



ACTIVITY MANAGEMENT POLICY

Reviewed June 2026

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Section 1: Introduction & Disclosure of Risk

Christian Youth Camps Waihola Incorporated (“**CYC Waihola**”) is committed to the safety and well-being of everyone using our facilities or participating in activities. We aim to make camp safe while ensuring everyone can enjoy themselves.

All activities at CYC Waihola carry some risk. We work hard to keep everyone safe through careful planning, trained staff, and clear safety procedures. Participants should follow instructions, let staff know of any concerns, and take responsibility for their own safety. Our aim is for everyone to enjoy activities confidently and safely.

The aim of this document is to outline best practices for activity procedures, training pathways and emergency responses. This document also includes all current Standard Operating Procedures (“**SOPs**”) and Risk Analysis and Management Systems (“**RAMS**”). Any activity not covered by this plan may need a new SOP approved by the Operations Manager before it can be run.

All SOPs conform to relevant Good Practice Guidelines as found via [Support Adventure NZ](#).

Section 2: Training and Supervision

All activities at CYC Waihola must be led or supervised by competent and appropriately trained individuals to ensure participant safety and compliance with all relevant standards.

Activity Leader is the term used to refer to the individual currently in charge of an activity. These Activity Leaders are individuals approved by CYC Waihola paid staff who have completed any relevant training required. Activity Leaders must have the knowledge, skills, experience, and judgement to safely run or supervise an activity. Some low-risk activities may not require formal training but do require the leader to receive and follow clear written or verbal instructions from CYC Waihola staff prior to commencing the activity.

Supervision

The level of supervision required for any activity must be appropriate to the type of activity, the environmental conditions, and the age, ability, and behaviour of participants. The Activity Leader is responsible for assessing these factors and making informed, dynamic decisions to maintain safe and effective supervision throughout the activity. Where there is uncertainty about competency or supervision requirements, the Activity Leader must seek advice or direction from CYC Waihola staff before proceeding. All activities require one designated Activity leader.

Activity Leaders are responsible for ensuring all activity equipment is safely used, secured, and stored after use. Equipment must not be left unattended in a way that could cause harm, damage, or create a hazard for participants, visitors, or others on site.

Training

Activity Leader training will be provided to new leaders by CYC paid staff. Higher risk activities (as determined by the Risk Matrix provided separately). Training will be completed as per the relevant training checklist (stored in the CYC Waihola server ("Genesis") under "**ACTIVITIES**" – "**TRAINING**"). Training is delivered in person by a staff member, and upon completion, the Activity Leader is required to sign the checklist to confirm they have received and understood the training. Original signed training checklists are stored in the CYC Waihola office. Blank copies are kept at the relevant activity location for use in future training.

Activity Leader Training is valid for two years. After this time, another training will need to be completed.

CYC Waihola Staff will be trained in how to run all CYC Activities and complete a general Instructor Certification when they have proved competence in all activities.

Section 3: Continual Risk Assessment

CYC is committed to continual assessment of risk to ensure an excellent standard of health and safety for its employees, volunteers, visitors and participants.

Prior to any activity, the Activity Leader must:

- Assess hazards and confirm they can be safely managed;
- Check the activity area for hazards, record them in Activity Sign-off Sheet, and ensure they are managed. If hazards cannot be managed, the activity must not run;
- Complete an inspection of all equipment to be used and ensure it is fit for purpose;
- Review the weather forecast and current conditions. Heavy precipitation or other unsuitable conditions mean the activity cannot proceed; and
- Complete the pre-activity sections of any Activity Sign-off Sheet for the activity.

Section 4: Emergency Response, First Aid and Accidents/Incidents

EMERGENCY MANAGEMENT PLAN	
1	Ensure your own safety before addressing the situation.
2	Secure the safety and control of the group, enlisting responsible adults for assistance is applicable. Contact the office if necessary.
3	Provide first aid if required.
4	Call 111/raise alarm/call office if necessary
5	Monitor and support the individual, administering additional first aid if necessary
6	Evacuate groups and affected individuals if necessary and safe to do so. If no evacuation – move person and group appropriately
7	Conduct an appropriate debrief and complete an incident report
8	Ensure equipment deemed unsafe is replaced or repaired
Utilize the emergency Management Plan as a foundational guideline during emergencies. Adaptations to the plan may be made in response to the specific circumstances of the situation.	
Communication	
Anna Hynds	027 529 8586
Chris Hynds	027 233 4235

Emergency Response

CYC Waihola maintains clear and practiced emergency procedures to ensure the safety of all participants, staff, and visitors in the event of an emergency.

All staff and group leaders must be familiar with and follow these procedures as outlined in the Safety and Management Policy. In any emergency—such as medical incidents, fire, earthquake, lockdown, or a missing person—the immediate priority is to protect life and ensure all individuals are accounted for. Activity Leaders will often be the designated person to take charge during an emergency – in conjunction with CYC Staff and relevant Group Leaders.

All emergencies must be reported promptly to CYC Waihola management, and any notifiable events will be reported to WorkSafe in accordance with legal requirements.

First Aid

All CYC Waihola paid staff must hold a current First Aid Certificate. Groups visiting CYC Waihola are responsible for providing their own designated first aid responder.

Appropriate first aid kits are kept in accommodation areas, CYC Waihola vehicles and at high-risk activities. These kits are checked regularly by CYC Waihola staff in accordance with the Annual Safety Calendar. In any incident, the nearest trained person must provide care and follow CYC Waihola's emergency and reporting procedures. Serious harm or notifiable incidents must be reported immediately to management.

Workplace First Aid Kit Locations:

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

Accidents/Incidents

In the event of a serious accident at any activity, the Activity Leader will take control of the situation. Any participants who can safely leave the activity location should do so with a responsible adult. The Operations Manager will be informed via radio or cell phone. Emergency response plans will go into effect.

Any safety concerns, accidents or incidents require a completed reporting form to be submitted to the CYC Waihola office. CYC Waihola's forms can be found on our [website](#). These reports will be logged to the PANDA Contact Manager and stored in the CYC Waihola office.

Section 5: Communication

Effective communication with Activity Leaders is essential for the safe and coordinated delivery of all activities.

Paid Staff

Paid staff use two-way radios. Radios will be carried while on duty and returned to charge at the end of the session. Staff are responsible for ensuring their radio is switched on, set to the correct channel, and functional before any activity commences. In the event of radio failure, paid staff will revert to mobile phone contact.

Volunteer and Other Activity Leaders

Activity leaders who are not paid staff are not issued radios. Where possible, leaders are encouraged to have a charged mobile phone available and to provide their contact number to the activity coordinator prior to the session. However, the primary means of communication with volunteer and other activity leaders will be through their group organiser or, where necessary, a designated runner to relay messages between the activity coordinator and the leader on the ground.

All activity leaders must remain contactable throughout their session and should not leave their designated area without notifying the activity coordinator. Any communication issues should be reported at the end of the session.

Section 6: Record Keeping

CYC Waihola maintains logbooks for activities that include the relevant Standard Operating Procedures (SOPs), Risk Assessment and Management Systems (RAMS), training forms, and Activity Sign-off sheets. These logbooks help ensure activities are run consistently and safely each time, supporting staff to follow procedures, complete risk checks, and maintain streamlined operations. It is the Activity Leaders responsibility to complete Activity Sign-off sheets accurately.

Completed Activity Sign-off sheets are stored in the CYC Waihola office as physical copies.

Training records are stored in the CYC Waihola office as physical copies. As necessary, these records may be uploaded to the PANDA Contact Manager.

Section 7: Risks relating to all activities

The following hazards are relevant to all activities at CYC and can be prevented in the same way for many activities. If a different approach is required to handle the risk for a specific activity, the appropriate measures will be noted on the activity SOP.

Hazard Register					
All activities		Last Review: Nov 2025		Location: 70 & 79 Finlayson Road	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Impairment of Activity Leaders	Fatigue	Moderate	People	Activity Leaders must not be fatigued when running activities	Low
	Alcohol	Moderate	People	Full alcohol/drug prohibition applies to this activity as per policy	Low
Sunburn, Hyperthermia	Heat/ Sun Exposure	Moderate	People	Participants in activities will wear appropriate clothing for activities. Sunscreen will be worn when appropriate. If weather is unsuitable, activity will not run	Very Low
Hypothermia	Cold exposure	Moderate	People	Participants in activities will wear appropriate clothing for activities If weather is unsuitable, activity will not run	Very Low
Injury, damage to equipment	Inadequate supervision	Moderate	People	Children will be supervised by competent adults	Low
	Misbehaviour	Moderate	People	Clear instructions for use of activity will be given. Adequate supervision will be given	Low

Section 8: Reasons to end Activities

Activities must end for the reasons listed here. Any additional reasons specific to an activity will be noted in that activity's SOP.

- Any major safety concerns that cannot be eliminated or minimised
- Any unsuitable weather, either current or forecast during the activity
- Inadequate competent supervision

Stopping an Off-Site Activity

Safety of participants, spectators, and staff takes priority.

Participants must move to a safe location as directed by the Camp Organiser or Activity Leader.

If the issue cannot be resolved, the Camp Organiser must arrange transport back to camp. Contact the Operations Manager if continuation of camp is in question.

