inadequate Supervision</b>             |  | <b>High</b>     | ✓            |                       |  |
| <b>People: Fooling around</b>                     |  | <b>High</b>     | ✓            |                       |  |
| <b>Environment: Cold Water</b>                    | <b>Hypothermia</b>                       | <b>High</b>     | ✓            | <b>Administrative</b> | ▶ Activity Leader will impose activity time limits   |
| <b>Environment: Sun</b>                           | <b>Sunburn</b>                           | <b>High</b>     | ✓            | <b>PPE</b>            | ▶ Sunscreen will be provided for all participants and staff at outdoor pools   |
| <b>People: Diving off poolside into water</b>     | <b>Spinal Injuries<br/>Head Injuries</b> | <b>Moderate</b> | ✓            | <b>Administrative</b> | ▶ Participants will not be allowed to dive   |
| <b>Equipment: Hitting poolside from equipment</b> |  | <b>Moderate</b> | ✓            | <b>Administrative</b> | ▶ Participants will not be allowed to jump off equipment   |
|   |  |                 |              | <b>Isolate</b>        | ▶ Equipment will be used away from poolside and other equipment  |
|   |  |                 |              | <b>PPE</b>            | ▶ Helmets will be worn where risk of head injury exists from poolside or equipment   |
| <b>People: Impairment of activity leaders</b>     | <b>Fatigue</b>                           | <b>High</b>     | ✓            | <b>Administrative</b> | ▶ Activity Leaders and Supervisors must not be fatigued when running this activity   |
|   | <b>Alcohol / Drugs</b>                   | <b>Moderate</b> |              | <b>Administrative</b> | ▶ Full alcohol / drug prohibition applies to this activity as per policy   |

Risk and Hazard Analysis Last Updated: 30 October 2023



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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

| <b>SESSION DETAILS:</b>  |                 |
|--|-----------------|
| GROUP NAME:  |                 |
| Activity Leader Name:  |                 |
| Session Date:  |                 |
| <b>DAY OF ACTIVITY CHECK:</b>  |                 |
| Current Time:  |                 |
| Activity Leader is has current <i>CYC Waihola Swimming Supervisor</i> certification  | 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        |
| <b>PRIOR TO DEPARTURE FROM CAMP:</b>   |                 |
| Attendance List & Water confidence information gathered  | Yes / No        |
| Instructions for appropriate clothing and gear given to all participants   | Yes / No        |
| Participant Numbers leaving camp:  |                 |
| <b>PRIOR TO ACTIVITY COMMENCING:</b>   |                 |
| 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        |
| <b>ACTIVITY TO PROCEED:</b>  | Yes / No        |
| <b>ACTIVITY LEADER INITIALS:</b>   |                 |

**PLEASE TURN OVER**



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Current Version: 2023.11



| <b>AFTER ACTIVITY:</b>                        |          |
|---|----------|
| 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:                     |          |

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

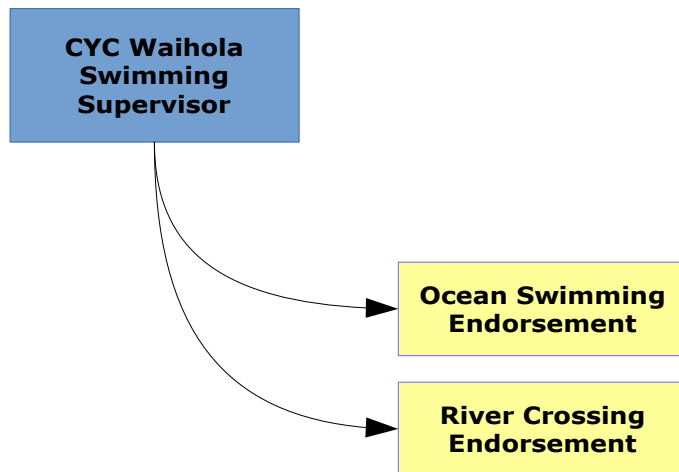


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# Swimming – Training

## 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 Content<sup>86</sup>

##### 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

<sup>86</sup> Refer [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#) page 7

- ▶ Identify their own limits in different situations

#### 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 Rescue<sup>87</sup>

#### 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 Content<sup>88</sup>

##### 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>

87 Refer <http://www.watersafe.org.nz/6241-2/>

88 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#) page 7

### 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](#)

### Qualification Content<sup>89</sup>

#### 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>

89 Refer [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#) (ver 2018) page 7

## Team Initiative Course – SOP

### Last Review:

This SOP was last reviewed on 30 October 2020.

### Activity Summary

The CYC Waihola Team Initiative Course is a **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 children<sup>90</sup> 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 Syndrome<sup>91</sup>.

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

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

## Activity Sign-off

No activity sign off is required for this activity.

## 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

### 12 monthly review

A paid staff member must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes](#) and [Team Initiative Course – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 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 ([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 ([Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

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

## Specific Legislation relating to this activity

### Acts and Regulations

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

### Activity Safety Guidelines

- ▶ None

### Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]<sup>92</sup>](#)

## Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager

92 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 [Hazard and Risk Management Processes](#)
- ▶ **Items highlighted in red indicate significant hazards within this activity**

| <b>Risk and Hazard Analysis</b>               |                         |                       |              | <b>Risk Controls</b>  |  |
|---|-------------------------|-----------------------|--------------|-----------------------|--|
| Hazard  | Risk                    | Potential Risk Rating | Serious risk | Control               | Instructions   |
| <b>People: Secondary Impact Syndrome</b>      | <b>Fall from Height</b> | <b>High</b>           | ✓            | <b>Eliminate</b>      | ▶ Persons with a recent concussion may not participate in this activity          |
| <b>People: Fooling around</b>                 |                         | <b>Moderate</b>       | ✓            | <b>Administrative</b> | ▶ Clear instructions for use of team initiative course will be given to children |
| <b>People: Inadequate Supervision</b>         |                         | <b>Moderate</b>       | ✓            | <b>Administrative</b> | ▶ Children will be supervised by adults  |
| <b>People: Impairment of Activity Leaders</b> | <b>Fatigue</b>          | <b>Moderate</b>       | ✓            | <b>Administrative</b> | ▶ Activity Leaders must not be fatigued when running this activity               |
|   | Alcohol / Drugs         | <b>Low</b>            |              | <b>Administrative</b> | ▶ Full alcohol / drug prohibition applies to this activity as per policy         |

*Risk and Hazard Analysis Last Updated: 30 October 2020*

# Temporary Road Traffic Signs - SOP

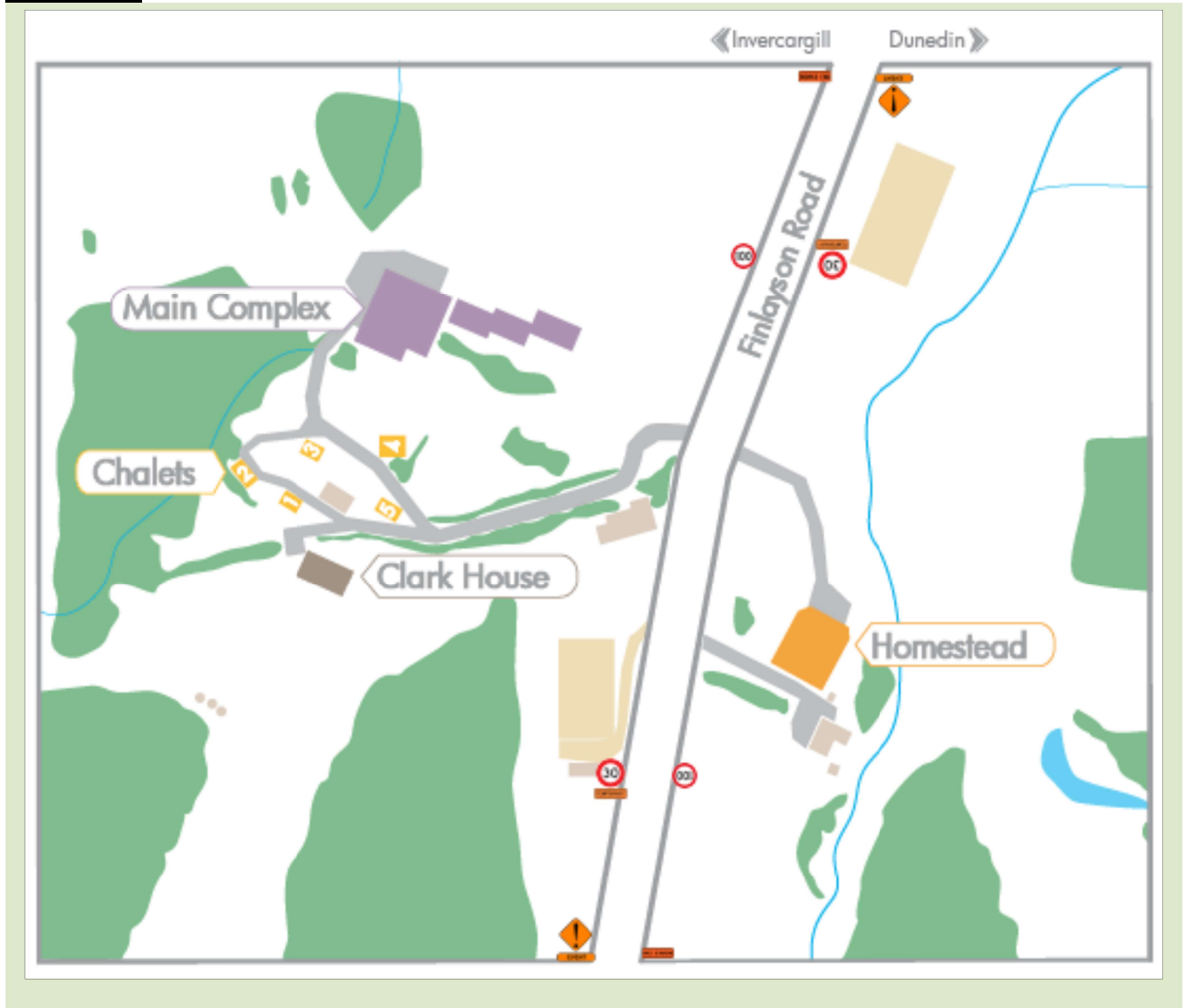
## Last Review:

This SOP was last reviewed on 30 October 2020.

## 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

- ▶ 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.

### **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

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# Tramping – SOP

## Last Review:

This SOP was last reviewed on 30 October 2020.

## 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 certification*.

### **Certification**

All activity leaders must have at least the following certification:

- CYC Waihola Tramping Director

All other leaders present in supervisory roles should have *CYC Waihola Tramping Leader certification*.

### **Supervision Ratios**

For all tramping activities:

- ▶ there is a two adult minimum (this minimum includes the Activity Leader)

When children<sup>93</sup> 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 be required to have the ability to tramp the maximum planned distance 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.

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](#)
- ▶ a portable first aid kit

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

- ▶ 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 – SOP](#) shall apply

## **Key reasons to postpone activity**

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

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

## **Operating Procedures**

### **2 Yearly Review**

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

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

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

### **Prior to the Day of 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.



### **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 ([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 ([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

- ▶ [Activity Safety Guideline \(Alpine Hiking\) \[version 1:2016\]](#) - loosely applies

### Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide \(Tramping\) \[version 1:2019\]](#)
- ▶ [Good Practise Guide \(Emergency Communication\) \[version 1:2019\]](#)
- ▶ [Good Practise Guide \(Overnight Camping\) \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>94</sup>

## Technical Advisers for this Activity

- ▶ CYC Waihola Operations Manager
- ▶ CYC Waihola in-house technical experts:
  - ▷ Allison Paton (Lifetime Tramping Experience)

94 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 [Hazard and Risk Management Processes](#)
- ▶ **Items highlighted in red indicate significant hazards within this activity**

| <b>Risk and Hazard Analysis</b>               |   |                    |                     | <b>Risk Controls</b>  |   |
|---|---|--------------------|---------------------|-----------------------|---|
|   | <b>Risk</b>   | <b>Risk Rating</b> | <b>Serious risk</b> | <b>Control</b>        | <b>Instructions</b>   |
| <b>People: Getting Lost</b>                   | <b>Exposure<br/>Fear</b>                                  | <b>High</b>        | ✓                   | <b>Administrative</b> | <ul style="list-style-type: none"> <li>▶ Activity Leader will ensure participants have appropriate clothing for the weather forecasted.</li> <li>▶ Activity Leader must know areas to be hunted in and planned route will be notified to CYC Office</li> <li>▶ PLB and communication devices will be carried</li> <li>▶ Participants will be instructed to remain with the group</li> </ul> |
| <b>People: Allergic Reactions</b>             | <b>Anaphylactic shock<br/>Poisoning</b>                   | <b>Moderate</b>    | ✓                   | <b>Administrative</b> | ▶ Participants with known medical issues will be discussed with all leaders before departure  |
| <b>Environment: Stinging Nettle / Plants</b>  |   | <b>Moderate</b>    |                     | <b>Administrative</b> | <ul style="list-style-type: none"> <li>▶ Camp Director will point out areas to avoid if known</li> <li>▶ Camp Director will give instructions about known plants to avoid</li> </ul>  |
| <b>Environment: Hot / Cold weather</b>        | <b>Dehydration<br/>Hyperthermia<br/>Hypothermia</b>       | <b>High</b>        | ✓                   | <b>Administrative</b> | <ul style="list-style-type: none"> <li>▶ Weather forecast will be checked daily</li> <li>▶ Participants will be encouraged to drink water regularly</li> <li>▶ Suitable clothing will be given in daily briefing and checked</li> </ul>   |
| <b>People: Secondary Impact Syndrome</b>      | <b>Spinal Injuries<br/>Head Injuries<br/>Broken Bones</b> | <b>High</b>        | ✓                   | <b>Eliminate</b>      | ▶ Persons with a recent concussion may not participate in this activity   |
| <b>Environment: Falls / Slipping</b>          |   | <b>High</b>        |                     | <b>Administrative</b> | <ul style="list-style-type: none"> <li>▶ Activity Leader must know areas to be tramped</li> <li>▶ Activity Leader must give briefing about avoiding hazardous areas</li> </ul>  |
| <b>Environment: Extreme Fire Danger</b>       | <b>Forest Fire</b>  | <b>Moderate</b>    | ✓                   | <b>Isolate</b>        | ▶ Access to forest areas will not be permitted during periods of very high or extreme fire danger   |
| <b>People: Impairment of activity leaders</b> | <b>Fatigue</b>  | <b>High</b>        | ✓                   | <b>Administrative</b> | ▶ Activity Leaders must not be fatigued when running this activity  |
|   | <b>Alcohol / Drugs</b>                                    | <b>Moderate</b>    | ✓                   | <b>Administrative</b> | ▶ Full alcohol / drug prohibition applies to this activity as per policy  |