Procedures for Lock-down due to violent incident

Police Officer: Warwick Worth Email: <mailto:warwick.worth@gmail.com>

Section 9: Activity Maintenance

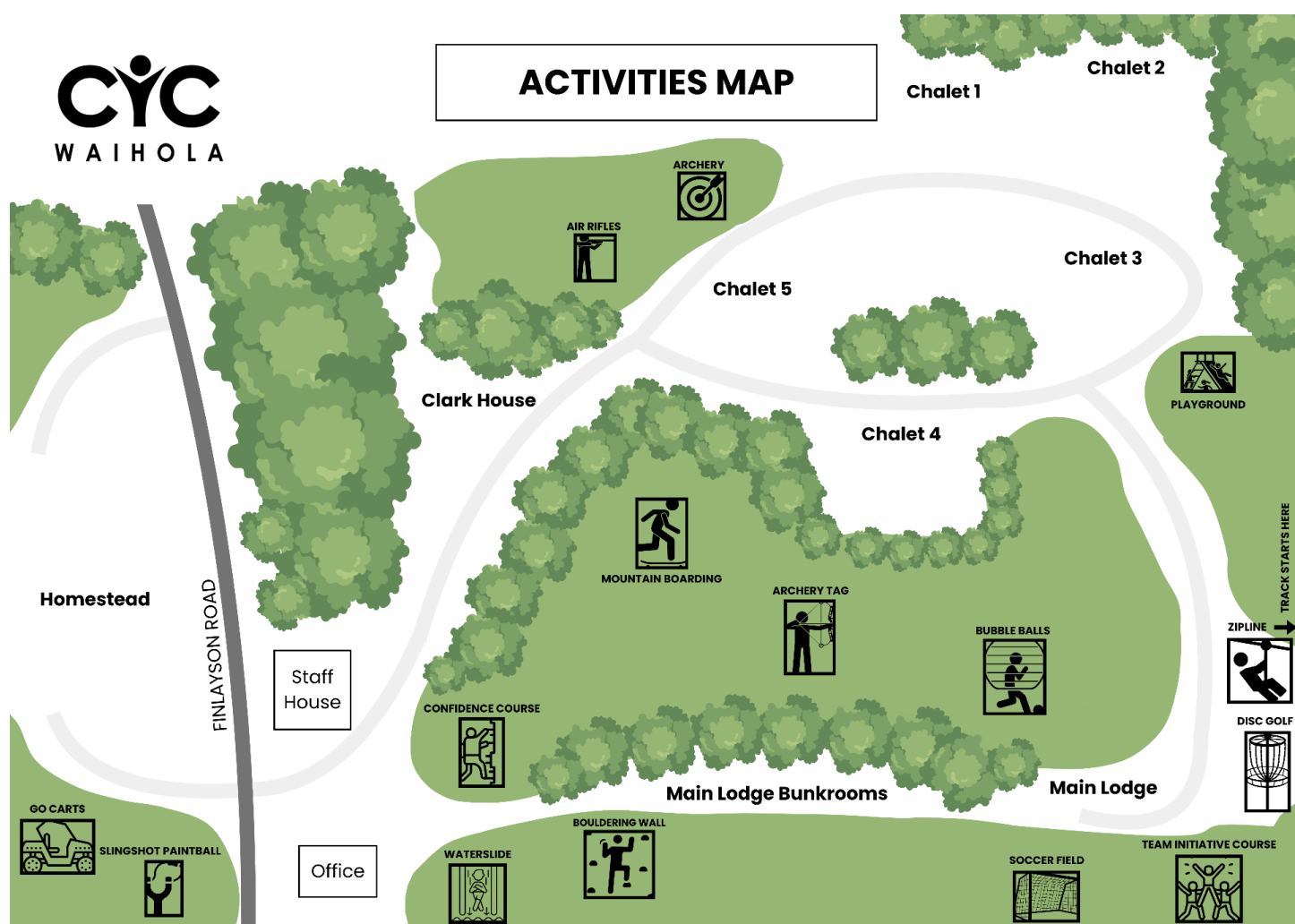
CYC Waihola is committed to ensuring all equipment and activity areas are safe and ready for use. All activities and equipment are checked by staff before every use to ensure they are in safe working order. In addition, more thorough inspections are carried out at predetermined intervals (Refer to Annual Safety Calendar), which may vary depending on the item or activity (e.g., 12-month, 6-month, or other specified periods).

High-risk activities and their equipment are also inspected and maintained by qualified technical experts, in addition to staff checks.

Activity Leaders and staff must report any damage, wear, or safety concerns so maintenance can be scheduled or equipment removed from use until it is safe.

Section 10: Location

The location of each activity can be found using the map below. Activities not on this map have a location given in the SOP



Section 11: Activity Advice

Some CYC Waihola activities require further expertise from external sources to ensure the safe running of the activity. These advisors and experts are listed below.

Swimming Donna Millar

Zipline Dynamic Access and Adventure / Dave Bruce (Camp Columba)

Go Carts Grenville Button of Adventure Trailrides Ltd

Appendix 1: Risk Matrix

		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 harm	Catastrophic (e.g. Fatal)	Moderate	Moderate	High	Critical	Critical
	Major (e.g. Permanent disability)	Low	Moderate	Moderate	High	Critical
	Moderate (e.g. Hospitalisation or Temporary disability)	Low	Moderate	Moderate	Moderate	High
	Minor (e.g. First aid)	Very Low	Low	Moderate	Moderate	Moderate
	Superficial (e.g. Treatment required)	Very Low	Very Low	Low	Low	Moderate

Appendix 2: Glossary

Term	Description
Council of Management	The Council of Management is CYC Waihola's board of directors, appointed at each Annual General Meeting. They are responsible for managing the society's affairs.
CYC Waihola	This is the trading name of Christian Youth Camps Waihola Incorporated. It refers to the organisation throughout this document.
Ministry Camps	Ministry Camps are Christian-based evangelistic outreach camps, which are the core purpose of CYC Waihola.
MSD	This government department oversees funding, regulations, and policy for services such as OSCAR.
OSCAR	Out of School Care and Recreation, a framework for services that provide before and after school or holiday programmes for children.
PANDA system	An internal digital system used by CYC Waihola to manage records of camp enrolments, staff training, qualifications, and accommodation groupings.
Paid Staff	This term refers to individuals employed by CYC Waihola in a paid capacity.
Ministry Staff	Staff includes both Paid Staff and Ministry Staff working within the organisation.

Appendix 3: Review Changes

The following appendix summarises all major changes to policies following a review of this document.

27 May 2026 – Major Review

This Activity Management Policy was created to consolidate activity-specific information into a dedicated document, separate from the broader Safety and Management Policy. This change was made to improve ease of use for Activity Leaders and staff, allowing activity-specific procedures, training requirements, and risk information to be referenced quickly without navigating the full Safety and Management Policy. Cross-references to this Activity Management Policy have been added throughout the Safety and Management Policy where relevant.

Appendix 4: Standard Operating Procedures

Standard Operating Procedures for all usual CYC Waihola activities follow.

Location
70 & 79 Finlayson Road
Hire Agreements
All Accommodation Groups must sign a Group Hire Agreement before using the CYC Waihola facilities. Non-paying external groups are also required to sign this agreement, as all terms and conditions still apply. This includes use by churches associated with CYC Waihola and private use by Society Members or Staff.
PCBU Overlapping Responsibilities
CYC Waihola and external accommodation groups share responsibility for the duty of care of all people on site. These shared PCBU responsibilities are explained in the Group Hire Agreement and detailed further in the Shared PCBU Responsibility section.
High Risk Activities
Accommodation Groups will be advised of hazards and risks through their Group Organiser during the tentative booking stage. A disclosure of risk will also be outlined in the Group Hire Agreement. Any high-risk activities, as defined in the relevant Standard Operating Procedures (SOPs), must be supervised by a CYC Waihola-trained person to ensure all required training and safety standards are met. The approved activity leader must be one of the following: a paid staff member with current qualifications for the activity, a ministry staff member with current qualifications, or a person from within the group who has successfully completed CYC Waihola training for that activity within the defined training validity period.
Terms and Conditions of Hire
The following terms and conditions of hire will be present on the hire agreement form given to all groups Payment Terms: Deposit Invoice: A non-refundable deposit (if issued) is required within 10 days of receiving this form to confirm your booking. - This deposit holds your booking in our calendar as a confirmed booking. - This deposit also functions as a cleaning bond and will be deducted from your final invoice after your stay less any required cleaning hours completed by our volunteer cleaning staff. Final Invoice: A final invoice is issued after your stay at CYC Waihola and will include (but not limited to) charges for those staying overnight, day visitors, paid activities and instructors, sundry items, damages, and cleaning charges. Any non-refundable deposit paid will be deducted from this final invoice balance. Payment due: Full payment is required within 10 days of receiving an final invoice. Overdue accounts: If full payment is not received within 10 days after the due date, a \$50 administration fee can be added to the account and interest will be payable at the rate of 0.5% per week on any outstanding balance until paid in full Minimum Charges: Minimum charges are printed above and are the minimum that your group will be charged for it's stay in total for the booked dates above. Accommodation and activities count towards this minimum charge. Cancellation Fees: All cancellations must be advised in writing or via reply email. Our cancellation fees are as follows - whichever is the <i>greater</i> of either the non-refundable deposit OR the following: - Within 0-14 days of stay dates: 100% of minimum charge due - Within 15-60 days of stay dates: 75% of minimum charge due - Within 61-90 days of stay dates: 50% of minimum charge due - If cancelled more than 90 days from start date: only non-refundable deposit is forfeited Accommodation dates can be amended (within 3 months of original dates) provided that camp-site has availability at the time. If new dates can not be found then booking is deemed to be cancelled.

Shared Responsibilities

Summary

Under Health and Safety legislation both CYC Waihola and Accommodation Groups have **overlapping responsibilities for the duty of care** of all persons on site:

CYC Waihola will:

- Provide a safe camp-site reporting all building and site hazards as required to the accommodation group.
- Provide safely managed high risk activities for the accommodation group when activities are provided by CYC Waihola.
- Provide guidance for the accommodation groups about their planned schedule whilst on-site
- Provide Standard Operating Procedures (SOPs) and RAMS for all on-site activities.
- Provide staff that are vetted and suitable for working with children.

The Accommodation Group will:

- Provide required information in a timely fashion to ensure the safe planning of the accommodation group camp
- Provide a safely planned schedule for CYC Waihola staff to review, implementing any recommendations as required
- Ensure the safety of those within the accommodation group
- Provide first aid equipment and first aid trained staff for providing first aid to the accommodation group (CYC Waihola does not supply first aid equipment for accommodation groups)
- Report any safety concerns / incident reports to CYC Waihola in a timely matter
- Follow all Standard Operating Procedures (SOPs), RAMS and provided instructions for all on-site activities provided by CYC Waihola.
- Notify CYC Waihola of all non-CYC provided activities planned or any external activity providers that are to be used.
- Ensure all adults on-site are suitably vetted to work with children (if children are present on the camp)
- Schools must declare that all permission is granted and gathered from children attending camps.
- 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.

Hire Agreement Terms and Conditions

I acknowledge that by signing this form that this constitutes an agreement between CYC Waihola and the named accommodation group above to hire facilities (and if applicable provide activities) to the group based on the following terms and conditions:

- I acknowledge CYC Waihola is a Christian faith based camp and agree on behalf of the Group that we will not use the hired facilities carry out any programs or activities that are not sympathetic towards or are contrary to the mission and objectives of CYC Waihola.
- I have read the **Payment Terms** and agree on behalf of the group to them
- I have read the **Shared Responsibilities** and agree on behalf of the group to them
- I have read the attached **Important Booking Information** sheet which includes rules, policies and guidance for the hire and agree on behalf of the group to abide by them
- I agree to convey all applicable information noted in bold above to the group and on behalf of the group agree that everyone will abide by them.



Standard Operating Procedure

Air Rifles

Location
70 Finlayson Road – refer to CYC Waiholā Camp Map for further details
Activity Leader Requirements
Must have current CYC Waiholā Air Rifles Activity Leader training
Ratio
1 adult to 5 children 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. If there are no children present the only requirement is for a trained person to be the Activity Leader
Participant requirements
Weather appropriate clothing Must wear shoes
Activity Leader Instructions
Activity Setup - Activity Leader sets up: - Targets - Firing and spectator lines (min. 3 metres apart) - Rifles must stay in the case until participants arrive (unless supervised at all times). With Each New Group Activity Leader gives an introductory talk covering: - Safety Rules (see below) - How to: - Break and load the rifle - Line up sights - Use correct stance - How scoring works Safety Rules - Always point the rifle in a safe direction. - Only two participants on the firing line at once, with Leader’s permission. - After shooting: - Break rifle into safe position - Place it on ground - Step back behind spectator line - Spectators must stay behind spectator line. - Explain and enforce the “stop signal” for emergencies. During the Activity - Activity Leader monitors safety and can guide participants without distraction. - Other adults may assist under supervision, but cannot instruct target retrieval. - Children using rifles must be under “immediate and hands-on supervision.” - Use the “stop signal” if someone enters the firing zone. Activity resumes only when it’s safe. After the Activity - Check rifles are unloaded, return to Air Rifles Case. - If instructor leaves, take rifles and lock up the Equipment Box. - Targets and lines can remain if reused the same day. - Return any other gear to the container. - Complete the post-activity section of the Shooting (Air Rifles) – Activity Sign-off Sheet.

The validity of this document is only guaranteed when received directly from the CYC Waiholā office and read in conjunction with the CYC Waiholā Activity Management Policy

Equipment
Air Rifles Equipment Box • Does NOT store air rifles. • Must be taken to the activity area every time the activity runs. • Must be locked when not in use. Contents: • Activity Logbook • Air rifle pellets (no rifles stored here) • Pens and pencils • Small tool kit for minor air rifle fixes • 2 sets of rope and 2 electric fence standards for: ○ Marking the firing line ○ Marking the spectator line (if required) • Easy-reset targets Air Rifles Case • Only stores the air rifles (no pellets). • Must be taken to the activity area each time. • Must be locked when not in use.
Reasons to end activity
If at any point the activity can no longer run safely
Activity Maintenance
Paid staff inspection of the activity every 6 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Shooting (Air Rifles) – Risk Analysis</i> <i>Shooting (Air Rifles) – 6 Month Check</i>
Emergency and Incident preparedness
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Air Rifles		Last Review: August 2025		Location: 70 Finlayson Road – Up hill by water tanks	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Puncture Wound Loss of eye	Misuse of equipment	High	People	Clear safety instructions will be given before activity begins	Low
	People behind target area	High	Environment	Activity Leader will carry a whistle Safety lines / spectator barriers will be set up	Low
	Pellet ricochet from target	Moderate	Equipment	Targets will be more than 5 metres from firing line Only lead pellets along with wooden or steel targets will be used	Low
	Inadequate supervision	High	People	Participants will be supervised by trained activity leader	Low
	Misbehaviour	High	People	Clear instructions for use of activity will be given to all participants	Low
Bruising	Scope hits eye socket in re-coil	Low	Equipment	Participants will be advised to not place eyes on scope	Very Low

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

Archery Tag

Location
70 Finlayson Road – refer to CYC Waihola Camp Map for further details
Activity Leader Requirements
Must have current CYC Waihola Archery Tag Activity Leader training
Ratio
1 adult to 10 children A minimum of two competent adults are required at this activity
Participant requirements
• Masks must be worn in the playing arena at all times. • No removing masks until in the designated spectator/sin-bin zone. • Masks must be sanitised before sharing. • No dry firing of bows. • No physical interference with arrows (e.g. using bow to block). • No climbing or crashing into inflatable bunkers. • Respect the referee's decisions
Activity Leader Instructions
Complete a risk assessment as per the Continual Risk Assessment section of the CYC Activity Management Policy Complete activity set up • Inflate bunkers and use pegs to hold in place on arena • Set arena boundaries using cones • Set "safety zone" using ropes • String bows • Set targets and arrows as required Give safety/instruction briefing and explain game rules (as below) Safety Rules • Masks on in the arena – only remove once out of arena. • No dry firing (don't shoot empty bows). • Don't block shots with bows or arrows. • No climbing or crashing into bunkers. • Listen to the referee at all times. Demonstrate • How to grab and load arrows efficiently When the activity is finished for the day • Dis-assemble bows • Return equipment to where it came from Complete Shooting ArcheryTag Activity Sign-off The classic game rules • The goal? Tag out the other team or score 5 points by hitting their target spots • Each round runs for 5-10 minutes, or ends when a team wins • Draw? Sudden death begins – next body hit wins (no target points) • At the whistle, rush the centre to grab arrows – then retreat and fire! • Stay in your attack zone to shoot and be shot. • Only enter the safe zone or enemy zone to grab arrows – then get back fast! • Linger too long (15 seconds), and you're out. • Hit = out (anywhere on the body, mask, bow, or carried arrows – even off a rebound). • Catch = you're safe, shooter's out – plus, one teammate can come back in. • Hit a target spot? One teammate returns, and your team scores a point. Hit all 5? Your team wins!

Equipment
ArcheryTag bows Bow wax ArcheryTag arrows ArcheryTag targets (two pegs each) Cones Ropes Inflatable bunkers (4 pegs each) Electric Pump Sanitiser wipes
Reasons to end activity
If at any point the activity can no longer run safely
Activity Maintenance
Paid staff inspection of the activity every 6 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Shooting (ArcheryTag™) – Risk Analysis</i>
Emergency and Incident preparedness
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Archery Tag		Last Review: August 2025		Location: 70 Finlayson Road – Behind Main Lodge	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Loss of eye	Arrow hit to head	High	Equipment	All participants must wear a face mask in arena at all times	Low
Secondary Impact Syndrome		High	People	Persons with a recent head injury (including concussion) may not participate in this activity	Low
Sickness	Shared masks	Moderate	Equipment	All face masks are to be wiped with sanitiser wipes before giving to another person	Low
Bruising or broken bones	Hit by arrows, improper use of equipment or bow string burn	Moderate	Equipment	Participants will be given clear instructions for best use of equipment Participants will be supervised by trained activity leader	Low

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

Location
70 Finlayson Road – refer to CYC Waihola Camp Map for further details
Activity Leader Requirements
Must have a current CYC Waihola Archery Activity Leader Training
Ratio
1 adult to 5 children There is a two competent adult minimum (this minimum includes the Activity Leader) For each child that is using a bow there must be “immediate and hands-on” supervision for each bow If there are no children present the only requirement is for a trained person to be the Activity Leader
Participant requirements
Weather appropriate clothing Must wear shoes
Activity Leader Instructions
Complete a risk assessment as per the Continual Risk Assessment section of the CYC Waihola Activity Management Policy Activity Setup The Activity Leader must: • Set up targets • Mark a firing line and a spectator line, with at least 3 metres between them Bows must not be left set up unless: • The Activity Leader remains with them at all times, or • All arrows are removed from the area and stored safely until use Before Each New Group Once participants are ready, the Activity Leader must give a safety briefing, covering: • All safety rules (see below) • Demonstration of: ○ Proper shooting stance ○ How to shoot safely ○ How to retrieve arrows from targets and the ground Safety Rules • Always point the bow and arrow in a safe direction • Only two participants on the firing line at any time, and only with permission • After shooting, place the bow on the stand and step behind the spectator line • Retrieve arrows only when given permission by the Activity Leader • Spectators must stay behind the spectator line • “Stop signal” means participants must immediately lower bows to the ground During the Activity • The Activity Leader must maintain constant supervision • They may give guidance if it doesn’t distract from overall safety • Other leaders may give one-on-one instruction with permission, but not during arrow retrieval • If a person, animal, or hazard enters the firing zone, the Activity Leader must issue the stop signal. The activity must not continue until the area is confirmed safe After the Activity • All bows must be disassembled and returned to the equipment box • If the Activity Leader leaves the area, bows must be packed down • Targets and safety lines may remain if the activity will resume the same day • All other equipment must be returned to the box • Complete the after activity section of the <i>Shooting (Archery) – Activity Sign-off</i>