Risk and Hazard Analysis Last Updated: 30 October 2020



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

Current Version: 2023.11

# Tramping – Pre-Activity Sign-Off

- ▶ Always refer to [Tramping – SOP](#) 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 <a href="#">Hunting – SOP</a> 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"> <li>▶ Adventure Smart Intentions Form completed (<a href="http://www.adventuresmart.org.nz/outdoors-intentions/">http://www.adventuresmart.org.nz/outdoors-intentions/</a>)</li> <li>▶ Maps of intended routes and contingencies</li> <li>▶ Medical Conditions included</li> </ul> | Yes / No                  |
| Final intentions plan lodged with CYC office and nominated contact person   |                           |

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|   |          |
|---|----------|
| Any known risks for this trip have been assessed and instructions for minimising noted below. | Yes / No |
| 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 |
| <b>TRAMPING ACTIVITY TO PROCEED:</b>  | Yes / No |
| <b>CAMP DIRECTOR'S INITIALS:</b>  |          |

| <b>ADDITIONAL PRE-PLANNING RISK MANAGEMENT (additional to Risk Analyses Table)</b> |      |                |            |               |               |                          |
|--|------|----------------|------------|---------------|---------------|--------------------------|
| 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 – SOP](#) 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:<br>▶ given to nominated contact person (either in person OR by phone OR by confirmed text message OR by satellite communicator message)<br>▶ recorded in Hut Logbook | Yes / No<br>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):  |                                  |
| <b>CAMP DIRECTOR'S INITIALS:</b>  |                                  |
| <b>AFTER ARRIVAL AT NEXT LOCATION</b>   |                                  |
| Total numbers (including leaders):  |                                  |
| Camp/Trip Director's Initials:  |                                  |

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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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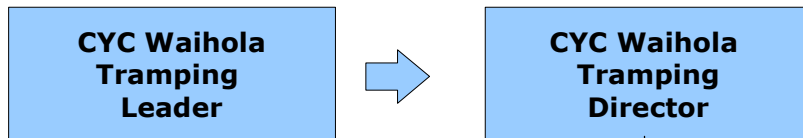
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# Tramping - Training

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## Internal Training Pathway



## Certification Requirements

### **CYC Waihola Tramping Leader Certification**

#### 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 certification:

- ▶ 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 Certification**

#### Online Course Link

- ▶ Coming soon

#### Certification Expiry

This qualification expires after 2 years from date of completion.

- ▶ Renewing requires repeating all the requirements of the online training course again.

#### Certification 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 Certification](#)
- ▶ 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 select and vet 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 30 October 2020.

## **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 children<sup>95</sup> 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.

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

## Notification of transport

Whenever transport to and from off-site activities is required the caregivers of any children are required to be notified and give consent.

- ▶ Within the ministry camps content – consent is given by acknowledgement 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 ([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 ([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 30 October 2020.

## 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**

No large machinery (e.g. bigger than 3 tonne diggers, dump trucks, large tractors, etc.) will be allowed to work on the camp-site in "publicly-accessible" areas of the camp-site without very clear hazard management including at the minimum:

- ▶ induction by the Operations Manager before any work commences where areas permitted, time-frames of work and any other pertinent points are discussed.
- ▶ pre-warnings of the hazards and construction work to all on-site staff, clients and visitors before work commences
- ▶ clearly defining the construction zone and out of bounds areas with either isolating fences or danger tape that completely surrounds the construction zone
- ▶ a clearly followed rule that when camp-site is in use by children (i.e. during our ministry camps, school camps, etc.) no work can happen without clear boundaries and out-of-bounds areas defined.

When small machinery (e.g. less than 3 tonne diggers, camp tractors, etc.) are working on-site following will occur:

- ▶ pre-warnings of the hazards and construction work to all on-site staff, clients and visitors
- ▶ clearly defining the construction zone and out of bounds areas with danger tape which must remain in place around the work-site until it is safe for use again

At no time tractors and mobile machinery are permitted to travel faster than 15km/h within the camp-site.

At no time tractors and mobile farm machinery are not to be operated within 25 metres of any children unless 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 ([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.

## **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 ([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:

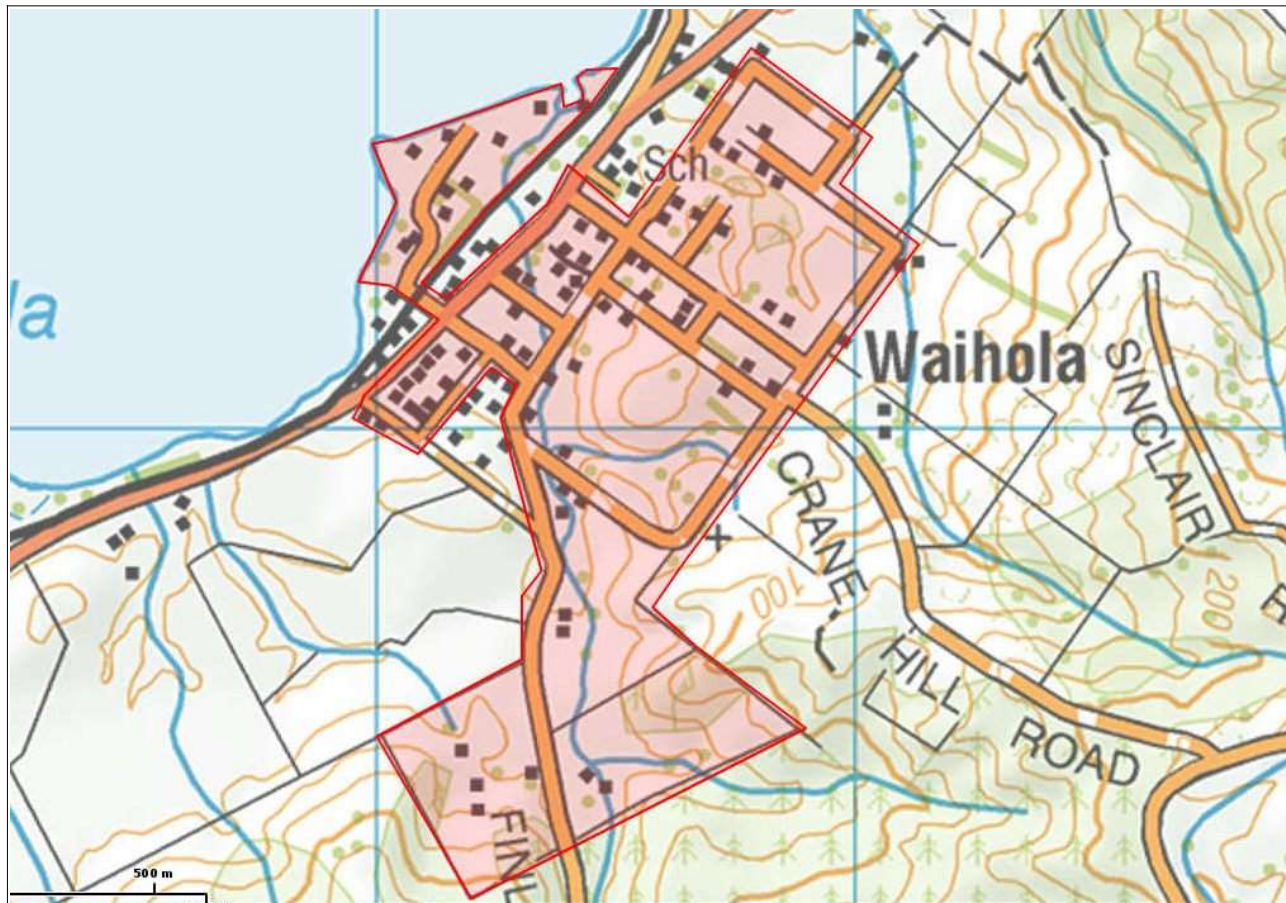
This SOP was last reviewed on 30 October 2020.

## Activity Summary

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

## Location

Various locations around the camp-site



## Activity Scope

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

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

## Requirements for activity

### Activity Leader

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

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

## Qualifications

No qualifications are needed for this activity.

## Supervision Ratios

When children<sup>96</sup> are present:

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

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

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

## Activity Restrictions

No activity restrictions are in place.

## Activity Sign-off

No activity sign off is required for this activity.

## Activity Equipment

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

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

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

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

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

## Ancillary Services

No ancillary services are required for this activity.

## Key reasons to postpone activity

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

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

## Operating Procedures

### 2 Yearly Review

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

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

<sup>96</sup> Refer to [Appendix 1.1 Glossary of Terms](#)

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

### Day of Activity Check

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity.
- ▶ A communication device (i.e. cellphone if in coverage, satellite communicator if out of coverage) is required to be present at the swimming activity location for use in emergencies

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

### Prior to departure of campers

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

The introductory talk will cover the following:

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

### During the activity:

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

### At the end of the activity:

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

## Emergency and Incident Preparedness

### First Aid Kits

Refer to [First Aid Kits](#)

### General Incident Procedures

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

## Fatigue Risk Assessment

### Activity Risk Assessment

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

## **Risk Management for this Activity**

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

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

## **Specific Legislation relating to this activity**

### **Acts and Regulations**

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

### **Activity Safety Guidelines**

- ▶ None

### **Good Practise Guidelines**

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### **Standards**

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

## **Technical Advisers for this Activity**

- ▶ CYC Waihola Operations Manager

97 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 [Hazard and Risk Management Processes](#)
- ▶ **Items highlighted in red indicate significant hazards within this activity**

| <b>Risk and Hazard Analysis</b>               |  |                    |                     | <b>Risk Controls</b>  |  |
|---|--|--------------------|---------------------|-----------------------|--|
|   | <b>Risk</b>  | <b>Risk Rating</b> | <b>Serious risk</b> | <b>Control</b>        | <b>Instructions</b>  |
| <b>Environment: Collision with a vehicle</b>  | <b>Spinal Injuries<br/>Head Injuries<br/>Fractures<br/>Internal Injuries<br/>Bruises</b> | <b>High</b>        | ✓                   | <b>Administrative</b> | ▶ Participants will be given clear instructions about road rules<br>▶ Participants will be supervised by trained leaders<br>▶ Clear instructions for use of activity will be given to all participants |
| <b>People: Inadequate Supervision</b>         |  | <b>High</b>        | ✓                   |                       |  |
| <b>People: Fooling around</b>                 |  | <b>High</b>        | ✓                   |                       |  |
| <b>Environment: Cold Weather</b>              | <b>Hypothermia</b>   | <b>High</b>        | ✓                   | <b>Administrative</b> | ▶ Weather forecast will be checked daily before activity use   |
| <b>Environment: Sun</b>                       | <b>Sunburn</b>   | <b>High</b>        | ✓                   | <b>PPE</b>            | ▶ Sunscreen will be provided for all participants and staff  |
| <b>People: Medical Incident</b>               | <b>Allergic Reaction<br/>Medical Conditions</b>  | <b>Moderate</b>    | ✓                   | <b>Administrative</b> | ▶ At least one supervisor must have a current first aid certificate<br>▶ Supervisors will be alerted to participants with known allergies and medical conditions                                       |
| <b>People: Impairment of activity leaders</b> |  |                    |                     |                       | <b>Fatigue</b>   |
|   | <b>Alcohol / Drugs</b>   | <b>Moderate</b>    |                     | <b>Administrative</b> | ▶ Full alcohol / drug prohibition applies to this activity as per policy   |

*Risk and Hazard Analysis Last Updated: 30 October 2020*



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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

|   |          |
|---|----------|
| <b>SESSION DETAILS:</b>   |          |
| GROUP NAME:   |          |
| Activity Leader Name:   |          |
| Session Date and Time:  |          |
| <b>PRIOR TO ACTIVITY COMMENCING:</b>  |          |
| 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 |
| <b>ACTIVITY TO PROCEED:</b>   | Yes / No |
| <b>ACTIVITY LEADERS INITIALS:</b>   |          |
| <b>AFTER ACTIVITY:</b>  |          |
| Attendance Taken  | Yes / No |
| Participant numbers   |          |
| Activity Leader initials  |          |

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



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# Water-slide - SOP

## Review Note:

30<sup>th</sup> October 2020: This SOP may change rapidly as we implement and test the newly constructed permanent water-slide at CYC Waihola before use by any paying clients. Implementation of the new slide must utilise [Flowchart of Risk Management Processes](#). In the meantime a temporary water/grass slide is in use utilising much of this SOP.

## **Last Review:**

This SOP was last reviewed on 30 October 2020.

## **Activity Summary**

The **new** CYC Waihola Water-slide is a **medium risk activity** that involves participants sliding down a plastic water-slide and into a constructed pool of water to stop.

## **Location**

The permanent location of the Water-slide is next to the CYC Waihola office however presently a temporarily plastic sheet maybe used elsewhere on the camp-site and also sometimes off-site for 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
- ▶ An activity leader is a person that has received instructions from a CYC Paid Staff member in the use of the Water-slide activity

### **Qualifications**

No qualifications are needed for this activity.

### **Supervision Ratios**

When children<sup>98</sup> are present:

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

### **Activity Restrictions**

The following **absolute prohibitions** apply to the water-slide:

- **NO detergent or soap is to be used on the water-slide at ANY TIME.**
- **NO "trains" of multiple persons are to use the water-slide at ANY TIME.**

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 Syndrome<sup>99</sup>.

### **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**

The activity equipment crate contains:

- ▶ Activity Logbook containing:
  - ▷ these current SOPS
  - ▷ a daily Activity Sign-off Sheet
- ▶ A Stanley knife and silage tape for running repairs to the temporary plastic
- ▶ A dry tea-towel for drying slide for running repairs

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

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



- ▶ An orange flag for bottom-end adult to notify the top-end adult that slide is clear at bottom for next participant.