Equipment
Arrows Bow wax Arm guards Bows 2 sets of rope and two electric fence standards (to mark the firing and spectator lines) Targets (These targets are made up of two steel upright stands and two closed cell foam targets. Alternatively the barrels at Horse Arena maybe used to hold the archery targets upright.)
Reasons to end activity
If at any point the activity can no longer be run safely
Activity Maintenance
Paid staff inspection of the activity every 6 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Shooting (Archery) – Risk Analysis</i> <i>Shooting (Archery) – Risk Analysis</i>
Emergency and Incident preparedness
All CYC Shooting Activity Leaders will be trained using a scenario where a participant receives a puncture wound from an arrow. There are no other specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Archery		Last Review: August 2025		Location: 70 Finlayson Road – Shed beside water tanks	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Puncture Wound	Misuse of equipment	High	People	Clear safety instructions will be given before activity begins	Low
	People behind target area	High	Environment	Activity Leader will carry a whistle Safety lines / spectator barriers will be set up	Low
	Arrow ricochet from target	Moderate	Equipment	Targets will be more than 5 metres from firing line	Low
	Inadequate supervision	High	People	Participants will be supervised by trained activity leader	Low
	Misbehaviour	High	People	Clear instructions for use of activity will be given to all participants	Very Low
Bruising	Bow string burn	Low	Equipment	Participants will be advised to wear arm guards	Very Low
Splinters	Shattered / split arrows	Low	Equipment	Activity Leader will remove from use any splintering arrows	Very Low
Scratches	Pitted archery target stands	Low	Equipment	Persons handling archery target stands will be advised of hazard	Very Low

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

Bubble Balls

Location
70 Finlayson Road – refer to CYC Waihola Camp Map for further details
Activity Leader Requirements
Must have current CYC Waihola Bubble Balls Activity Leader training
Ratio
1 adult to 5 children A minimum of two competent adults are required at this activity
Participant requirements
Weather appropriate clothing No pointy or sharp objects on person – including belts on pants Must not bump into other players with back turned and not expecting the impact Follow all instruction given, remaining within the explained play area Must not bump into anyone not in a bubble Between 5 and 14 years old
Activity Leader Instructions
Complete a risk assessment as per the Continual Risk Assessment section of the CYC Waihola Activity Management Policy Confirm designated playing area is clear of hazards, including any sharp objects Give safety/instruction briefing and participant requirements • The Activity Rules ◦ All sharp objects must be removed before entering a bubble ◦ Do not bump people not expecting it ◦ Do not bump anyone who is not in the playing area ◦ No one may enter the playing area without a correctly fitted bubble • The playing area • When the whistle is blown all stop and look at Activity Leader for further instructions • Rules of any games played
Equipment
12 bubbles balls Inflatable swiss ball Electric pump Earmuffs
Reasons to end activity
Wind over a 7 on the Beaufort scale If at any point the activity can no longer run safely
Activity Maintenance
Paid staff inspection of the activity every 6 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Bubble Balls – Risk Analysis</i> <i>Bubble Balls – 6 Month Check Form</i>
Emergency and Incident preparedness
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Bubble Balls		Last Review: August 2025		Location: 70 Finlayson Road – Soccer Field or Behind Main Lodge	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Hearing Loss	Loud inflation pump	High	Equipment	Ear protection will be worn whilst inflating bubbles	Low
Damage to Bubbles	Wind	High	Environment	Bubbles will not be left in the wind when not in use	Low
	Sharp objects	Moderate	Environment	Participants to remove any sharp objects from themselves prior to entering the bubble Activity Leader will check playing field for sharp object prior to the activity	Low
Spinal or Head Injury, Broken bones	Secondary Impact Syndrome	High	People	Person with a recent head injury (including concussion) may not participate in this activity	Low
	Bumping into persons not expecting it	Moderate	People	Activity Leader will give clear instructions about bumping people (Individuals can only be bumped when they know it is coming and if they are in the playing field. Individuals may not enter the playing field without a properly fitted bubble)	Low
	Under inflated balls	Moderate	Equipment	Activity Leader will ensure that bubbles are inflated correctly (not over inflated)	Low
	Inadequate supervision	Moderate	People	Children must be supervised by adults	Very Low
	Misbehaviour	Moderate	People	Clear instructions for use of activity will be given to all groups	Very Low

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

Standard Operating Procedures

Campfires & Cooking Fires

Location
70 & 79 Finlayson Road – Both the campfire and cooking fires are movable activities the utilise either a portable frame or portable “BBQs” for keeping the fires contained and off the ground.
Activity Leader Requirements
Anyone over 18 years of age who has received and understood instructions from a member of CYC staff
Ratio
1 adult to 5 children
Participant requirements
Close fitting, non-flammable clothing
Activity Leader Instructions
Due to fire restrictions in place at CYC Waiholā: • Activity sign-off is required for this activity every use of the campfire • 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 campfire. Complete a risk assessment as per the Continual Risk Assessment section of the CYC Waiholā Activity Management Policy Give safety/instruction briefing and confirm rules • Only the CYC campfire frame is to be used for building campfires. • Participants may gather suitable wood for fire, but the supervising adults will place it on the campfire frame • Explain that camp fire frame safety rails will be too hot to touch whilst fire is going The Activity Leader must ensure fire is completely extinguished using enough water for the fire to stop smouldering
Equipment
CYC Campfire “Frame” or portable “BBQs” Wood for fire
Reasons to end activity
Wind over a 7 on the Beaufort scale If at any point the activity can no longer run safely
Activity Maintenance
Paid staff inspection of the activity every 12 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Camp & Cooking Fires – Risk Analysis</i>
Emergency and Incident preparedness
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Campfire & Cooking Fires		Last Review: August 2025		Location: 70 & 79 Finlayson Road	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Forest/ Building fire	Wind spreading fire	High	Environment	Fire will not be lit when wind is either unsuitable or is forecast as such	Low
	Fire Danger too high	High	Environment	Fire will not be lit when Fire Danger is too high Fire permits must be current and without revocation	Low
Burns	Fire too large	Moderate	Equipment	Supervising adult will ensure camp fire is no larger than frame sides	Low
	Flammable Clothing	Moderate	People	Participants will be instructed to wear close-fitting non-flammable items	Low
	Flare Ups	Moderate	Equipment	No accelerates will be used to either start or maintain the fire	Low
	Inadequate Supervision	Moderate	People	Children will be supervised by adults	Very Low
	Misbehaviour	Moderate	People	Clear instructions for use of the activity will be given	Very Low

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

Location
70 Finlayson Road – refer to CYC Waihola Camp Map for further details
Activity Leader Requirements
Any competent adult who has been given instructions from a member of CYC staff can run this activity
Ratio
1 adult to 10 children
Participant requirements
Weather appropriate clothing Must wear shoes No head injury (including concussion) in the previous 3 weeks
Activity Leader Instructions
Complete a risk assessment as per the Continual Risk Assessment section of the CYC Waihola Activity Management Policy Give safety/instruction briefing This 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 Confidence Course - When the equipment is wet certain parts of the course (especially the wooden surfaces and tyres) can be slippery (if there are sections of the course that are especially slippery, these should not be used)
Equipment
The Confidence course is a permanently installed group of structures.
Reasons to end activity
If at any point the activity can no longer run safely
Activity Maintenance
Paid staff inspection of the activity every 12 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Confidence Course – Risk Analysis</i>
Emergency and Incident preparedness
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Confidence Course		Last Review: August 2025		Location: 70 Finlayson Road – Behind Office	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Fall from height	Secondary Impact Syndrome	High	People	Persons with a recent head injury (including concussion) may not participate in this activity	Low
	Fall from equipment	Moderate	Equipment	Soft-fall under the high points of the course Participants instructed to complete obstacles in their own time	Low
Splinters	Soft-fall woodchips/wooden equipment	Low	Equipment	Participants must wear shoes	Low

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

Standard Operating Procedure

Disc Golf

Location
70 Finlayson Road – refer to CYC Waihola Camp Map for further details
Activity Leader Requirements
Anyone over 16 years of age can run this activity.
Ratio
1 adult to 10 children
Participant requirements
Weather appropriate clothing Must wear shoes
Activity Leader Instructions
Record discs used in logbook (discs and logbook stored in First Aid Room cupboard) Give safety/instruction briefing and confirm rules posted at first hole
Equipment
Frisbee discs for all participants Semi-permanent disc golf baskets
Reasons to end activity
Wind over a 7 on the Beaufort scale If at any point the activity can no longer be run safely
Activity Maintenance
Paid staff inspection of the activity every 12 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Disc Golf – SOP</i>
Emergency and Incident preparedness
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Disc Golf		Last Review: August 2025		Location: 70 Finlayson Road – First hole outside Main Lodge	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimize	Residual
Broken bones Bruises	Persons Hit by disk	Moderate	Equipment	Participants will stay out of way when discs are thrown	Low
	Tripping on uneven ground	Moderate	Environment	Participants will be told about unmarked hazards (ie. Rabbit holes) and warned to take care when walking	Low