## **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**

### **12 monthly review**

A paid staff member must review and physically inspect the activity every 12 months using the [Flowchart of Risk Management Processes](#) and [Water-slide – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 12 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.
- ▶ Activity leader is to make a close inspection of the water-slide:
  - ▷ Looking for any holes in plastic material that can catch fingers and limbs
  - ▷ Looking for any debris in the pool area or on the grass run-out area that could injure a participant

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

### **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:

- ▶ Safe use of the Water-slide including:
  - ▷ **ABSOLUTELY NO SOAP OR DETERGENT IS PERMITTED ON SLIDE**
  - ▷ **NO INFLATABLE DEVICES TO BE USED ON SLIDE.**
  - ▷ **NO TRAINS ARE PERMITTED ON SLIDE<sup>100</sup>**
  - ▷ **NO STANDING IS PERMITTED ON SLIDE<sup>101</sup>**
  - ▷ **NO GOING SITTING BACKWARDS OR LYING BACKWARDS IS PERMITTED ON SLIDE<sup>102</sup>**
  - ▷ **NO RUN UPS ARE PERMITTED ON SLIDE**
- ▶ Top-end adult and Bottom-end adult have discussed orange flag and flag signals that will occur. Once participant has gone down and exited slide, bottom-end adult will raise flag to notify that the slide is clear for the next participant to enter slide. If bottom-end adult signals with both arms a 'cross' water-slide activity is to be stopped until given the clear by both top and bottom-end adults.

100 Refer to [Good Practice Guide \(Sliding\) \[version 1:2018\]](#) (page 4)

101 Refer to [Good Practice Guide \(Sliding\) \[version 1:2018\]](#) (page 4)

102 Refer to [Good Practice Guide \(Sliding\) \[version 1:2018\]](#) (page 4)

- ▶ waiting location of spectators is to be well clear of the bottom of the slide and waiting participants
- ▶ no one is to walk back up the water-slide to return to the top
- ▶ first turns are always to be sitting and feet first<sup>103</sup>

### **During the activity:**

The Activity Leader and other leaders must ensure the safe separation of the water-slide participants – this means the activity leader must remain at the top of slide at all times whilst it is in use, and there must be a competent adult at the end of water-slide for duration of activity.

### **At the end of the activity:**

At the end of the current session the Activity Leader should ensure:

- ▶ hose is turned off
- ▶ Activity Sign-Off is completed and returned to office.
- ▶ Flag is returned to the office.

## **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.

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 ([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 ([Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

103 Refer to [Good Practice Guide \(Sliding\) \[version 1:2018\]](#) (page 4)

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

## **Specific Legislation relating to this activity**

### **Acts and Regulations**

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

### **Activity Safety Guidelines**

- ▶ None

### **Good Practise Guidelines**

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practice Guide \(Sliding\) \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### **Standards**

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)<sup>104</sup>

## **Technical Advisers for this Activity**

- ▶ CYC Waihola Operations Manager

104 applied to this SOP as an OutdoorsMark Premium Activity

# Water-slide – Risk Analysis

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

| Risk and Hazard Analysis                               |  |                 |                  | Risk Controls  |  |
|--|--|-----------------|------------------|--|--|
|  | Risk   | Risk Rating     | Serious risk     | Control  | Instructions   |
| <b>Equipment: Detergent used on slide</b>              | <b>Spinal Injuries<br/>Head Injuries<br/>Fractures<br/>Internal Injuries<br/>Bruises</b> | <b>Critical</b> | ✓                | <b>Eliminate</b>   | ▶ No detergent will be permitted on slide  |
| <b>Equipment: Inflatables used on slide</b>            |  | <b>Critical</b> | ✓                | <b>Eliminate</b>   | ▶ No inflatables will be permitted on slide  |
| <b>Environment: Collision with another participant</b> |  | <b>High</b>     | ✓                | <b>Isolate</b>   | ▶ Activity Leader will ensure waterslide is clear before letting next one go   |
|  |  | <b>High</b>     |                  | <b>Eliminate</b>   | ▶ No trains will be permitted on slide   |
| <b>People: Inadequate Supervision</b>                  |  | <b>High</b>     | ✓                | <b>Administrative</b>  | ▶ Participants will be supervised by a trained activity leader<br>▶ Clear instructions for use of activity will be given to all participants |
| <b>People: Fooling around</b>                          | <b>High</b>  | ✓               | <b>Eliminate</b> | ▶ No standing will be permitted on slide<br>▶ No going backwards will be permitted on slide<br>▶ No walking back up waterslide will be permitted |  |
| <b>Equipment: Holes in plastic slide</b>               | <b>Digit Entrapment</b>  | <b>High</b>     | ✓                | <b>Eliminate</b>   | ▶ Waterslide will be checked daily for holes and not permitted for use until repaired  |
| <b>Environment: Cold Weather</b>                       | <b>Hypothermia</b>   | <b>High</b>     | ✓                | <b>Administrative</b>  | ▶ Weather forecast will be checked daily before activity use   |
| <b>Environment: Sun</b>                                | <b>Sunburn</b>   | <b>High</b>     | ✓                | <b>PPE</b>   | ▶ Sunscreen will be provided for all participants and staff  |
| <b>People: Impairment of activity leaders</b>          | <b>Fatigue</b>   | <b>Moderate</b> | ✓                | <b>Administrative</b>  | ▶ Activity Leaders and Supervisors must not be fatigued when running this activity   |
|  | <b>Alcohol / Drugs</b>   | <b>Moderate</b> |                  | <b>Administrative</b>  | ▶ Full alcohol / drug prohibition applies to this activity as per policy   |

Risk and Hazard Analysis Last Updated: 30 October 2010



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# Water-slide – Activity Sign-off

▶ Always refer to [Water-slide - SOP](#) for complete instructions in use of this activity

|   |                          |
|---|--------------------------|
| <b>SESSION DETAILS:</b>   |                          |
| GROUP NAME:   |                          |
| Activity Leader Name:   |                          |
| Session Date and Time:  |                          |
| <b>PRIOR TO ACTIVITY COMMENCING:</b>  |                          |
| <b>Please tick ↓</b>  |                          |
| Supervision ratios met  | <input type="checkbox"/> |
| Waterslide Material closely inspected for holes and repaired if necessary                   | <input type="checkbox"/> |
| Waterslide Run-out closely inspected for debris and removed                                 | <input type="checkbox"/> |
| Adults with current First Aid Certificate at activity are:                                  |                          |
|   |                          |
| Current weather conditions checked  | <input type="checkbox"/> |
| Any additional current risks have been assessed and instructions for minimising noted below | <input type="checkbox"/> |
| <b>ACTIVITY TO PROCEED:</b>   |                          |
| <b>ACTIVITY LEADERS INITIALS:</b>   |                          |
| <b>AFTER ACTIVITY:</b>  |                          |
| Attendance Taken  | <input type="checkbox"/> |
| Participant numbers   | <input type="checkbox"/> |
| Activity Leader initials  | <input type="checkbox"/> |

| <b>ADDITIONAL RISK MANAGEMENT (additional to Risk Analyses Table)</b> |      |                |            |               |               |                          |
|---|------|----------------|------------|---------------|---------------|--------------------------|
| 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 30<sup>th</sup> October 2024.

## 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.

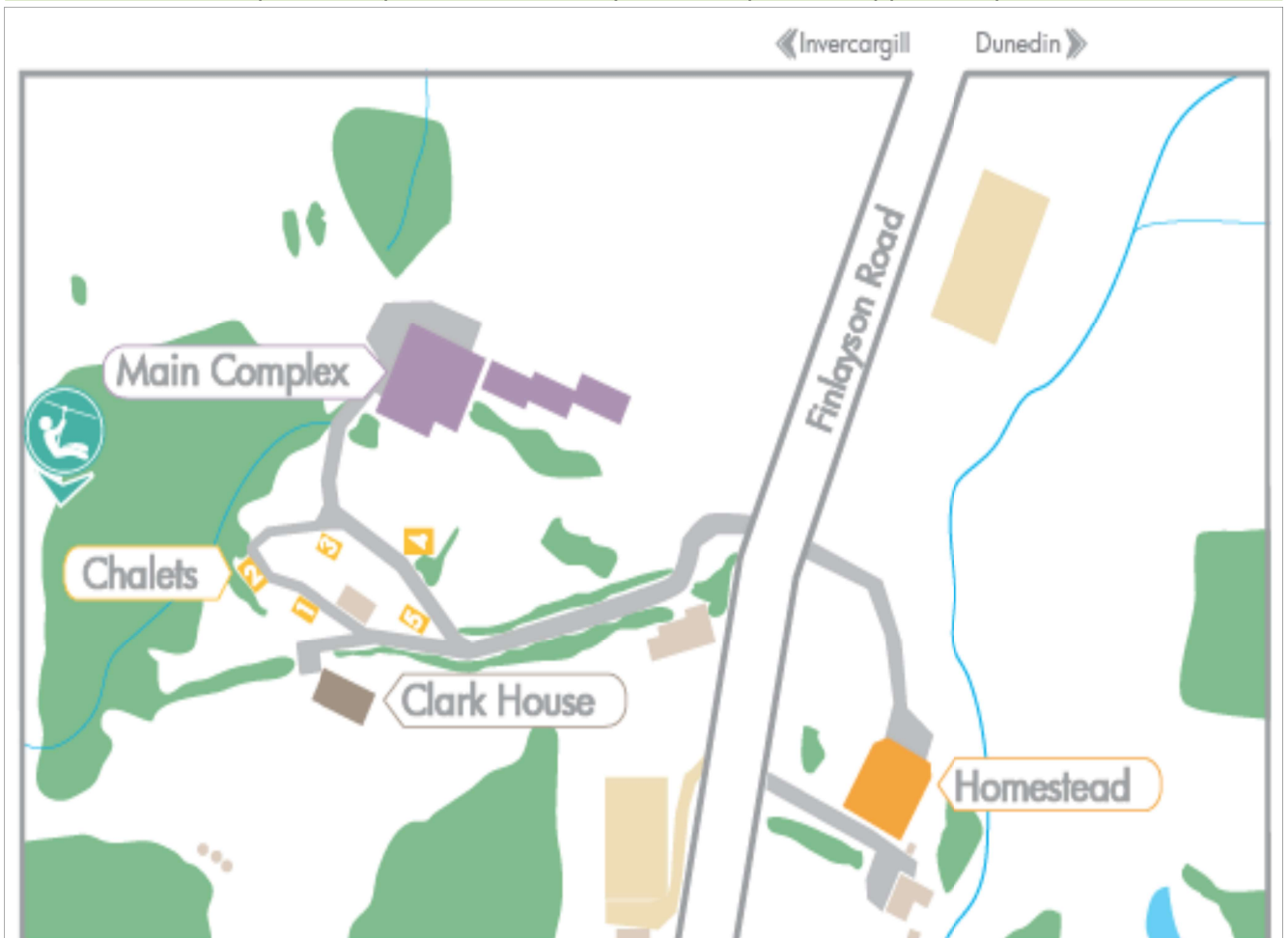
This activity is deemed to be an Adventure Activity under New Zealand law<sup>105</sup>.

## Activity Name Notes

This activity is called a Zipline as per legalisation<sup>106</sup> 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* certification<sup>107</sup>.

105 Refer to [Health and Safety at Work \(Adventure Activities\) Regulations 2016](#)

106 Refer to [Health and Safety at Work \(Adventure Activities\) Regulations 2016](#)

107 A person with a current *CYC Waihola Flying Fox Assistant* certification 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* certification.

## Qualifications

All activity leaders must have at least the following certification:

- ▶ *CYC Waihola Zipline Supervisor*

## Supervision Ratios

The Zipline activity **must have** at the bottom end a competent adult<sup>108</sup> that has received clear and concise instructions from the Activity Leader on how to disembark participants.

When children<sup>109</sup> 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 Restrictions<sup>110</sup>

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 100kg or with a height greater than 185cm.
- ▶ 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 Syndrome<sup>111</sup>.

## 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** Zipline participant restrictions:
  - must be over 5 years old
  - must be under 100kgs and under 185cm high
  - must not have heart conditions, be pregnant or had a head injury (including concussion) within the last 3 weeks
- 2** Stay out of loading area until given permission
- 3** Participants must wear harness and helmet
- 4** Participants must remain upright and hold lanyard with both hands while flying.

This launch platform is to have on it:

- ▶ a defined demarcation line 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.

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

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

110 Refer to [Activity Safety Guideline \(Highwire and Swings\) \[version 3:2018\]](#) (page 45)

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

- ▶ 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.

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
- ▶ several harnesses of different sizes each with the following:
  - ▷ attached double<sup>112</sup> 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
- ▶ a staff harness with
  - ▷ a rear attached safety lanyard for attachment to safety tether point rail
  - ▷ a front attached double<sup>113</sup> red/blue short cows-tail lanyard with two safety karabiners on the top and two Maillon Rapide "D" connectors attaching lanyard to the harnesses for use in mid-line rescues
- ▶ several velocity brand pulleys
- ▶ several climbing helmets of various sizes
- ▶ a karabiner attached to a length of rescue rope
- ▶ pens and pencils for recording in logbook
- ▶ basic first aid kit<sup>114</sup>
- ▶ A whistle and a radio.
- ▶ Pre-activity check-list.

The landing platform is to have a separate equipment box that contains:

- ▶ a bottom end adult harness with
  - ▷ a rear attached safety lanyard for attachment to safety tether point
- ▶ A climbing helmet for bottom end adult to wear
- ▶ A mid-line rescue kit (red bag) containing:
  - ▷ a HaulerBiner Compact Rescue Kit
  - ▷ 40m of static climbing rope with attached karabiners
- ▶ A red "vege crate" for standing on to disembark shorter participants
- ▶ A whistle and a radio.

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

**No 3<sup>rd</sup> party equipment is permitted for this activity.**

## **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 Scale<sup>115</sup>

112 Refer to [Activity Safety Guideline \(Highwire and Swings\) \[version 3:2018\]](#) (page 20)

113 Refer to [Activity Safety Guideline \(Highwire and Swings\) \[version 3:2018\]](#) (page 20)

114 Refer to [Activity Safety Guideline \(Highwire and Swings\) \[version 3:2018\]](#) (page 27)

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



## **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.

- ▶ Visual inspection of these paint marks will form part of the daily pre-checks
- ▶ Closer inspection of these paint marks along with torque checks will form part of the operational checks.

### **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 again<sup>116</sup>

### **2 Yearly Review**

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

This review will be done using the [Flowchart of Risk Management Processes](#), [Zipline – Risk Analysis](#) and [Zipline – 3 Monthly Operational Checks](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

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

### **Adventure Activity Reviews**

This activity is required to be audited by an external auditor every 3 years (e.g. an OutdoorsMark approved auditor) under the [Health and Safety at Work \(Adventure Activities\) Regulations 2016](#)

- ▶ At least once between audits this activity must be reviewed by a competent external reviewer<sup>117</sup>
- ▶ In other years a comprehensive internal [2 Yearly Review](#)<sup>118</sup> is to occur.

### **Regular Operational Checks**<sup>119</sup>

A paid staff member that holds a *CYC Waihola Zipline Instructor* certificate must inspect the activity at the start of the accommodation season (i.e. generally October) and then at least at 3 month intervals after this using the [Zipline – 3 Monthly Operational Checks](#) form to sign off on the comprehensive safety of the activity

- ▶ During the winter season 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-check**<sup>120</sup>

The following are to be completed before this activity is permitted to commence each day:

- ▶ Visual inspection of the structure, staff PPE and participant equipment.
  - ▷ Any failed checks must be remedied before the activity can begin.
  - ▷ Failed equipment checks (i.e. a participant harness or karabiner) means the failed item must be removed from use until repaired.
  - ▷ Failed structural checks means the Zipline is closed until repaired. A full operational check must occur before activity is able to be used again in this instance.

116 Refer to [Activity Safety Guideline \(Highwire and Swings\) \[version 3:2018\]](#) (page 23)

117 Refer to [Activity Safety Guideline \(Highwire and Swings\) \[version 3:2018\]](#) (page 86)

118 Refer to [Activity Safety Guideline \(Highwire and Swings\) \[version 3:2018\]](#) (page 81)

119 Refer to [Activity Safety Guideline \(Highwire and Swings\) \[version 3:2018\]](#) (page 24)

120 Refer to [Activity Safety Guideline \(Highwire and Swings\) \[version 3:2018\]](#) (page 24)

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
  - ▷ The Activity Leader must check wind conditions - if wind is creating a falling branch hazard in Douglas Fir Plantation then Zipline activity cannot be run.
- ▶ Records of these daily pre-check must be completed by the Activity Leader using the [Zipline – Activity Sign-off Sheet](#) located in the Zipline logbook.

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

Prior to departure to activity location the Activity Leader should ensure that everyone has been told:

- ▶ to wear or take warm clothing<sup>121</sup>
- ▶ put on suitable footwear

The Activity Leader must 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 visual hand signals that have been explained.
  - ▷ All braking tyres is to be completely past the middle upright of the landing platform safety barrier (i.e. towards the launch end).
  - ▷ Bottom End Adult will be instructed to not 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 using hand signals
  - ▷ If there are any issues then use the crossed arms signal 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 harness<sup>122</sup> 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 100kg and under 185cm (if appropriate then point out pregnant and/or persons with heart conditions / concussion are not permitted to ride the zipline).

121 Refer to [Activity Safety Guideline \(Highwire and Swings\) \[version 3:2018\]](#) (page 31)

122 Refer to [Activity Safety Guideline \(Highwire and Swings\) \[version 3:2018\]](#) (page 27)

- ▷ The risk will be disclosed to participants that the equipment is suited for those who are under those weight and height. Therefore those over the weight and height restrictions will be refused and will not be able to undergo the activity.
- ▷ Only one participant in the working area past the demarcation 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.

Activity Leader will continually identify and manage risk levels during activity and with each new group of participants.

### **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. A height stick will be at the zipline to determine that participants sit under the maximum height allowed.

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**:

- 1 Pulley is fitted over top of wire rope and both main karabiner on red lanyard and secondary karabiner on blue lanyard are connected to pulley. Check that the "karabiner gates" are locked shut
- 2 Check retrieval rope bag is secured on harness to left side of persons hip.
- 3 Activity Leader does final "sanity" check of harness attachment to zipline pulley and correct fit of harness
- 4 Activity Leader will use the hand signals 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:**

At the end of the activity the Activity Leader must:

- ▶ 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 locked<sup>123</sup>
- ▶ 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.

<sup>123</sup> Refer to [Activity Safety Guideline \(Highwire and Swings\) \[version 3:2018\]](#) (page 25)

Refer to [First Aid Kits](#)

## Emergency Training<sup>124</sup>

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](#)

## Circumstantial Change

### Environmental

- ▶ If weather issues dictate running of activity, activity must then be halted.
- ▶ All gates and equipment boxes must be locked.
- ▶ Staff to oversee supervising adults to evacuate participants away from activity area and into a safe zone, until such a time activity can be resumed if applicable.

### People

- ▶ If a staff member or someone helping run the activity becomes incapacitated the activity will immediately halt, one staff member to oversee supervising adults to remove participants from area.
- ▶ All gates and equipment boxes must be locked.
- ▶ Follow all first aid procedures if applicable.
- ▶ Activity can resume once adequate help and supervision is maintained if applicable.

## 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:

- ▶ 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 crossed arms signal.

124 Refer to [Activity Safety Guideline \(Highwire and Swings\) \[version 3:2018\]](#) (page 15)

- ▶ 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 6:1 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 7:1 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 on a zipline 14m high and rescue attempts have failed.

## **Fatigue Risk Assessment**<sup>125</sup>

### **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 ([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**<sup>126</sup>

### **Activity Risk Assessment**

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

125 Refer to [Activity Safety Guideline \(Highwire and Swings\) \[version 3:2018\]](#) (page 44)

126 Refer to [Activity Safety Guideline \(Highwire and Swings\) \[version 3:2018\]](#) (page 15)

## **Organisational Risk**

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

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

## **Post Major Incident Testing**

All staff involved in the running of the Zipline activity resulting in a major accident/incident will be required to undertake post incident drug and alcohol test.

## **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 \(Highwire and Swings\) \[version 3:2018\]](#) (referenced throughout footnotes)

### **Good Practise Guidelines**

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

### **Standards**

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

## **Technical Advisers for this Activity**

- ▶ CYC Waihola Operations Manager
- ▶ Technical Advisor / Expert:
  - ▶ Karl Boielle of Dynamic Access & Adventure



## Zipline – Risk Analysis<sup>127</sup>

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

| <b>Risk and Hazard Analysis</b>                  |                          |                 |              | <b>Risk Controls</b>  |  |
|--|--------------------------|-----------------|--------------|-----------------------|--|
| Hazard   | Risk                     | Risk Rating     | Serious risk | Control               | Instructions   |
| <b>People: Incorrect use of Flying Fox</b>       | <b>Fall from Height</b>  | <b>Critical</b> | ✓            | <b>Administrative</b> | ▶ All Activity Leaders must remain currently trained   |
| <b>People: Harness not correctly fitted</b>      |                          | <b>Critical</b> | ✓            |                       |  |
| <b>Equipment: Harness or attachment failing</b>  |                          | <b>High</b>     | ✓            | <b>Administrative</b> | ▶ Harness checks will be part of daily pre-check   |
| <b>Equipment: Pulley Failure</b>                 |                          | <b>High</b>     | ✓            | <b>Administrative</b> | ▶ Pulley checks will be part of daily pre-check  |
| <b>Equipment: Wire rope breaking</b>             |                          | <b>Moderate</b> | ✓            | <b>Administrative</b> | ▶ Wire rope and connector checks will be part of daily pre-check   |
| <b>People: Falling off the platform</b>          |                          | <b>Moderate</b> | ✓            | <b>Isolate</b>        | ▶ Platform gate will be shut when flyer not departing<br>▶ Platform gate will be locked when flying fox not in use             |
|  |                          |                 |              | <b>PPE</b>            | ▶ Staff working in active areas will wear harness and tethered to safety rail.   |
| <b>People: Collision with adult catcher</b>      | <b>Head Injury</b>       | <b>Moderate</b> | ✓            | <b>Engineering</b>    | ▶ Correct number of tyres will slow participants<br>▶ Adult at bottom end is to stand clear of arriving participants           |
| <b>People: Collision with other participants</b> |                          | <b>Moderate</b> |              | <b>Eliminate</b>      | ▶ Only one participant on the Zipline at a time unless a rescue is being performed   |
| <b>Equipment: Collision with tyres</b>           |                          | <b>Moderate</b> |              | <b>PPE</b>            | ▶ Participants will wear helmets   |
| <b>Equipment: Pulley dropped on head</b>         |                          | <b>Moderate</b> |              | <b>Isolate</b>        | ▶ Activity Leader, catcher and all participants will wear helmets  |
| <b>Environment: Wind blown branches</b>          |                          | <b>Low</b>      |              | <b>Eliminate</b>      | ▶ Wire will be checked prior to participant departure  |
| <b>Equipment: Participant not reaching end</b>   | <b>Suspension Trauma</b> | <b>Moderate</b> |              | <b>PPE</b>            | ▶ Participant will have a retrieval rope attached to them<br>▶ Participant will have sling to take weight off attached to them |
| <b>People: Impairment of Activity Leaders</b>    | <b>Fatigue</b>           | <b>High</b>     | ✓            | <b>Administrative</b> | ▶ Fatigue control applies to this activity as per policy   |
|  | <b>Alcohol / Drugs</b>   | <b>High</b>     |              | <b>Administrative</b> | ▶ Full alcohol / drug prohibition applies to this activity as per policy   |

Risk and Hazard Analysis Last Updated: 17 November 2021

127 Refer to [Activity Safety Guideline \(Highwire and Swings\) \[version 3:2018\]](#) (page 17)



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Current version can be found on the file server at:  
<https://documents.cycwaiholā.org.nz/xkcd/safety-management-policy/>

Current Version: 2023.11

# Zipline – Maintenance Log Record

|                                |  |
|--------------------------------|--|
| Maintenance Date:              |  |
| Person performing Maintenance: |  |

## Maintenance Notes

|   |  |
|---|--|
| <p>Record all maintenance performed:</p> <p><b>Please note:</b><br/>Major repairs require WorkSafe NZ notification and engineers sign-off</p> |  |
|---|--|

|                               |                    |
|-------------------------------|--------------------|
| <b>Sign-off</b>               |                    |
| Zipline Good to Use:          | <b>PASS / FAIL</b> |
| Maintenance Person Signature: |                    |



# Zipline – 3 Monthly Operational Checks

**Remember to take the following tools:**

- Shifting Spanner
- Paint Marker
- Callipers
- Steel Ruler and Tape Measure
- Pencil

|                        |  |
|------------------------|--|
| Check Date:            |  |
| Last Check Date:       |  |
| Staff Member Checking: |  |

**Report Reviews**

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

**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 <sup>128</sup> : | Pass / Fail  |
| Pole Strap Bands Check:                      | Pass / Fail  |
| Wire Rope Ø measurement:                     | Platform End Measurement:<br>Bottom End Measurement:   |
| Support Pole Checking Crack <sup>129</sup> : | 2339mm from Ring:<br>1970mm from Ring:<br>1750m from Ring:<br>1445mm from Ring:<br>1077mm from Ring:<br>860mm from Ring:<br>552mm from Ring: |

**Launching Platform Checks**

|                           |             |
|---------------------------|-------------|
| Structural Visual Check:  | Pass / Fail |
| Safety Gate Check:        | Pass / Fail |
| Safety Tether Rail Check: | Pass / Fail |
| Signs Check:              | Pass / Fail |

**PLEASE TURN OVER**

**128 Mechanical Fastenings Check**

- Check all wire grips/nuts/bolts for mechanical tightness
- Apply new different coloured paint-marks if required and record date on both top end and bottom end structures.

**129 Support Pole Checking Distances**

- Distances are measured from stay ring bolt through support pole to measurement point

**Equipment Checks**

|  |             |
|--|-------------|
| # of uses since last check <sup>130</sup> :      |             |
| Pulley Visual / Integrity Check <sup>131</sup> : | Pass / Fail |
| Karabiner Visual / Integrity Check:              | Pass / Fail |
| Mallon Rapide "D" Visual / Integrity Check:      | Pass / Fail |
| Lanyard Visual / Integrity Check:                | Pass / Fail |
| Harness Visual / Integrity Check:                | Pass / Fail |
| Helmet Visual / Integrity Check:                 | Pass / Fail |
| Overall Equipment Integrity Check:               | Pass / Fail |
| Logbook Present:                                 | Yes / No    |

**Sign Off**

|                            |                    |
|----------------------------|--------------------|
| Zipline Operational check: | <b>PASS / FAIL</b> |
| Staff Member Signature:    |                    |

**Review Notes**

|   |  |
|---|--|
| Notes relating to this check:<br>(include any reviews needed) |  |
|---|--|

**130 Uses Since Last Check**

- Uses since last check is taken from Zipline logbook

**131 Equipment Expiry**

- For Karabiner expiry information refer to <https://www.aspiring.co.nz/carabiner-inspection-retirement> and <https://www.climbingtechnology.com/wp-content/uploads/2019/01/instruction-manual-general-g1-g2.pdf>
- For harness, lanyards and other webbing expiry information refer to <https://www.aspiring.co.nz/harness-inspection-retirement/>