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

Standard Operating Procedure
Geocaching

Location
70 & 79 Finlayson Road – various locations around the camp site
Activity Leader Requirements
Any adult over the age of 16 can run this activity. The Activity Leader must oversee this activity and should not be a part of a participant group
Ratio
1 adult to 10 children The ratio of children to adults within small groups must be greater than 1 adult to 2 children for child protection
Participant requirements
Weather appropriate clothing Must wear shoes
Activity Leader Instructions
Ensure that all Geocache containers are set up in locations that are safe for participants to find. Ensure GPS receivers are fully charged and loaded with appropriate GPS file for the area the activity is to take place. Give safety/instruction briefing • Only cross road at bottom of the main driveway • Do not cross any barbed wire fences • Be aware of surroundings while watching GPS screen • Activity end time or signal • Suitable clothing and shoes to be worn • Run through two demo waypoints with each small group to ensure they know how to use GPS • If the activity will use both sides of the road, the road signs must be put out as per <i>Temporary Road Traffic Signs – SOP</i>
Equipment
1 GPS receiver per small group Geocache containers hidden around the camp site in safe locations for the participants to find
Reasons to end activity
If at any point the activity can no longer run safely
Activity Maintenance
Paid staff inspection of the activity every 12 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Geocaching & GPS Based Games – Risk Analysis</i>
Emergency and Incident preparedness
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Geocaching		Last Review: August 2025		Location: 70 & 79 Finlayson Road	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Environment, People, Equipment	How can it be prevented? Using the hierarchy of control: eliminate or minimize	Residual
Bruising or broken bones	Fall from uneven terrain	Moderate	Environment	Participants will be told about unmarked hazards (ie. Rabbit holes) and warned to take care when walking	Low
Emotional stress	Getting lost	Low	People	Participants will be told the boundaries of the activity	Very Low

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

Location
79 Finlayson Road – refer to CYC Waihola Camp Map for further details
Activity Leader Requirements
Must have current CYC Waihola Go Cart Activity Leader training
Ratio
1 adult to 5 children A minimum of two competent adults are required at this activity
Participant requirements
Must not have had a head injury (including concussion) in the previous 3 weeks Must be between 7 and 18 years old, except for the following reasons • for training • for testing the activity • for moving the go cart between the storage shed and activity location Weather appropriate clothing Must wear shoes Long hair must be tied up Load limit (weight of the driver and passenger) must not exceed 100kg at any time
Activity Leader Instructions
Before Activity: • Complete a risk assessment as per the Continual Risk Assessment section of the CYC Waihola Activity Management Policy • Ensure participants have warm clothes, closed footwear, and tied-back hair. • Complete Daily Pre-check: equipment, track, weather, and risk. • Fuel go cart while engine is cold. • Start and warm up go cart on stand. • Transport to track (trained person only). • Place fire extinguisher by track. • Complete Activity Sign-off Sheet. Group Briefing: • Review safety and amusement device rules: ◦ Spectators stay behind barriers ◦ Helmets, seatbelts, enclosed shoes required ◦ Long hair/clothes secured ◦ One go cart at a time ◦ Max load: 100kg • CYC Waihola rules: ◦ Only called participants leave waiting area ◦ Only Activity Leader handles rear engine ◦ Tyre hit = turn ends; wait for Leader Go Cart Controls Demo (while off): • Brakes, accelerator, kill switch, and steering For Each Participant: • Call participant(s), check helmets and seatbelts • Confirm limbs stay inside cage; driver uses wrist guards • Ensure driver understands controls • Start cart on stand, lower, and begin ride • Leader stands at safety gate After Activity: • Return cart to shed (trained person only) • Return all crate equipment • Fill out Activity Logbook

Equipment Equipment crate with • Activity logbook • Go cart key and remote kill switch • Fire extinguisher • Helmets • Go cart starting frame • Spare fuel • Oil for engine and gear box The assigned paddock for the go cart track is marked on the CYC Waihola Camp Map. Tyres will be used to mark the track and hazards as appropriate. In summer the track will also be mown.
Reasons to end activity Livestock in the paddock that can not be shifted If at any point the activity can no longer be run safely
Activity Maintenance Paid staff inspection of the activity every 12 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Go Carts – Risk Analysis</i>
Emergency and Incident preparedness For general emergencies follow normal emergency policies. Fire – All CYC Waihola Go Cart Supervisors will be trained using a scenario where an engine fire occurs.

Hazard Register					
Activity: Go Carts		Last Review: August 2025		Location: 79 Finlayson Road – Marked track in front paddock	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Spinal Injury Head Injury Broken Bones	Secondary Impact Syndrome	High	People	People with recent head injuries (including concussion) may not participate	Low
	Crashing into objects	High	Environment	Track will be well marked and free of objects that are a crash hazard Helmets will be worn while in Go Cart	Moderate
	Crashing into spectators	Critical	People	Spectators will be required to stand in safety area	Low
	Go Cart frame or wheels fails	Critical	Equipment	Go Cart will have regular documented checks	Moderate
	Brakes fail or throttle sticks on	Critical	Equipment		Moderate
	Inadequate Supervision	High	People	Children will be supervised by competent Activity Leaders only Clear instructions for use of activity will be given to all participants	Low
	Misbehaviour	High	People		Low
Burns	Refuelling done incorrectly	High	People	Go Cart will only be fuelled when cold Only trained people will fuel the Go Cart	Low
	Fuel catches fire	High	Equipment		Moderate
	Engine catches fire	High	Equipment	Fire extinguisher will be present for duration of Go Cart activity	Low
	Exhaust burns	High	Equipment	Only Activity Leader will start the Go Cart	Low
Scalping	Long hair	High		Long Hair will be tied back Go Cart will have chain guards	Low

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

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Standard Operating Procedure
Horses
(Entry Level Riding)

Location
70 & 79 Finlayson Road – refer to CYC Waiholā Camp Map for further details The entry level riding activity uses the established Horse arenas unless only one horse is in use in which case a suitable flat paddock can be used (e.g. paddock next to Homestead)
Activity Leader Requirements
Must have a current CYC Waiholā Horse Supervisor qualification – this person must be over 18 years of age
Ratio
When children are present: 1 trained person to 6 children to 2 horses, minimum of two adults (including the Activity Leader). When no children are present: 1 trained person (including the Activity Leader) to 5 adults to 5 horses.
Participant requirements
Must not have had a head injury (including concussion) in the previous 3 weeks
Activity Leader Instructions
This activity involves participants being led around an arena on a horse by an adult, under the supervision of an Activity Leader. Extends requirements from the Horses (Riding and Trekking) SOP, including a 12-monthly review. Before starting: Complete a risk assessment as per the Continual Risk Assessment section of the CYC Waiholā Activity Management Policy • Check weather forecast and conditions: unsuitable if wind exceeds Beaufort Scale 6, or heavy rain without proper gear/clothing. • Verify beginner horses are in use (assume no participant experience). • Complete Horses (Entry Level Riding) Activity Sign-Off Sheet. Activity Setup • Only trained staff may collect horses and tie them in the arena. With Each Group • Assume participants have no prior horse experience unless proven otherwise. • Give an introductory talk (daily), covering: ○ Safety procedures around horses ○ Overview of the day's activities ○ Hazards and safe management instructions • Give the Horse Safety Talk before any new participant interacts with a horse, including: ○ Helmet requirement ○ Correct approach to a horse ○ Grooming and tacking procedures ○ Appropriate clothing and footwear • Ensure participants understand and agree to follow instructions. • Assign trained staff to supervise each participant during tacking. Staff must check tack fit. During the Activity • One participant per horse; others wait outside the arena unless leading. • Staff ensure fair turns for all participants. After the Activity • Participants help un-tack and brush down horses. • No returning horses to paddocks without the Activity Leader's permission. • Return all equipment to the tack shed. • Complete sign-off sheets and incident forms. • Lock the tack shed.

Equipment
Purpose-built tack shed for storing tack gear and related horse equipment. (Must remain unlocked during activity operation.) • Cupboard with Activity Logbook (instructions, current Activity RAMS, daily Sign-off Sheet) • Large first aid kit • Pens and pencils for logbook entries • Tack gear for all required horses • Sufficient helmets for all riders
Reasons to end activity
• Activity should not proceed if unsuitable weather is forecast or develops during the activity. Adverse weather includes participants lacking suitable wet weather gear. • Stop activity if wind exceeds Beaufort Scale 6 or if horses become spooked beyond immediate control. • If at any point the activity can no longer run safely
Activity Maintenance
A person with the CYC Waihola Horse Supervisor qualifications must inspect the activity every 12 months to identify any new hazards/wear and tear and sign off on safety of activity. If they deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Horses – Risk Analysis</i> <i>Horses – 12 monthly Check</i>
Emergency and Incident preparedness
For general emergencies follow normal emergency policies. Falls from a Horse • If a participant falls and does not get up or has a suspected injury, a first aid-certified person must assess them. • If no certified person is available, call an ambulance to assess the injured participant.