# 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:  |  |
| <b>DAILY PRE-CHECKS</b>   |  |
| <p><i>Bottom End Inspection</i></p> <ul style="list-style-type: none"> <li>- 4x Main Line Wire Rope Grips present and paint-marks aligned</li> <li>- 4x Stay Line Wire Rope Grips present and paint-marks aligned (&amp; swage remains in place)</li> <li>- Safety Backup loop in place</li> <li>- Main Line Eyebolt two nuts present and paint-marks aligned</li> <li>- Stay Line Eyebolt two nuts present and paint-marks aligned</li> </ul><br><ul style="list-style-type: none"> <li>- Check of wire for hung up branches</li> </ul>  | <p>Yes / No<br/>                 Yes / No<br/>                 Yes / No<br/>                 Yes / No<br/>                 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"> <li>- Main Line Swage in place</li> <li>- 4x Stay Line Wire Rope Grips present and paint-marks aligned (&amp; swage remains in place)</li> <li>- Safety Backup loop in place</li> <li>- Main Line Eyebolt two nuts present and paint-marks aligned</li> <li>- Stay Line Eyebolt two nuts present and paint-marks aligned</li> </ul><br><ul style="list-style-type: none"> <li>- 2x Support pole tension bands present and in correct locations</li> </ul> | <p>Yes / No<br/>                 Yes / No<br/>                 Yes / No<br/>                 Yes / No<br/>                 Yes / No</p> <p>Yes / No</p> <p>Pass / Fail</p> |
| <p><i>Harness &amp; Lanyard Safety Inspection</i></p> <ul style="list-style-type: none"> <li>- Harness Seams secure</li> <li>- All harness buckles present</li> <li>- Lanyard Seams Secure</li> <li>- Two karabiners per lanyard present and working correctly</li> <li>- Retrieval bags present on each harness</li> </ul><br><ul style="list-style-type: none"> <li>- Staff PPE and tether rail visually safe</li> </ul>  | <p>Yes / No<br/>                 Yes / No<br/>                 Yes / No<br/>                 Yes / No<br/>                 Yes / No</p> <p>Yes / No</p> <p>Pass / Fail</p> |
| <p><i>Pulley Safety Inspection</i></p> <ul style="list-style-type: none"> <li>- Two internal pulleys free wheeling</li> <li>- Lock nuts tight</li> </ul>  | <p>Yes / No<br/>                 Yes / No</p> <p>Pass / Fail</p>   |
| <p><i>Wire Load Test</i></p> <ul style="list-style-type: none"> <li>- Wire Load Test Completed</li> </ul>   | <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        |
| Bottom End Adult in place and given full instructions for disembarking participants           | Yes / No        |
| Adults with current First Aid Certificate on-site are:  |                 |
| Any current risks have been assessed and instructions for minimising noted below              |                 |
| <b>ACTIVITY TO PROCEED:</b>   |                 |
| Yes / No  |                 |
| Activity Leader Name:   |                 |
| AFTER ACTIVITY RECORDS:   |                 |
| Total number of unique participants:  |                 |
| Total number of turns had:  |                 |
| Total number of hours/minutes in use:   |                 |
| 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 |
|  |      |                |            |               |               |                          |
|  |      |                |            |               |               |                          |

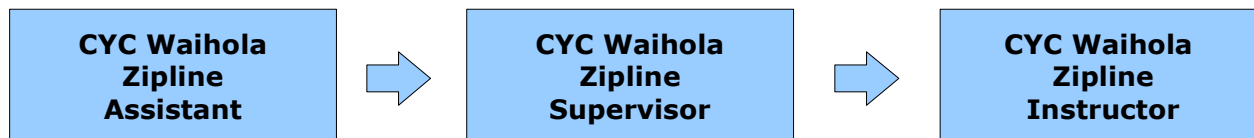
**Comments (note any additional instructors, supervisors or assistants present):**



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# Zipline – Training

## Internal Training Pathway



## Certifications

### CYC Waihola Zipline Assistant Certification

#### Online Course Link

- ▶ Coming soon

#### Certification Expiry

This certification expires after 2 years from date of completion.

- ▶ Renewing requires repeating all the requirements of the online training course again.

#### Certification Prerequisites:

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

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

### CYC Waihola Zipline Supervisor Certification

#### Online Course Link

Coming soon

#### Certification Expiry

This certification expires after 2 years from date of completion.

- ▶ Renewing requires repeating all the requirements of the online training course again.

#### Certification 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 Certification](#)
  - ▶ 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

### CYC Waihola Zipline Instructor Certification

#### Certification Expiry

This qualification expires after 2 years from date of completion.

- ▶ Renewing requires a peer review.

#### Certification 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 Certification](#)
- ▶ 20 years or older

## Training Session Details

|                   |  |
|-------------------|--|
| Date:             |  |
| Trainee Name:     |  |
| Instructors Name: |  |

| Assessment Criteria   | Tick Passed | Trainee Initials |
|---|-------------|------------------|
| <b>A. Risk Management &amp; Pre-session Planning</b>  |             |                  |
| * Have completed and are current in the CYC Waiholā <a href="#">Risk Management Training</a>  |             |                  |
| * Basic understanding of the identified hazards and risks involved with running the zipline activity  |             |                  |
| * Basic understand the training pathway for this activity including the role of an assistant  |             |                  |
| * Basic understanding of the supervision ratios for the activity and roles of the Activity Leader, catching adult and other adults present at the launch platform   |             |                  |
| * Understanding reasons not to run the activity and what are reasons for stopping the activity  |             |                  |
| * Basic understanding of the safety gear that is used for the activity <ul style="list-style-type: none"> <li>• Helmets – including for the catching adult</li> <li>• Harnesses and lanyards</li> <li>• Pulleys</li> </ul>  |             |                  |
| * Basic understanding of Emergency Procedures understood including the 3 methods of participant rescue  |             |                  |
| * Appropriate clothing and footwear for participants  |             |                  |
| <b>B. Activity Pre-check</b>  |             |                  |
| * Understand basic daily pre-checks and the reason for them.  |             |                  |
| <b>C. Introduction and rules for session</b>  |             |                  |
| * Understand the bottom end adult instructions and demonstrate hand signals   |             |                  |
| * Understand the reason for the posted rules <ul style="list-style-type: none"> <li>• Zipline participant restrictions:               <ul style="list-style-type: none"> <li>○ must be over 5 years old</li> <li>○ must be under 100kgs and under 185cm high</li> <li>○ must not have heart conditions, be pregnant or had a head injury (including concussion) within the last 3 weeks</li> </ul> </li> <li>• Stay out of loading area until given permission</li> <li>• Participants must wear harness and helmet</li> <li>• Participants must remain upright and hold lanyard with both hands while flying.</li> </ul> |             |                  |
| * Understand the reason for the non posted rules <ul style="list-style-type: none"> <li>• 3 persons only in the “working area” of the platform – activity leader and immediate participant (ignore you as reviewer)</li> <li>• One person on the line at any time – includes not connecting next participant until bottom end is clear</li> <li>• Telling participants to not drag karabiners and pulleys on ground when coming back</li> </ul>   |             |                  |
| <b>D. Running a session</b>   |             |                  |
| * Demonstrate how to put harness on correctly and double check correct fit  |             |                  |
| * Verbalise and demonstrate how to place a participant on the zipline using the 5-step process.   |             |                  |
| * Understand crowd control of waiting participants  |             |                  |
| <b>E. End of Session</b>  |             |                  |
| * Understand the importance of putting the gear away securely.  |             |                  |
| * Verbalise how to raise safety concerns  |             |                  |

## Training Session Sign-off

|   |      |      |
|---|------|------|
| This trainee has passed this instruction course | Pass | Fail |
|---|------|------|

|                        |  |
|------------------------|--|
| Instructors Signature: |  |
| Certification Date:    |  |



## Training Session Details

|                   |  |
|-------------------|--|
| Date:             |  |
| Trainee Name:     |  |
| Instructors Name: |  |

| Assessment Criteria   | Tick Passed | Trainee Initials |
|---|-------------|------------------|
| <b>A. Review previous training</b>  |             |                  |
| * Review <a href="#">Zipline – Training: Supervisor Certification</a> requirements  |             |                  |
| <b>B. Risk Management &amp; Pre-session Planning</b>  |             |                  |
| * Basic understanding how this activity fits with the <a href="#">Health and Safety at Work (Adventure Activities) Regulations 2016</a>   |             |                  |
| * Full understanding of the pre-defined hazards and risks of the zipline understood   |             |                  |
| * Full understanding of the reasons not to run the activity and what are reasons for stopping the activity  |             |                  |
| * Full understanding of the reasoning and use of the safety gear that is used for the activity <ul style="list-style-type: none"> <li>• Helmets – including for the catching adult</li> <li>• Harness for Activity Leader and fall restraint bar</li> <li>• Harnesses and lanyards</li> <li>• Pulleys</li> </ul>  |             |                  |
| * Full understanding of the safety rules of this activity <ul style="list-style-type: none"> <li>• Max loading</li> <li>• Harness requirements</li> <li>• One person at a time across wire</li> </ul>   |             |                  |
| * Understand the roles of the Activity Leader, catching adult and other adults present at the launch platform   |             |                  |
| * Understand the need for warm clothing and what is suitable footwear   |             |                  |
| <b>C. Activity Pre-checks</b>   |             |                  |
| * Demonstrating how to perform a visual pre-check of all equipment including: <ul style="list-style-type: none"> <li>• wire rope clear of obstructions</li> <li>• wire rope attachment points including paint-marks</li> <li>• Pulley and karabiner integrity</li> <li>• Harness and lanyard integrity</li> <li>• Launch platform integrity</li> </ul>  |             |                  |
| * Explain procedures for a failed visual check  |             |                  |
| * Completing the activity pre-check sheet in the logbook  |             |                  |
| <b>D. Bottom End Adult Instructions</b>   |             |                  |
| * Demonstrate giving instructions for the adult stationed at the bottom end of the zipline: <ul style="list-style-type: none"> <li>• must wear helmet</li> <li>• positioning and communication procedures regarding the number of tyres</li> <li>• how to and how not to catch participant</li> <li>• how to disconnect the participant from the wire</li> <li>• where to stand</li> <li>• procedures for a failed catch including the role of the Activity Leader vs. bottom end adult</li> <li>• no cellphones</li> </ul>   |             |                  |
| * Demonstrate knowledge of the number of tyres per participant and the appropriate hand signals.  |             |                  |
| <b>E. Introduction and Rules for Session</b>  |             |                  |
| * Demonstrate an introductory talk for participants   |             |                  |
| * Rules must be given: <ul style="list-style-type: none"> <li>• Zipline participant restrictions: <ul style="list-style-type: none"> <li>○ must be over 5 years old</li> <li>○ must be under 100kgs and under 185cm high</li> <li>○ must not have heart conditions, be pregnant or had a head injury (including concussion) within the last 3 weeks</li> </ul> </li> <li>• Stay out of loading area until given permission</li> <li>• Participants must wear harness and helmet</li> <li>• Participants must remain upright and hold lanyard with both hands while flying.</li> </ul> |             |                  |

# PLEASE TURN OVER

## F. Running a Session

|   |   |  |  |
|---|---|--|--|
| * | Demonstrate correct use of Activity Leader harness and fall restraint   |  |  |
| * | Demonstrate how to put harness on correctly and double check correct fit on participants  |  |  |
| * | Demonstrate and verbalise the five step process of sending participant across zipline <ol style="list-style-type: none"> <li>1. Attach pulley correct way around to zipline wire with <b>both</b> primary and secondary karabiners</li> <li>2. Check of retrieval rope</li> <li>3. "Sanity" check of harness and attachment for correct fit and attachment</li> <li>4. Communicate with bottom end adult the number of tyres and that participant is departing</li> <li>5. Latching gate after every participant</li> </ol> |  |  |
| * | Explain why pulley direction is important   |  |  |
| * | Verbalise dealing with: <ul style="list-style-type: none"> <li>• misbehaviour at launch platform</li> <li>• distractions at launch platform</li> <li>• wind coming up during the activity</li> </ul>  |  |  |

## G. Emergency Scenarios

|   |   |  |  |
|---|---|--|--|
| * | Understand and demonstrate procedures for treating a fall from height resulting in suspected spinal or head injury      |  |  |
| * | Understand, participate in and demonstrate the procedures for all 3 mid-line rescue methods including when to use each. |  |  |

## H. End of Session

|   |   |  |  |
|---|---|--|--|
| * | Shutting and padlocking gate on platform  |  |  |
| * | Record Keeping: <ul style="list-style-type: none"> <li>• Completing the activity logbook including:</li> <li>• logging hours completed by active CYC Zipline Assistants</li> <li>• Accident / Near miss reporting procedures</li> </ul> |  |  |
| * | Securing all equipment back to correct location   |  |  |

## Training Session Sign-off

|  |             |             |
|--|-------------|-------------|
| <b>This trainee has passed this instruction course</b> | <b>Pass</b> | <b>Fail</b> |
|--|-------------|-------------|

## Supervisor Certification

|  |            |           |
|--|------------|-----------|
| <i>For supervisor certification the following prerequisites must be met:</i>                                   |            |           |
| Trainee is at least 20 years old   | Yes        | No        |
| Leader has completed at least 10 hours as certified zipline assistant  | Yes        | No        |
| OR   |            |           |
| Has passed both supervisor and assistant training in one session to the satisfaction of the Operations Manager | Yes        | No        |
| <b>This leader is approved as a supervisor</b>   | <b>Yes</b> | <b>No</b> |

## Overall Comments

|                        |  |
|------------------------|--|
| Instructors Signature: |  |
|------------------------|--|



|                     |  |
|---------------------|--|
|                     |  |
| Certification Date: |  |

## Training Session Details

|                   |  |
|-------------------|--|
| Date:             |  |
| Trainee Name:     |  |
| Instructors Name: |  |

| Assessment Criteria   | Tick Passed | Trainee Initials |
|---|-------------|------------------|
| <b>A. Review Previous Training</b>  |             |                  |
| * Review <a href="#">Zipline – Training: Supervisor Certification</a> requirements  |             |                  |
| <b>B. Risk Management &amp; Pre-session Planning</b>  |             |                  |
| * Full understanding of the details of the <a href="#">Zipline - SOP</a>  |             |                  |
| * Help review the Zipline SOPs for improvements   |             |                  |
| <b>C. Training</b>  |             |                  |
| * Demonstrating satisfactorily training a new assistant in the zipline.   |             |                  |
| * Demonstrating satisfactorily training a new supervisor in the zipline.  |             |                  |
| <b>D. Administrative</b>  |             |                  |
| * Perform a full operational check of the zipline   |             |                  |
| * Record Keeping: <ul style="list-style-type: none"> <li>Understanding procedures for successfully trained personal.</li> </ul> |             |                  |
| * Understand how to deal with safety concerns that have been raised from persons involved in this activity.                     |             |                  |

## Training Session Sign-off

|  |             |             |
|--|-------------|-------------|
| <b>This trainee has passed this instruction course</b> | <b>Pass</b> | <b>Fail</b> |
|--|-------------|-------------|

|                        |  |
|------------------------|--|
| Instructors Signature: |  |
| Certification Date:    |  |