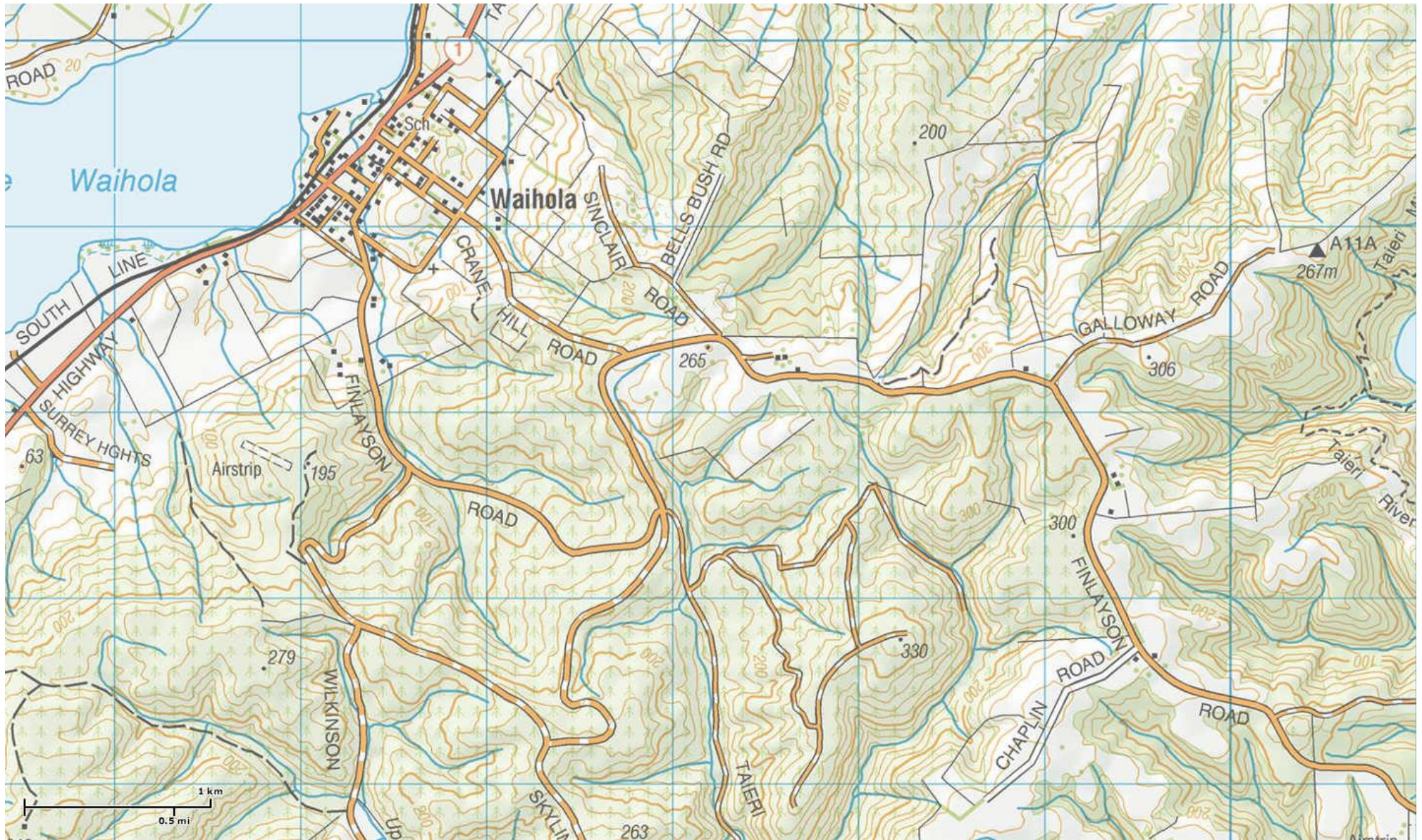
Hazard Register					
Activity: Entry Level Horse Riding		Last Review: August 2025		Location: 70 Finlayson Road – Horse Arena	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Spinal injury Head injury Fractures Internal injury Bruises	Secondary Impact Syndrome	High	People	Persons with a recent head injury (including concussion) may not participate in this activity	Low
	Fall from a horse	High	Equipment	Anyone riding must wear a correctly fitted riding helmet	Moderate
				Participants must hear a horse safety talk and agree to adhere to content	
				Leaders will instruct participants in correct position for balance	
	Collision with a vehicle	High	Environment	Participants will be given clear instructions on road rules	Moderate
	Horse Spooked/Misbehaving	High	Equipment	Misbehaving horses that cannot be calmed down will be removed from the activity	Low
	Experience not matched to horse	High	People	Activity Leader must ensure those participants with little prior experience be matched with appropriate horses.	Low
	Horse tack failure	Moderate	Equipment	Leaders will check horse tack before mounting. Regular equipment checks performed	Low
Fractures Bruises Internal injury	Kicked by horse	High	Equipment	New participants stay a horse space away from rear of horse when walking behind them.	Low
				Participants taught how to Handle a horse including: No loud noises, avoid sudden or jerky movements, correct catching, leading & tying up.	
				Don't tie horses in gate ways and don't have loose horses in the same area as tied ones.	
	Crushed by horse	High	Equipment	Competent person selected by instructor to manage gateways. Participants not to walk between tied horse and rail.	Low
Anaphylactic shock	Allergic reactions	High	People	Participants with known medical issues will be discussed with all leaders before departure	Low
Forest fire	Extreme Fire Danger	Moderate	Environment	Access to forest areas will not be permitted during periods of very high or extreme fire danger	Low
Exposure Fear Hyperthermia Hypothermia	Getting lost	Moderate	People	Activity Leader will ensure participants have appropriate clothing for the weather forecasted On non standard routes - Activity Leader must know routes - Planned route will be notified to CYC office - PLB and communication devices will be carried	Low

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

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Intentions Map

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

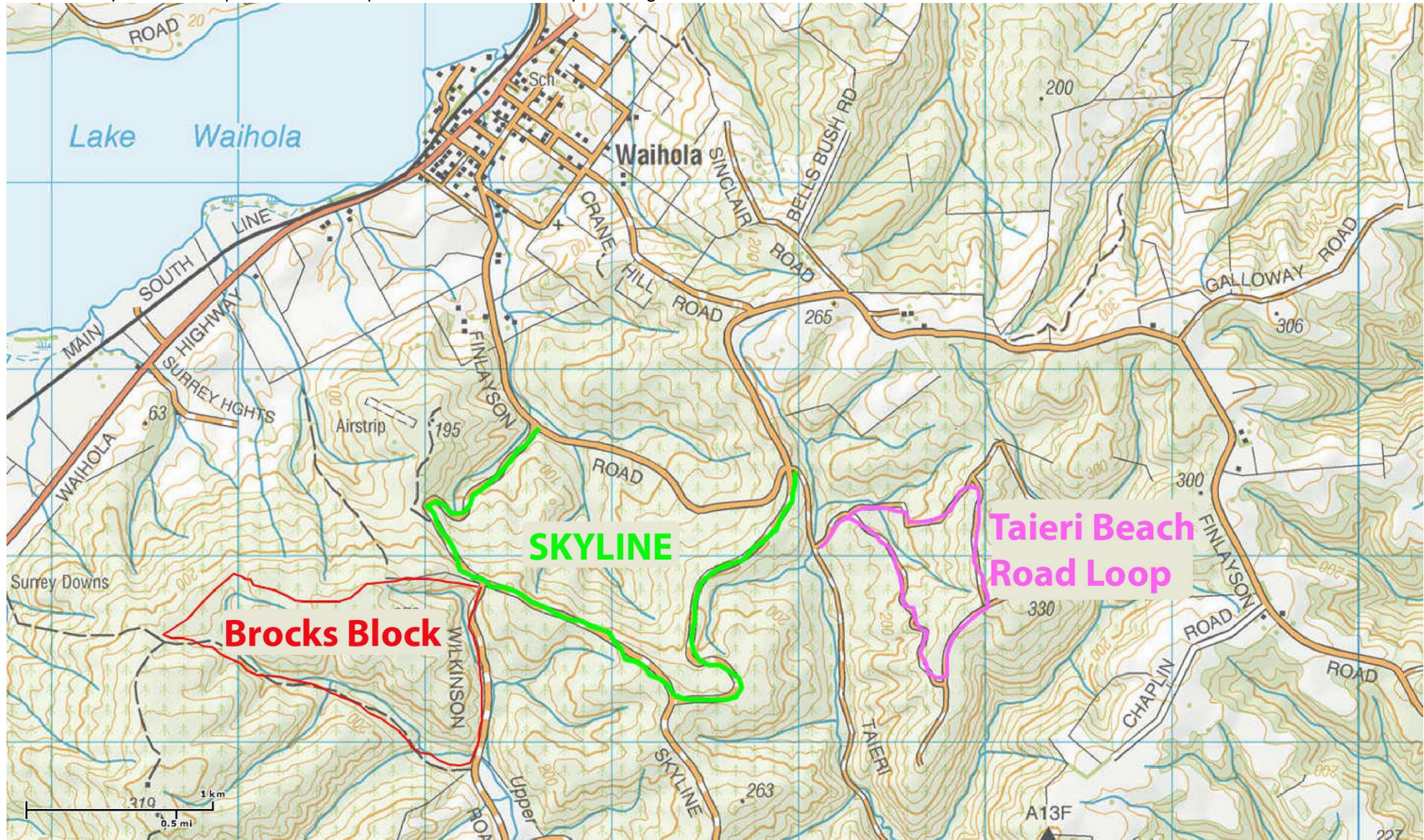


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Regular Trekking Routes

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

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



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Horses (Riding and Trekking)

Location
70 & 79 Finlayson Road – refer to CYC Waihola Camp Map for further details Established trekking routes as shown on map below If trekking routes are not shown marked on the locations maps, then detailed route maps must be provided to the CYC office before departure for use in emergencies
Activity Leader Requirements
Must have a current CYC Waihola Horse Supervisor qualification – this person must be over 18 years of age
Ratio
Trekking/Exercise Routes: 1 trained person to 5 untrained participants (6 horses total, with the 6th horse for the trained person) First Aid: At least one person with a current First Aid Certificate on all external rides. Established Riding Areas: 1 trained person to 10 untrained participants (10 horses), except for absolute beginners.
Participant requirements
Must not have had a head injury (including concussion) in the previous 3 weeks
Activity Leader Instructions
Day-of Checks (All Activities) - Assess hazards and if they can be managed safely. - Check weather forecast and on-site conditions (stop if wind > Beaufort 6 or heavy rain without adequate gear). - Ensure emergency communication device is available: - Cellphone if full coverage. - Personal locator beacon/satellite communicator if coverage uncertain. - Know fitness and medical conditions of participants. - Match participants' ability to suitable horses, assume no prior horse experience unless shown otherwise Additional for Established Routes - Complete Horses (Established Horse Areas & Routes) – Activity Sign-Off. - Assess new risks. Additional for Treks Outside Established Areas - Complete Horses (Riding and Trekking) – SOP before departure. - Carry emergency communication device. Activity Setup - Fold down Temporary Traffic signs if required. With Each Group - Give daily introductory talk covering: - Safety procedures around horses - Day's activities - Hazards and management - Give Horse Safety Talk before contact with horses: - Helmet use - Approaching, catching, leading, and turning out horses - Tying, grooming, tacking - Riding basics (steering, balance) - Clothing/footwear requirements - Road crossing/riding and gate procedures - Ensure participants agree to follow safety instructions. - Participants tack horses under supervision; trained staff check gear fit.

After the Activity • Participants help untack, brush, and return horses to paddocks (only with leader's permission). • Hose horses only under trained supervision. • Remove horse poo from driveways, township, or footpath areas. • Return all gear to tack shed. • Complete activity sign-off sheets and incident forms. • Lock tack shed.
Equipment Horse Tack Shed (unlocked during operation) stores: • Activity Logbook (instructions, RAMS, sign-off sheets) • Large first aid kit • Pens/pencils • Tack gear for all horses in use • Riding helmets for all riders Additional Equipment for Leaving CYC Property: Small first aid kit, twine and pocket knife, cellphone or emergency device. For Leaving Established Areas/Routes: Personal locator beacon or emergency device, small first aid kit, twine and pocket knife, cellphone.
Reasons to end activity • Activity should not proceed if unsuitable weather is forecast or develops during the activity. Adverse weather includes participants lacking suitable wet weather gear. • Stop activity if wind exceeds Beaufort Scale 6 or if horses become spooked beyond immediate control.
Activity Maintenance A person with the CYC Waihola Horse Supervisor qualifications must inspect the activity every 12 months to identify any new hazards/wear and tear and sign off on safety of activity. If they deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Horses – Risk Analysis</i> <i>Horses – 12 monthly Check</i>
Emergency and Incident preparedness For general emergencies follow normal emergency policies. Falls from a Horse • If a participant falls and does not get up or has a suspected injury, a first aid-certified person must assess them. • If no certified person is available, call an ambulance to assess the injured participant.

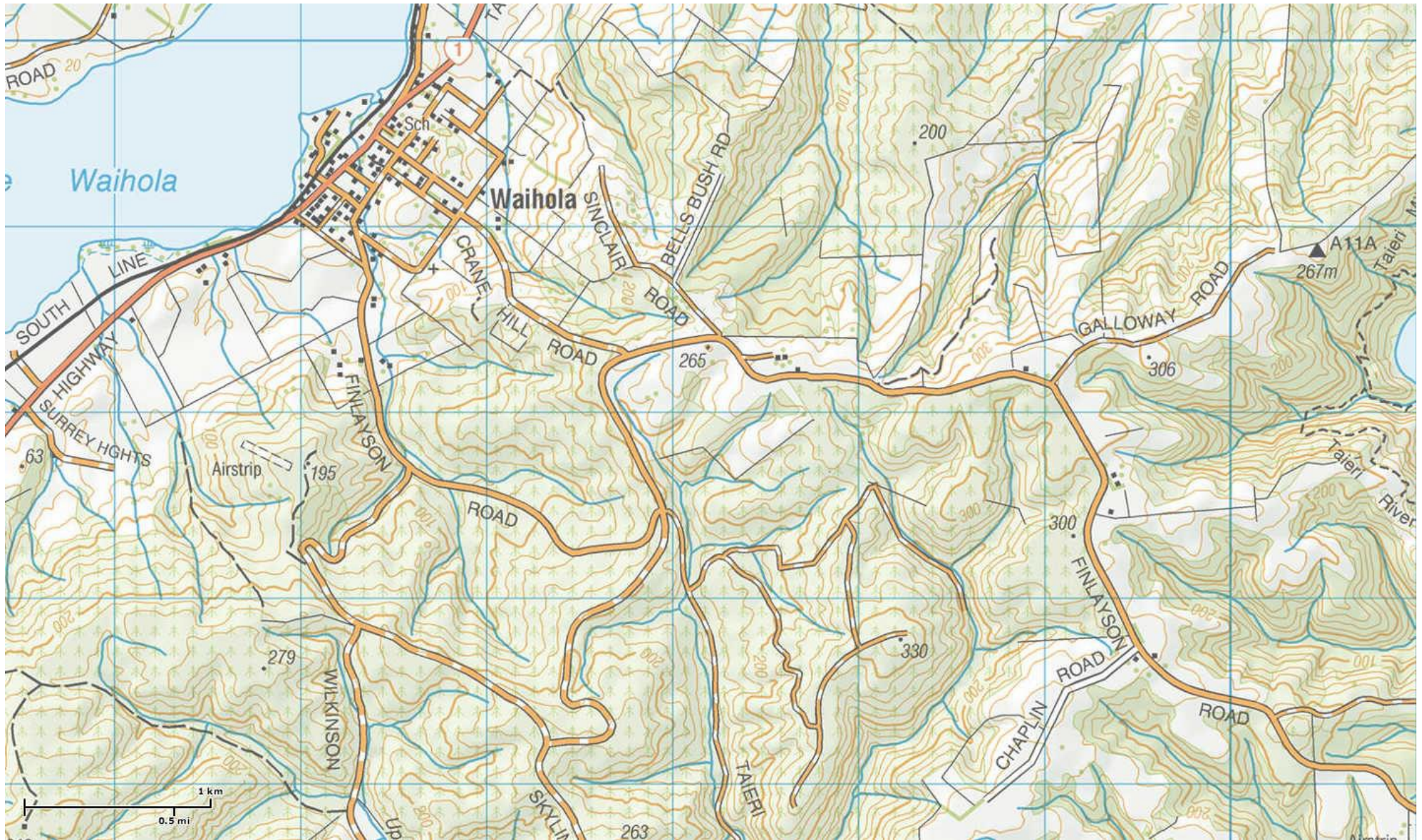
Hazard Register					
Activity: Assault Course		Activity: Assault Course		Activity: Assault Course	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Spinal injury Head injury Fractures Internal injury Bruises	Secondary Impact Syndrome	High	People	Persons with a recent head injury (including concussion) may not participate in this activity	Low
	Fall from a horse	High	Equipment	Anyone riding must wear a correctly fitted riding helmet	Moderate
				Participants must hear a horse safety talk and agree to adhere to content	
				Leaders will instruct participants in correct position for balance	
	Collision with a vehicle	High	Environment	Participants will be given clear instructions on road rules	Moderate
	Horse Spooked/Misbehaving	High	Equipment	Misbehaving horses that cannot be calmed down will be removed from the activity	Low
	Experience not matched to horse	High	People	Activity Leader must ensure those participants with little prior experience be matched with appropriate horses.	Low
	Horse tack failure	Moderate	Equipment	Leaders will check horse tack before mounting. Regular equipment checks performed	Low
Fractures Bruises Internal injury	Kicked by horse	High	Equipment	New participants stay a horse space away from rear of horse when walking behind them.	Low
				Participants taught how to Handle a horse including: No loud noises, avoid sudden or jerky movements, correct catching, leading & tying up.	
				Don't tie horses in gate ways and don't have loose horses in the same area as tied ones.	
	Crushed by horse	High	Equipment	Competent person selected by instructor to manage gateways. Participants not to walk between tied horse and rail.	Low
Anaphylactic shock	Allergic reactions	High	People	Participants with known medical issues will be discussed with all leaders before departure	Low
Forest fire	Extreme Fire Danger	Moderate	Environment	Access to forest areas will not be permitted during periods of very high or extreme fire danger	Low
Exposure Fear Hyperthermia Hypothermia	Getting lost	Moderate	People	Activity Leader will ensure participants have appropriate clothing for the weather forecasted On non standard routes - Activity Leader must know routes - Planed route will be notified to CYC office - PLB and communication devices will be carried	Low

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

The validity of this document is only guaranteed when received directly from the CYC Waihola office and read in conjunction with the CYC Waihola Activity Management Policy