## Peer Review Session Details

|                       |  |
|-----------------------|--|
| Date:                 |  |
| Activity Leader Name: |  |
| Reviewer Name:        |  |

| Assessment Criteria  | Tick Reviewed | Comment Mark |
|--|---------------|--------------|
| <b>A. Risk Management &amp; Pre-session Planning</b>   |               |              |
| * Is their CYC Waihola <a href="#">Risk Management Training</a> and <a href="#">Zipline – Training: Supervisor Certification</a> current?  |               |              |
| * Have the minimum supervision ratios for the activity been checked and met? <ul style="list-style-type: none"> <li>1 adult : 5 children</li> <li>3 adults (two at top and one at bottom if children present)</li> <li>OR 2 adults (one at top and one catching if children are not present)</li> </ul>  |               |              |
| * Have appropriate clothing (warm) and footwear (no jandals/bare feet) for participants been outlined before leaving camp?   |               |              |
| * Have any extra hazards and risks of the Zipline noted in logbook before the activity starts?   |               |              |
| * Have reasons not to run the activity been checked?   |               |              |
| * Have the roles of other adults been explained to them?   |               |              |
| <b>B. Activity Pre-checks</b>  |               |              |
| * Has daily pre-check been completed and logged in logbook before activity commenced? <ul style="list-style-type: none"> <li>paintmark checks of critical connections been completed</li> <li>visual check of pulleys and karabiner integrity completed</li> <li>visual check of harness and lanyard integrity completed</li> <li>visual check of launch platform completed</li> </ul>   |               |              |
| <b>C. Bottom End Adult Instructions</b>  |               |              |
| * Have instructions for the adult at the bottom end of the Zipline been given? <ul style="list-style-type: none"> <li>must wear helmet at all times</li> <li>how to “receive” and disconnect participants before rebound (includes pulley staying on karabiner and being carried back to top end without dragging in dirt)</li> <li>how to reset tyres ready for next participant and ensuring line is clear</li> <li>communication procedures with the activity leader (arm signals for numbers of tyres)</li> <li>procedures for a failed catch</li> <li>where to stand</li> <li>no cellphones</li> </ul>                              |               |              |
| <b>D. Introduction, Rules and Running a Session</b>  |               |              |
| * Has Activity Leader fitted and connected themselves into fall restraint harness?   |               |              |
| * Has suitable introductory talk for participants been given?  |               |              |
| * Have all the posted rules for the Zipline been verbally outlined to all participants? <ol style="list-style-type: none"> <li>Zipline participant restrictions: <ul style="list-style-type: none"> <li>must be over 5 years old</li> <li>must be under 100kgs and under 185cm high</li> <li>must not have heart conditions, be pregnant or had a head injury (including concussion) within the last 3 weeks</li> </ul> </li> <li>Stay out of loading area until given permission</li> <li>Participants must wear harness and helmet</li> <li>Participants must remain upright and hold lanyard with both hands while flying.</li> </ol> |               |              |
| * Have additional “non-posted” rules been followed? <ul style="list-style-type: none"> <li>One person on the line at any time - includes not connecting next participant until bottom end is clear</li> <li>Telling participants to not drag karabiners and pulleys on ground when coming back</li> </ul>  |               |              |
| * Have harnesses been put on correctly and of a tight enough manner for each participant?  |               |              |
| * Has each and every participant had their harness checked each and every time?  |               |              |
| * Has the five step process of sending participant across Zipline been followed in order? <ol style="list-style-type: none"> <li>Attach pulley to flying fox wire with <b>both</b> primary and secondary karabiners</li> <li>Check of retrieval rope</li> <li>“Sanity” check of harness tightness and correct fit and karabiner attachment</li> <li>Communicate with catching adult that participant is on their way</li> <li>Locking gate after every participant</li> </ol>  |               |              |
| * Has crowd been controlled safely?  |               |              |

# PLEASE TURN OVER

## E. End of a Session

|   |  |  |  |
|---|--|--|--|
| * | Has gate on Zipline been shut and locked before departure?   |  |  |
| * | Has logbook be completed correctly with numbers recorded?    |  |  |
| * | Has all equipment been returned to correct locked locations? |  |  |

## G. Emergency Scenarios

|   |   |  |  |
|---|---|--|--|
| * | Explain what to do in a fall from height scenario?                      |  |  |
| * | Explain the 3 methods of rescue and what to do in a mid line retrieval? |  |  |

## Training Session Sign-off

|   |             |             |
|---|-------------|-------------|
| <b>This trainee has passed this peer review</b> | <b>Pass</b> | <b>Fail</b> |
|---|-------------|-------------|

## Comments from Peer Review

|  |
|--|
|  |
|--|

|                       |  |
|-----------------------|--|
| Reviewer's Signature: |  |
| Certification Date:   |  |

# Appendix 1: Glossary & Diagrams

## Appendix 1.1 Glossary of Terms

The following definitions and terms are used in this document.

| <b>Term / Definition</b>                        | <b>Description</b>   |
|---|--|
| <i>AAO Regulations</i>                          | Adventure Activity Operator Regulations as defined by New Zealand law.<br><br><i>Refer to <a href="#">Health and Safety at Work (Adventure Activities) Regulations 2016</a></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.<br><br>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.<br><br>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 <a href="#">Support Adventure Website</a>  |
| <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 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 (GPG)</i> | Good Practise Guidelines found on the <a href="#">Support Adventure Website</a>   |
| <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 <a href="http://www.legislation.govt.nz/glossary.aspx#l">http://www.legislation.govt.nz/glossary.aspx#l</a> describes legislation.<br><br>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>            | <a href="http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976877.html">http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976877.html</a> defines a notifiable event as one of the following: <ul style="list-style-type: none"> <li>▶ 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"> <li>▷ an escape, a spillage, or a leakage of a substance; OR</li> <li>▷ an implosion, explosion, or fire; OR</li> <li>▷ an escape of gas or steam; OR</li> <li>▷ an escape of a pressurised substance; OR</li> <li>▷ an electric shock; OR</li> <li>▷ the fall or release from a height of any plant, substance, or thing; OR</li> <li>▷ 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</li> <li>▷ the collapse or partial collapse of a structure; OR</li> <li>▷ the collapse or failure of an excavation or any shoring supporting an excavation; OR</li> <li>▷ the inrush of water, mud, or gas in workings in an underground excavation or tunnel; OR</li> <li>▷ the interruption of the main system of ventilation in an underground excavation or tunnel; OR</li> <li>▷ a collision between 2 vessels, a vessel capsize, or the inrush of water into a vessel; OR</li> <li>▷ any other incident declared by regulations to be a notifiable incident for the purposes of this section.</li> </ul> </li> </ul> |
| <i>Notifiable Injury</i>              | <a href="http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976868.html">http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976868.html</a> defines a notifiable injury as one of the following: <ul style="list-style-type: none"> <li>▶ 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"> <li>▷ the amputation of any part of his or her body;</li> <li>▷ a serious head injury;</li> </ul> </li> </ul>   |

|   |   |
|---|---|
|   | <ul style="list-style-type: none"> <li>▷ a serious eye injury:</li> <li>▷ a serious burn:</li> <li>▷ the separation of his or her skin from an underlying tissue (such as degloving or scalping):</li> <li>▷ a spinal injury:</li> <li>▷ the loss of a bodily function:</li> <li>▷ serious lacerations:</li> <li>▶ an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment:</li> <li>▶ an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance:</li> <li>▶ 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"> <li>▷ with micro-organisms; OR</li> <li>▷ that involves providing treatment or care to a person; OR</li> <li>▷ that involves contact with human blood or bodily substances; OR</li> <li>▷ that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; OR</li> <li>▷ that involves handling or contact with fish or marine mammals:</li> </ul> </li> <li>▶ any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.</li> </ul> |
| <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 <a href="#">Heath and Safety Legislation</a> 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"> <li>▶ businesses are usually conducted with a view to making a profit and have a degree of organisation, system and continuity.</li> <li>▶ undertakings will have elements of organisation, systems, and possible continuity, but are usually not profit-making or commercial in nature.</li> </ul>  |
| <i>PEHC</i>   | Pre-Hospital Emergency Care qualification   |
| <i>Secondary Impact Syndrome (SIS)</i>                    | <p>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.</p> <p>Refer to:</p>  |














|                           |  |
|---------------------------|--|
|                           | <ul style="list-style-type: none"> <li>▶ <a href="https://www.health.govt.nz/your-health/conditions-and-treatments/accidents-and-injuries/head-injury-and-concussion">https://www.health.govt.nz/your-health/conditions-and-treatments/accidents-and-injuries/head-injury-and-concussion</a></li> <li>▶ <a href="https://www.healthnavigator.org.nz/health-a-z/c/concussion/">https://www.healthnavigator.org.nz/health-a-z/c/concussion/</a></li> </ul> |
| <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 ( <a href="http://trello.com">http://trello.com</a> ) and on paid staff members smart phones. It is used amongst other things for recording staff members safety concerns.  |



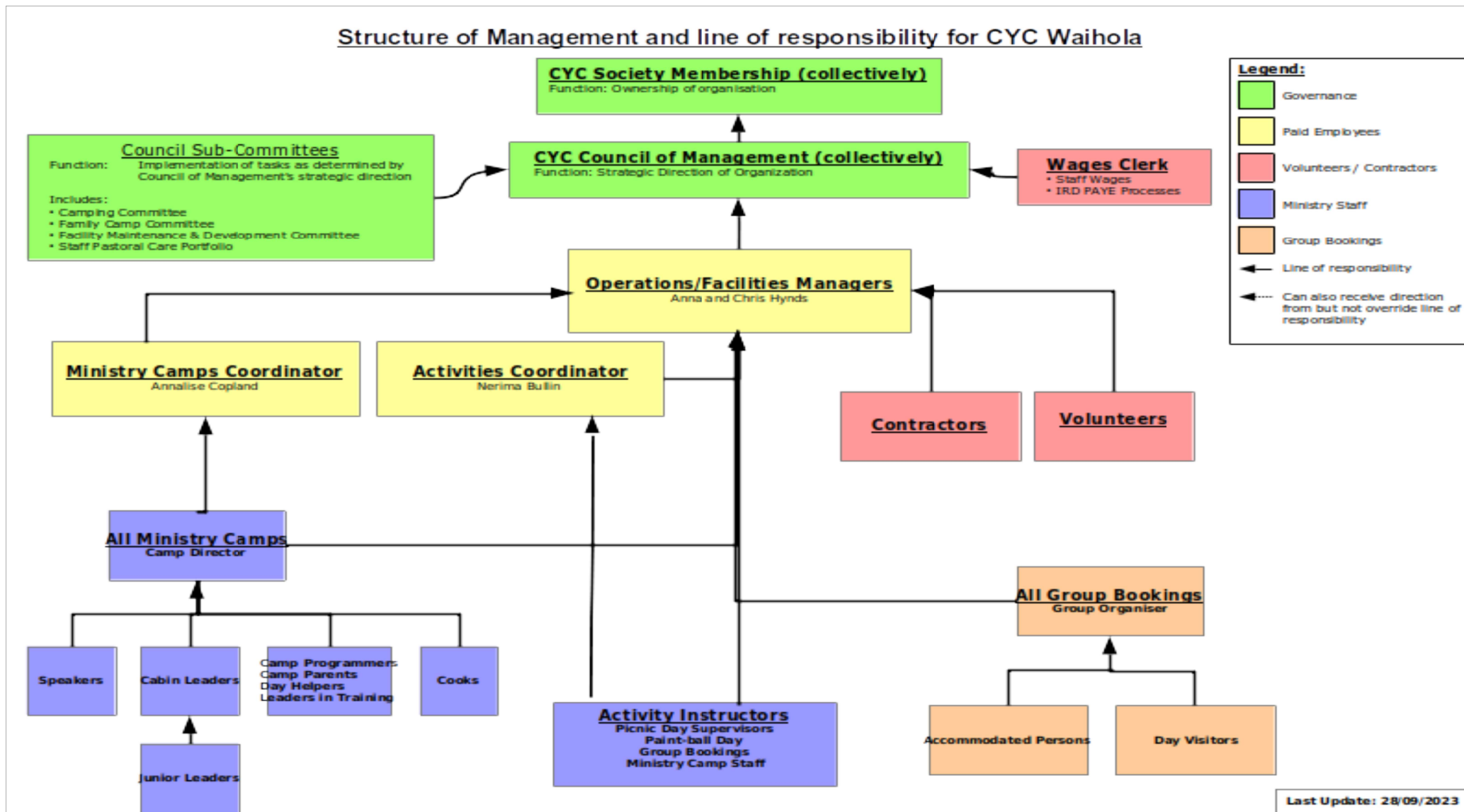
# Appendix 1.2 Beaufort Scale

## 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"  
.....Howtoons 2006

|   |   |   |   |  |   |   |   |   |   |  |   |
|---|---|---|---|--|---|---|---|---|---|--|---|
| <b>FORCE</b><br><b>0</b>  | <b>SPEED</b><br>0 Knots<br>0 mph<br>0 km/h                    | <b>SEA</b><br>Sea like a mirror<br>LAND<br>Smoke rises vertically   | <b>FORCE</b><br><b>1</b>  | <b>SPEED</b><br>1-3 Knots<br>1-3 mph<br>1-6 km/h       | <b>SEA</b><br>Ripples with the appearance of scales are formed, but without foam crests<br>LAND<br>Direction of wind shown by smoke but not by wind vanes                         | <b>FORCE</b><br><b>2</b>  | <b>SPEED</b><br>4-6 Knots<br>4-7 mph<br>7-11 km/h       | <b>SEA</b><br>Small wavelets. Crests have a glassy appearance and do not break<br>LAND<br>Wind felt on face; leaves rustle; ordinary vane moved by wind   | <b>FORCE</b><br><b>3</b>  | <b>SPEED</b><br>7-10 Knots<br>8-12 mph<br>12-19 km/h     | <b>SEA</b><br>Large wavelets. Crests begin to break. Foam of glassy appearance.<br>LAND<br>Leaves and small twigs in constant motion; wind extends light flag                             |
|  |   |   |   |  |   |  |   |   |  |  |   |
| <b>FORCE</b><br><b>4</b>  | <b>SPEED</b><br>11-16 Knots<br>13-18 mph<br>20-29 km/h        | <b>SEA</b><br>Small waves, becoming longer, fairly frequent white horses<br>LAND<br>Raises dust and loose paper; small branches are moved                           | <b>FORCE</b><br><b>5</b>  | <b>SPEED</b><br>17-21 Knots<br>19-24 mph<br>30-39 km/h | <b>SEA</b><br>Moderate waves, taking a more pronounced long form; many white horses are formed.<br>LAND<br>Small trees in leaf begin to sway; wavelets form on inland waters      | <b>FORCE</b><br><b>6</b>  | <b>SPEED</b><br>22-27 Knots<br>25-31 mph<br>40-50 km/h  | <b>SEA</b><br>Large waves begin to form; the white foam crests are more extensive everywhere.<br>LAND<br>Large branches in motion; whistling heard in telegraph wires; umbrellas use difficult  | <b>FORCE</b><br><b>7</b>  | <b>SPEED</b><br>28-33 Knots<br>32-38 mph<br>51-62 km/h   | <b>SEA</b><br>Sea heaps up and white foam from breaking waves starts to blow in streaks with wind.<br>LAND<br>Whole trees in motion; umbrellas discarded; inconvenience felt when walking |
|  |   |   |   |  |   |  |   |   |  |  |   |
| <b>FORCE</b><br><b>8</b>  | <b>SPEED</b><br>34-40 Knots<br>39-46 mph<br>63-75 km/h        | <b>SEA</b><br>Moderate high waves of greater length; edges of crests begin to break into spindrift.<br>LAND<br>Breaks twigs off trees; generally impedes progress   | <b>FORCE</b><br><b>9</b>  | <b>SPEED</b><br>41-47 Knots<br>47-54 mph<br>76-87 km/h | <b>SEA</b><br>High waves. Crests of waves begin to tumble and roll over. Spray may affect visibility.<br>LAND<br>Slight structural damage occurs; chimney pots and slates removed | <b>FORCE</b><br><b>10</b>   | <b>SPEED</b><br>48-55 Knots<br>55-63 mph<br>88-102 km/h | <b>SEA</b><br>Very high waves. Surface of the sea takes on a white appearance. Visibility affected.<br>LAND<br>Seldom experienced inland; trees uprooted; considerable structural damage occurs | <b>FORCE</b><br><b>11</b>   | <b>SPEED</b><br>56-63 Knots<br>64-72 mph<br>103-117 km/h | <b>SEA</b><br>Exceptionally high waves. The sea is covered with long white patches of foam.<br>LAND<br>Very rarely experienced on land; accompanied by widespread damage.                 |
|  |   |   |   |  |   |  |   |   |  |  |   |
| <b>FORCE</b><br><b>12</b>   | <b>SPEED</b><br>over 63 Knots<br>over 72 mph<br>over 117 km/h | <b>SEA</b><br>Huge waves; air is filled with foam and spray. Sea white with driving spray; visibility very seriously affected.<br>LAND<br>Countryside is devastated |  |  |   |   |   |   |   |  |   |

# Appendix 2: Organisational Structure of Management



# Appendix 3: Legislation, Standards and Guidelines

## Reviews of key legislation

| Legislation   | Reviewer           | Last Review                   |
|---|--------------------|-------------------------------|
| <a href="#">Health and Safety at Work Act (HSWA) 2015</a>                         | Operations Manager | 30 <sup>th</sup> October 2020 |
| <a href="#">Health and Safety at Work (Adventure Activities) Regulations 2016</a> | Operations Manager | 30 <sup>th</sup> October 2020 |
| <a href="#">Safety Audit Standard for Adventure Activities [version 1.1:2017]</a> | Operations Manager | 30 <sup>th</sup> October 2020 |
| <a href="#">Activity Safety Guideline (Highwire and Swings) [version 3:2018]</a>  | Operations Manager | 30 <sup>th</sup> October 2020 |
| <a href="#">Safety Management System Requirements</a>                             | Operations Manager | 1 <sup>st</sup> October 2024  |

## 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.

- ▶ This act applies to the Horse ministry and farming operations at CYC Waihola

#### References

- ▶ <http://www.legislation.govt.nz/act/public/1999/0142/latest/DLM49664.html>

### Buildings

#### The Building Act 2004

The Building Act applies to the construction, alteration, demolition and maintenance of new and existing buildings throughout New Zealand.

- ▶ Applies to all buildings on site at CYC Waihola

#### References

- ▶ <http://www.legislation.govt.nz/act/public/2004/0072/latest/DLM306036.html>
- ▶ <http://www.dbh.govt.nz/ba-about-the-building-act>

### Childcare

#### Childrens Act 2014

These regulations effect CYC Waihola as an organisation that works with children – both through our Ministry Camps and many of the Accommodation Groups that come on site.

- ▶ Applies to all staff and volunteers working at CYC Waihola that may at any time have contact with children.

#### References

- ▶ <https://www.orangatamariki.govt.nz/working-with-children/childrens-act-requirements/>

#### Social Security Regulations 2018

These are the regulations that CYC Waihola is required to meet if they are to meet the OSCAR standards and remain audited through CYFS.

- ▶ Applies to the operations of CYC Waihola ministry camps
- ▶ Applies to parents of campers applying for financial assistance towards paying for camp fees



## References

- ▶ <http://www.legislation.govt.nz/regulation/public/2018/0202/latest/LMS96331.html>

## 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.

- ▶ Applies to the operations of CYC Waihola ministry camps

## 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>

## **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

- ▶ 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.

## References

- ▶ <http://legislation.govt.nz/act/public/2017/0017/latest/DLM6712701.html>
- ▶ <http://www.nrfa.org.nz/FireAwareness/Pages/default.aspx>

## **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.

- ▶ CYC Waihola owns and operates Air Rifles and Paint-ball guns which are dealt with within this act.

## References

- <http://www.legislation.govt.nz/act/public/1983/0044/latest/DLM72622.html>
- <http://www.police.govt.nz/advice/firearms>

### 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.

- ▶ CYC Waihola owns and operates Paint-ball guns which are dealt with within this act.

#### References

- ▶ <http://www.legislation.govt.nz/act/public/2012/0117/latest/DLM3653106.html>

## **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.

- ▶ Used to apply to CYC Waihola as we own and operate go carts which fall under these regulations

#### 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>

### 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 1<sup>st</sup> April 2018.

- ▶ 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.

#### 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/>

### 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.

- ▶ 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.

#### References

- ▶ <http://www.legislation.govt.nz/act/public/2015/0070/latest/DLM5976660.html>
- ▶ <http://www.business.govt.nz/worksafe/hswa/legislation/hswa-regulations>

### 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 4<sup>th</sup> 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
- ▶ 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
  
- ▶ Applies to CYC Waihola as:
  - ▷ 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

### References

- ▶ <http://www.nzta.govt.nz/about/who-and-what/what-we-do/legal-framework.html>

### 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.

- ▶ CYC Waihola owns and operates vehicles which are required to comply with this act

### 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>

### 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.

- ▶ CYC Waihola owns a diesel vehicle which must comply with this legislation

### 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>

## **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.

- ▶ CYC Waihola has Operational and Financial Reporting that must be completed annually

### 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/>

### Privacy Act 2020

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".

- ▶ Applies to all records kept about individuals and all matters relating to those individuals

#### 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/>

## **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.

- ▶ Applies to all bunk and elevated beds at the CYC Waihola property

#### 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](http://www.christiancamping.org.nz/userfiles/file/bunk_standard_summary.pdf)

### Safety Audit Standard for Adventure Activities [version 1.1:2017]

This is the worksafe standard for auditing of Adventure Activities, in line with the Safety Management System Requirements from August 2023.

- ▶ 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

#### References

- ▶ <https://worksafe.govt.nz/dmsdocument/1634-safety-audit-standard-for-adventure-activities>

## **Activity Safety Guidelines affecting CYC Waihola**

### Activity Safety Guideline (All Terrain Vehicles) [version 2:2018]

Activity Safety Guideline for All Terrain Vehicles

- ▶ Loosely relates to Go Carts – SOP (not currently in operation)
- ▶ May at times relate to Trail Bike Riding – SOP (not currently in operation)

#### References

- ▶ <http://www.supportadventure.co.nz/system/files/All%20Terrain%20Vehicles%20ASG%20v2%20correctspelling.pdf>

### Activity Safety Guideline (Alpine Hiking) [version 1:2016]

Activity Safety Guideline for Alpine Hiking

- ▶ Loosely relates to [Tramping – SOP](#)

#### References

- ▶ [http://www.supportadventure.co.nz/system/files/Alpine%20Hiking%20ASG%20v1\\_0.pdf](http://www.supportadventure.co.nz/system/files/Alpine%20Hiking%20ASG%20v1_0.pdf)

### Activity Safety Guideline (Highwire and Swings) [version 3:2018]

Activity Safety Guideline for Highwires and Swings

- ▶ Applies to [Zipline - SOP](#)

#### References

- ▶ <http://www.supportadventure.co.nz/activity-specific-good-practice-information/activity-safety-guidelines>

## **Good Practise Guidelines affecting CYC Waihola**

### Good Practise Guide for Organised Outdoor Activities [version 1:2018]

This document covers all activity types and gives an overview of common safety considerations.

- ▶ Applies to all outdoor activities that do not have a specific ASG or GPG.

#### References

- ▶ <http://www.supportadventure.co.nz/assets/GPGs/General-Good-Practice-Guidelines.pdf>

### Good Practise Guide for Overarching Managing Risk Management [Version 2:2019]

This document is a guide to overall management of risk management.

- ▶ Applies to all activities that have an element of risk involved.

#### References

- ▶ <http://www.supportadventure.co.nz/assets/GPGs/Overarching-Managing-Risk-Guidance-Version-2.pdf>

### Good Practice Guide (Archery) [version 1:2018]

This document covers good practice for archery based activities.

- ▶ Applies to [Shooting \(Archery\) – SOP](#)
- ▶ Loosely applies to [Shooting \(ArcheryTag™\) – SOP](#)

#### References

- ▶ <http://www.supportadventure.co.nz/assets/GPGs/GPG-Archery.pdf>

### Good Practise Guide (Camp Cooking & Fires) [version 1:2020]

This document covers good practise for camp cooking and fires.

- ▶ Applies to [Camp & Cooking Fires – SOP](#)
- ▶ Loosely applies to [Tramping – SOP](#)

#### References

- ▶ <http://www.supportadventure.co.nz/assets/GPG-Camp-Cooking-and-Fires-Version-1-2020.pdf>

### Good Practise Guide (Emergency Communication) [version 1:2019]

This document covers good practise for camp cooking and fires.

- ▶ Applies to [Hunting – SOP](#)
- ▶ Applies to [Tramping – SOP](#)

#### References

- ▶ <http://www.supportadventure.co.nz/assets/GPG-Camp-Cooking-and-Fires-Version-1-2020.pdf>

### Good Practice Guide (Inland Waterway Swimming Activities) [version 1:2018]

This document covers good practice for swimming activities using inland waterways including waterholes, lakes, rivers, streams, etc.

- ▶ Applies to [Swimming \(Inland Waterways\) – SOP](#)
- ▶ Loosely applies to [Swimming \(Ocean\) – SOP](#)
- ▶ Loosely applies to [Swimming \(Pool Based\) – SOP](#)

#### References

- ▶ [http://www.supportadventure.co.nz/assets/GPGs/GPG-Inland-Waterway-Swimming-Activities-050618.docx\\_.pdf](http://www.supportadventure.co.nz/assets/GPGs/GPG-Inland-Waterway-Swimming-Activities-050618.docx_.pdf)



### Good Practise Guide (Map Based Activities) [version 1:2020]

This document covers good practise for map based activities.

- ▶ Applies to [Tramping – SOP](#)
- ▶ Applies loosely to [Hunting – SOP](#)
- ▶ Applies loosely to [Geocaching & GPS Based Games – SOP](#)

#### References

- ▶ <http://www.supportadventure.co.nz/assets/GPGs/GPG-Map-based-Activities-Version-1-240719.pdf>

### Good Practise Guide (Overnight Camping) [version 1:2018]

This document covers good practise for overnight camping.

- ▶ Applies to [Tramping – SOP](#)

#### References

- ▶ <http://www.supportadventure.co.nz/assets/GPGs/GPG-Overnight-Camping-230518.pdf>

### Good Practice Guide (Sliding) [version 1:2018]

This document covers good practice for water sliding activities.

- ▶ Applies to [Water-slide – SOP](#)

#### References

- ▶ <http://www.supportadventure.co.nz/assets/GPGs/GPG-Sliding-Activities-Version-1-310718.pdf>

### Good Practice Guide (Target Shooting) [version 1:2018]

This document covers good practice for target shooting

- ▶ Applies to [Shooting \(Air Rifles\) – SOP](#)

#### References

- ▶ <http://www.supportadventure.co.nz/assets/GPGs/GPG-Target-Shooting-Version-1-310718.pdf>

### Good Practise Guide (Tramping) [version 1:2019]

This document covers good practice for tramping activities.

- ▶ Applies to [Hunting – SOP](#)
- ▶ Applies to [Tramping – SOP](#)

#### References

- ▶ <http://www.supportadventure.co.nz/assets/GPGs/GPG-Map-based-Activities-Version-1-240719.pdf>

# 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

### **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

## Compliance Based Providers

### **Ministry of Children (Oranga Tamariki)**

Oranga Tamariki is a government ministry dedicated to supporting any child in New Zealand whose well-being is at significant risk of harm now, or in the future.

## 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

# 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 in 2017.

▶ Email: <mailto:mike@kmt.org.nz>

### **Lead Auditor**

Liz Penman was the last lead auditor for CYC Waihola's OutdoorsMark Certification through Qual Worx in 2020.

▶ Email: [lizpenman@xtra.co.nz](mailto:lizpenman@xtra.co.nz)

## **Technical Experts**

### **Kayaking**

Last Technical Expert used: Mark Johnson of Adventure Specialities Trust

▶ Email: [mark@adventurespecialties.co.nz](mailto:mark@adventurespecialties.co.nz)

### **Trail Biking**

Last Technical Expert used: Grenville Button of Adventure Trailrides Ltd

▶ Email: [grebutton@xtra.co.nz](mailto:grebutton@xtra.co.nz)

### **Zipline**

Last Technical Expert used: Liz Penman

▶ Email: [lizpenman@xtra.co.nz](mailto:lizpenman@xtra.co.nz)

## **Technical Advisors**

### **Go Carts**

Last Amusement Device Engineer used: Joe Bain of Motivated Design & Analyses

▶ Email: [joe.bain@motovated.co.nz](mailto:joe.bain@motovated.co.nz)

### **Zipline (Flying Fox)**

Last Technical Expert/Advisor used: Karl Boielle of Dynamic Access & Adventure

▶ Email: [dynamicaccessadventure@gmail.com](mailto:dynamicaccessadventure@gmail.com)

### **Procedures for Lock-down due to violent incident**

Police Officer: Warwick Worth

▶ Email: [warwick.worth@gmail.com](mailto:warwick.worth@gmail.com)

## Appendix 6: Completed Safety Goals

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 <span style="color:red">♦</span> will have a current Workplace or Outdoor First Aid or higher qualification as part of the pre-requisites to be certified | 01/06/2016  | 20/12/2014 | 20/12/2016  |
| 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 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* |
| To successfully pass OutdoorsMark Surveillance Audit   | 31/12/2018  | 03/12/2018 | 01/12/2019* |
| Implement in-depth risk management online volunteer training system  | 31/12/2018  | 29/03/2019 |             |
| Printed temporary new signage on Zipline activity as per updated Zipline ASG (version 2.1; page 24)  | 31/12/2018  | 01/09/2019 |             |
| For paid staff members to be trained in mid-line Flying Fox rescues  | 31/12/2018  | 26/02/2019 |             |
| For Operations Manager to attend PEHC course*  | 25/05/2020  | 23/07/2020 | 23/07/2022* |

\*Items marked are an expiry date

\*Items marked were a refresher or renewal

## Appendix 7: Review Changes

The following appendix will summarise all the major changes to the SMP following a major review of this document.

### **Archived Updates:**

All 2014 SMP Updates and Reviews are archived in genesis system.

### **19<sup>th</sup> January 2015**

#### **Kayaking (Lower Taieri River SOPs) added**

- ▶ The SOPs for the Kayaking (Lower Taieri River) were added to the document.

### **13<sup>th</sup> 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.

### **14<sup>th</sup> July → 13<sup>th</sup> 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
  - ▷ 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

### **22<sup>nd</sup> 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.

## **8<sup>th</sup> 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

## **10<sup>th</sup> 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

## **9<sup>th</sup> December 2016**

### **New Activity – Bubble Soccer**

- ▶ Completed hazard identification and created new Activity Sign off Sheet for Bubble Soccer – SOP

## **23<sup>rd</sup> 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

## **12<sup>th</sup> 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

## **14<sup>th</sup> February 2018**

### **New ArcheryTag™ Activity**

- ▶ Completed hazard identification and created new SOP for ArcheryTag™ activity.

## **3<sup>rd</sup> August 2018**

### **Added Maintenance Log**

- ▶ Added maintenance recording log for the Go Carts activity.

## **19<sup>th</sup> 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

## **9<sup>th</sup> November 2018**

### **Ministry Staff Changes**

- ▶ Added the missing Ministry Staff review policy that was mistakenly removed from the Ministry Camps Policy document but not added to this Safety Management Policy.
- ▶ Added details about Application Forms and Details update forms.

## **14<sup>th</sup> November 2018**

### **Vulnerable Children’s Act 2014**

- ▶ Added information about the Vulnerable Children’s Act 2014 which requires all persons that may have contact with children.

## **30<sup>th</sup> January 2019**

### **Waterslide SOP**

- ▶ Added Watersliding SOP and updated based on the Good Practise Guide for Sliding.

## **15<sup>th</sup> April 2019**

### **Trial Evacuation Procedures**

- ▶ Adding trial evacuation procedures that was mistakenly removed from the Ministry Camps Policy document but not added to this Safety Management Policy.

## **2<sup>nd</sup> December 2019**

### **SMP Annual Review**

- ▶ Annual review of the SMP completed with updates applied where necessary



## **31<sup>st</sup> March to 21<sup>st</sup> August 2020**

### **Covid-19 Additions and Sickness Policy**

- ▶ Creation of Covid-19 policy
- ▶ Continual updates as Covid-19 changes occurred

## **30<sup>th</sup> October 2020**

### **SMP Annual Review**

- ▶ Annual review of the SMP completed with updates applied where necessary
- ▶ Staff Policy Changes
  - ▷ Police vetting minimum age changed to 10+ year olds as per changes in Police Vetting Procedures.
  - ▷ Changes to reference checking procedures
  - ▷ Changes to ministry staff review procedures
  - ▷ Updating paid staff grievance procedures
- ▶ Pest Control procedures updated
- ▶ Adding Heidi Aarsen to Staff Emergency Contacts
- ▶ SOPS updated
  - ▷ Moving lower risk SOPs to 12 monthly reviews.
  - ▷ Strengthening required reviews of moderate risk SOPs
  - ▷ Adding Covid-19 prevention to ArcheryTag™ and Paint-ball.
  - ▷ Adding accommodation group special case training to Air Rifles and Archery
  - ▷ Review of ASGs and Good Practise Guides
    - Added to all SOPs Good Practise Guide for Overarching Managing Risk Management [Version 2:2019].
    - Added Good Practise Guide (Camp Cooking & Fires) [version 1:2020].
    - Added Good Practise Guide (Emergency Communication) [version 1:2019]
    - Added Good Practise Guide (Map Based Activities) [version 1:2019]
    - Review of Good Practise Guide for Organised Outdoor Activities [version 1:2018] – no changes since last annual document review.
    - Review of Good Practise Guide (Archery) [version 1:2018] – no changes since last annual document review.
    - Review of Good Practice Guide (Inland Waterway Swimming Activities) [version 1:2018]– no changes since last annual document review.
    - Review of Good Practise Guide (Tramping) [version 1:2019] – no changes since last annual document review.
    - Review of Good Practise Guide (Overnight Camping) [version 1:2018] – no changes since last annual document review.
    - Review of Good Practice Guide (Sliding) [version 1:2018] – no changes since last annual document review.
    - Review of Activity Safety Guideline (Highwire and Swings) [version 3:2018] - no changes since last annual document review.
  - ▷ Review of all relevant legislation.

## **29<sup>th</sup> June 2021**

### **Go Cart Activity**

- ▶ After successfully finding a new registered Mechanical engineer the Go Cart Activity was added back into the SMP and reviewed.

### **Other Changes**

- ▶ Updating the technical contacts for the Zipline.
- ▶ Fixing minor grammatical and spelling errors found.

## **15<sup>th</sup> November 2021**

### **SMP Annual Review**

- ▶ Annual review review of appropriate ASGs and support adventure website.
- ▶ Annual review of the SMP completed with updates applied where necessary
- ▶ SOPS updated
  - ▷ Zipline minor changes to operational checks based on recommendations of technical expert

### **Staffing Changes**

- ▶ Added statement outlining the interim responsibility to reflect the current Operations Manager's (Tim Wiel) resignation. This statement outlines a continued commitment to health and safety and establishes roles in the interim until a new staff member comes on board.

## **15<sup>th</sup> September 2023**

### **Staffing Changes**

- ▶ Chris and Anna Hynds arrived in April 2022 as new Operations Manager and Facilities Manager.
- ▶ Nerima Bullin has been contracted as Activity Coordinator Nov 2022, responsible for the running of activities and assisting in developing and updating SOP's.

### **▶ SMP Annual Review**

- ▶ Removal of Paintball activity.
- ▶ Removal of Covid Policy and an update on Sickness Policy.
- ▶ Feb 2022 – Changes made to Water-Slide to ensure safe operation.
- ▶ Grammar, spelling and staff changes made.
- ▶ Decision made to work on making changes to current format – to be completed early 2024.

## **1<sup>st</sup> November 2023**

### **SMP Audit Review**

- ▶ Pg 11 added This document is only available in a PDF version to those outside of CYC staff.
- ▶ Pg 17 added CYC will endeavour to take all practical steps in ensuring the health and safety of staff, visitors, participants and ancillary staff (including the transportation to and from activities).
- ▶ Pg 17 added When establishing safety objectives, the operator has considered:
  - ▷ Hazards and risks
  - ▷ Technology and usage options
  - ▷ Financial, operational and business requirements
  - ▷ The views of staff and relevant parties
- ▶ The views of staff and relevant other parties.
- ▶ Pg 18 added Council of Management has taken steps to:
  - ▷ Have an understanding of the activities run at CYC
  - ▷ Have an understanding of the hazards and risks associated with the activities.
  - ▷ Ensure the operation has the appropriate resources to establish, implement, maintain and continually improve the Safety and Management policies.
  - ▷ Verify the provision and use of those resources.
- ▶ Pg 19 added Council of Management (as officers) give authority to the Operations manager to ensure that all day to day operations comply with the Health and Safety legislation, and that the SMS achieves its intended goals and objectives.
- ▶ Pg 20 added (last sentence) The Operations Manager will prepare a "Health and Safety" report to each Council of Management meeting. Council will review and report on Safety performance, including the following up on the Safety Goals and Objectives as created in the Annual review.

- ▶ Pg 20 added All new council members will be issued a current SMP, and will be required to read and offer feedback to the Operations Manager on any concerns that may arise.
- ▶ All new staff members will be issued a current SMP, and will be required to read and offer feedback to the Operations Manager on any concerns that may arise. The Operations Manager will work with new staff members via an induction process to ensure compliance to the policies.
- ▶ Pg 20 added Any changes made to the SMS will be shown in an updated Appendix 7 of the SMP and then shared with Council of Management and Staff to ensure all are aware of the changes.
- ▶ Pg 20 added Check for emerging, new, or changes to, health and safety legislation, regulations, codes of practice and standards? This is communicated to us via Support Adventure, CCNZ. Clutha District Council, Worksafe website and Ministry of Social Development.
- ▶ Checking for new and/or updated Good Practice Guidelines (GPG), and Activity Safety Guidelines (ASG).
- ▶ If change is needed immediately then this is actioned ie COVID policies.
- ▶ Pg 27 added Operations Manager: Responsible for the implementation and compliance of all CYC policies and procedures, ensuring they play an integral part in day to day operations. Facilities Manager: Maintenance of CYC property, equipment and on-site activities. Activity leadership and training and ensuring all activities are run as per CYC policies and procedures.  
Ministry Coordinator: responsible for the running and planning of all ministry camps and ministry leader trainings.  
Activities Coordinator: responsible for CYC run activities, activity checks, SMP and SOP updates, health and safety of all on-site activities.
- ▶ Daily discussions with staff are to ensure authorities and responsibilities are clearly communicated, so staff know who is responsible for running each activity and who will be responsible for the training of volunteers. Roles are shown on the whiteboard, and communicated to staff via text if they are not onsite.
- ▶ Pg 36 added Staff meeting minutes will be saved in Genesis server under Staff.
- ▶ Pg 46 added Visitors/Contractors On-site Visits
  - ▷ On arrival to CYC Waihola all visitors/contractors will be required to sign-in when on-site. The sign-in sheet will be completed and all hazards and risks will be disclosed.
- ▶ Pg 49 added Hazard and Risk Management Processes
  - ▷ New hazards or changed hazards will be identified at CYC Waihola through discussions, surveys of clients, meetings with staff, reporting and reviewing all incidents, through technical advisors and technical advisors report, regular checks of equipment and annual safety system reviews.
  - ▷ A Technical Advisor, either in-house or external, is involved in indentifying hazards and assessing risks.
- ▶ Pg 54 added Prior to Council of Management meeting (every 2 months) the operations manager will investigate and review all incidents, accidents and near misses, understanding the underlying causes, and analysing trends before identifying improvements to the SMS based off those.
- ▶ Recommendations from incident reviews will be implemented and communicated to staff and relevant other parties.
- ▶ Pg 57 added CYC Waihola will establish and maintain emergency preparedness and response plans for foreseeable emergencies.
- ▶ Staff have been engaged while developing the emergency plans
- ▶ The emergency plans include procedures for:
  - ▶ a. Stabilising the situation and accounting for staff and participants.
  - ▶ b. Assigning responsibility and authority for implementing the plans, including who must notify emergency services and when
  - ▶ c. Rescue or evacuation of people involved in the the activity.
- ▶ Emergency preparedness and response plans are:
  1. Known by staffing
  2. Are made available to participants and other relevant parties(eg police, other PCBU's etc)

- ▶ The emergency preparedness and response plan will be reviewed periodically and tested annually via emergency scenario training. This will be added to the Annual Safety Calendar.
- ▶ Pg 289 added No 3<sup>rd</sup> party equipment to be used on the Zipline
- ▶ A whistle and a radio added to the equipment list.
- ▶ Pg 292 added A height stick will be at the zipline to determine that participants sit under the maximum height allowed.
- ▶ Pg 293 added Circumstantial change.
  - ▷ Environmental
    - If weather issues dictate running of activity, activity must then be halted.
    - All gates and equipment boxes must be locked.
    - Staff to oversee supervising adults to evacuate participants away from activity area and into a safe zone, until such a time activity can be resumed if applicable.
  - ▷ People
    - If a staff member or someone helping run the activity becomes incapacitated the activity will immediately halt, one staff member to oversee supervising adults to remove participants from area.
    - All gates and equipment boxes must be locked.
    - Follow all first aid procedures if applicable.
    - Activity can resume once adequate help and supervision is maintained if applicable.

Pg 294 added Post Major Incident Testing. All staff involved in the running of the Zipline activity resulting in a major accident/incident will be required to undertake post incident drug and alcohol test.

## **22<sup>nd</sup> May 2024**

### STOP/WAIT/GO Signage

- Permanent signage added onto all activity areas on site.
- Temporary Activity areas have moveable signage.
- Stop/Wait/Go also been added onto activity logbooks.

## **1<sup>st</sup> October 2024**

### **SMP Audit Review**

- ▶ Updated Emergency Preparedness to reflect a communication plan, reporting and documentation post emergency plan and an emergency response team.
- ▶ Updated staff roles to clarify authority and responsibilities.
- ▶ Created a new council member induction pack for new council members, which include roles and responsibilities and contacts.
- ▶ New paid staff induction packs have been created for new paid staff for CYC.
- ▶ Completed and signed an Annual Safety Review Report for this SMS.

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