Intentions Map

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

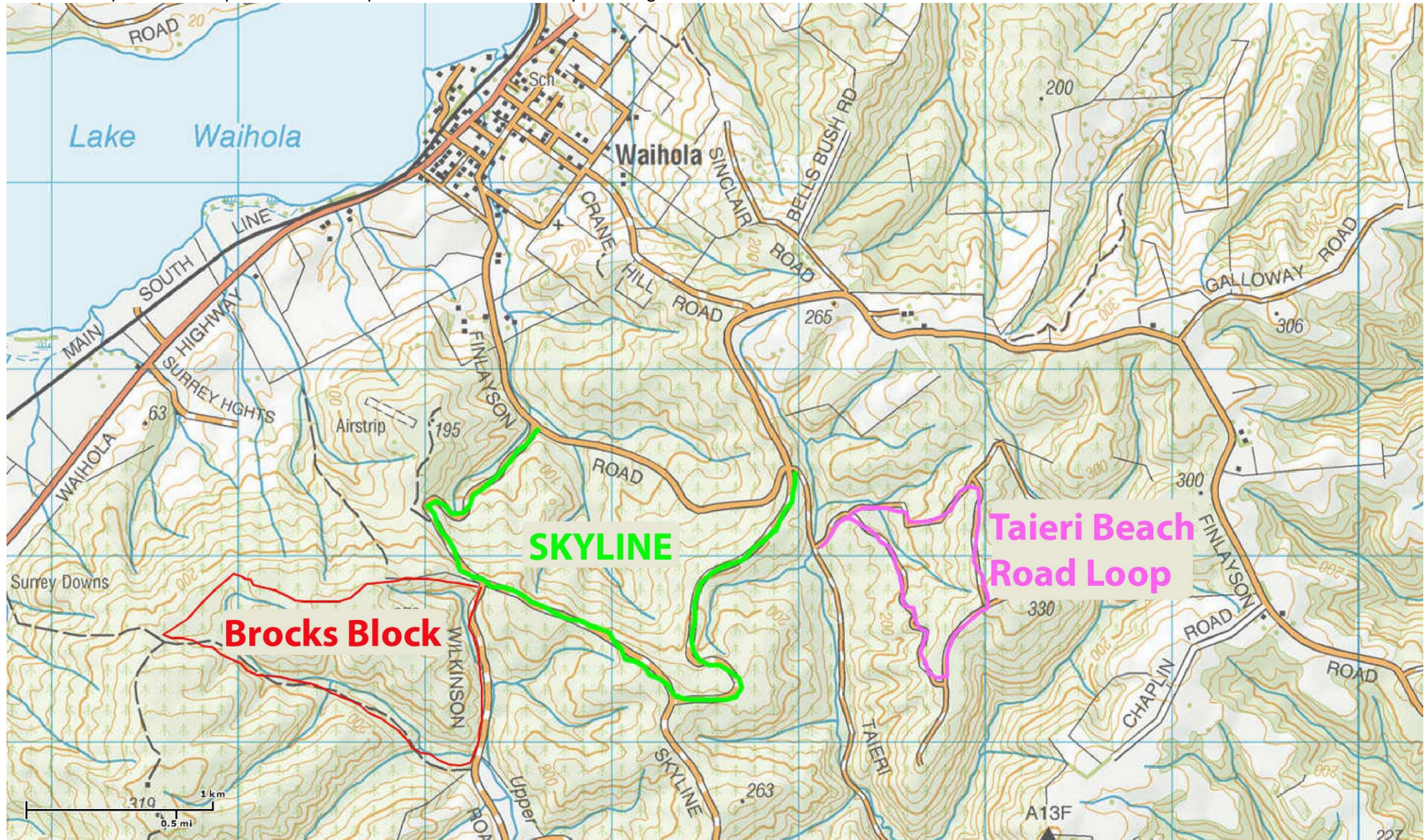


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Regular Trekking Routes

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

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



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Overall Activity Summary

Horse activities at CYC Waihola are high-risk and range from beginner to advanced levels. Due to this, horse activities are divided into two SOPs:

- Horses (Riding and Trekking): Covers paddock riding, trekking, arena work, and cross-country course.
- Horses (Entry Level Riding): For first-time or casual riders in a controlled arena.

Overlapping Responsibilities within Horse Activities

CYC Waihola does not own most horses on site, and some horse activities fall outside CYC's direct responsibility. Activities under CYC's SOPs include:

- Ministry Camps involving horses (e.g., Horse Trek, Pony Camp)
- Accommodation group activities with horses (e.g., school camps)

Activities **not** covered by CYC but with overlapping PCBU responsibilities:

- Local youth groups running their own horse activities (unless run by CYC)
- Waihola Riding Club (operated by Grace Presbyterian Church)
- Private horse owners or guests riding on or to/from the campsite

CYC Waihola Responsibilities (for non-CYC activities):

- Provide a safe facility, addressing site and building hazards
- Offer guidance on the group's schedule (if shared)
- Share important updates (e.g., forest closures, pest control) via phone, text, or WhatsApp
- Report any safety concerns related to the external group's responsibilities

External Group Responsibilities:

- Sign a group hire agreement for exclusive use
 - Seasonal agreements are acceptable for regular users
- Assess risks and manage hazards for their own activities
- Ensure safety of their participants
- Notify CYC Waihola when they'll be onsite (via phone, text, or WhatsApp)
 - Regular users may set a standing schedule (e.g., Thursdays 3–5pm)
- Bring their own first aid kit
- Report any safety concerns related to CYC Waihola's responsibilities

Hazard Register					
Activity: Assault Course		Activity: Assault Course		Activity: Assault Course	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Spinal injury Head injury Fractures Internal injury Bruises	Secondary Impact Syndrome	High	People	Persons with a recent head injury (including concussion) may not participate in this activity	Low
	Fall from a horse	High	Equipment	Anyone riding must wear a correctly fitted riding helmet	Moderate
				Participants must hear a horse safety talk and agree to adhere to content	
				Leaders will instruct participants in correct position for balance	
	Collision with a vehicle	High	Environment	Participants will be given clear instructions on road rules	Moderate
	Horse Spooked/Misbehaving	High	Equipment	Misbehaving horses that cannot be calmed down will be removed from the activity	Low
	Experience not matched to horse	High	People	Activity Leader must ensure those participants with little prior experience be matched with appropriate horses.	Low
	Horse tack failure	Moderate	Equipment	Leaders will check horse tack before mounting. Regular equipment checks performed	Low
Fractures Bruises Internal injury	Kicked by horse	High	Equipment	New participants stay a horse space away from rear of horse when walking behind them.	Low
				Participants taught how to Handle a horse including: No loud noises, avoid sudden or jerky movements, correct catching, leading & tying up.	
				Don't tie horses in gate ways and don't have loose horses in the same area as tied ones.	
	Crushed by horse	High	Equipment	Competent person selected by instructor to manage gateways.	Low
				Participants not to walk between tied horse and rail.	
Anaphylactic shock	Allergic reactions	High	People	Participants with known medical issues will be discussed with all leaders before departure	Low
Forest fire	Extreme Fire Danger	Moderate	Environment	Access to forest areas will not be permitted during periods of very high or extreme fire danger	Low
Exposure Fear Hyperthermia Hypothermia	Getting lost	Moderate	People	Activity Leader will ensure participants have appropriate clothing for the weather forecasted On non standard routes - Activity Leader must know routes - Planned route will be notified to CYC office - PLB and communication devices will be carried	Low

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

Hunting

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
Activity Leader Requirements
If firearms are in use, then all persons that are either using firearms or supervising campers with firearms shall have a Firearms licence.
Ratio
• Leaders only using rifles: ◦ Groups >3 campers: 1 leader per 5 campers, minimum 2 leaders ◦ Groups of 2–3 campers: 1 leader allowed, but campers must never be alone with a leader out of sight/sound • Campers using firearms: ◦ Hunting: 1 leader per 1 camper with a rifle ◦ Rifle range: 1 leader per 5 campers in clearly defined zones (see Shooting SOP)
Participant requirements
Must be over 12 years of age Must not have had a head injury (including concussion) in the last 3 weeks
Activity Leader Instructions
Pre-Camp Requirements • Complete Pre-activity Sign-off including: ◦ Daily hunt area maps ◦ Forestry permits (apply at least 6 weeks in advance) ◦ Written land access permission (if private land) ◦ Knowledge of remote areas and hazards Day of Activity Checks • Hazard and weather assessment • Cancel if poor conditions and participants lack appropriate gear • Emergency communication: ◦ Cellphone okay if full coverage ◦ If not, use PLB and/or satellite communicator • Activity Leader must know each participant's fitness and medical conditions • Complete Daily Activity Log before departure Key Hunting Instructions • Groups stay together unless: ◦ Pre-planned split with 800m+ separation and opposite hunting directions ◦ All leaders understand group locations and boundaries ◦ Each group has communication device ◦ Only one active rifle per group ◦ Minimum 1:5 ratio with at least 2 leaders (or group ≤3 campers) • Campers must obey leader instructions immediately • Live firing stops if anyone is unaccounted for Firearm Handling • Campers may carry rifle only if: ◦ Unloaded, no magazine, chamber has orange safety flag • Firearm may only be loaded and safety released when: ◦ Game is in sight ◦ All campers are accounted for and safe ◦ Target is confirmed and firing zone is clear

○ Firing chamber must be empty before moving ● Other leaders must ensure no participants move in front of rifle user ● Avoid ricochet hazards like rocks and water Daily Safety Briefing ● Required each day before hunting begins ● Covers: ○ Firearms safety procedures ○ Overview of day's activities and hazards ○ Required personal equipment ● Firearms safety includes: ○ Stay 1m behind person with rifle ○ Stay with the group ○ No misbehaviour—immediate stop if occurs ○ Review 7 rules of firearms safety: 1. Treat every firearm as loaded 2. Always point firearms in a safe direction 3. Load only when ready to fire 4. Identify target beyond doubt 5. Check firing zone 6. Store firearms/ammo safely 7. No drugs/alcohol when handling firearms ● Required gear: ○ Adequate drinking water ○ Warm clothes and waterproof jacket (regardless of forecast) ○ Any additional required gear ● All participants must acknowledge and agree to safety instructions ● Attendance roll taken before departure Post-Activity Requirements ● Attendance roll taken before returning by vehicle ● Complete activity sign-off and incident forms ● Return first aid kit, communication devices (incl. PLB), and sunscreen to camp base
Reasons to end 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.
Activity Maintenance Operations Manager's (in conjunction with the other Technical Advisors for this activity) inspection of the activity every 2 years to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Hunting – Risk Analysis</i>
Emergency and Incident preparedness No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Hunting		Last review: August 2025		Location: Various	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Gun shot wounds Death	Moving into line of fire	High	People	All leaders will be vigilant to ensure everyone stays behind rifle	Moderate
	Separation from group	High	People	All firing will stop unless everyone is in sight and accounted for	Moderate
	Misfire	High	Equipment	Rifle will always be unloaded unless about to take immediate shot	Moderate
	Two or more hunting parties	High	People	Split Hunting parties will hunt in opposite direction and with safe distance separation	Moderate
	Inadequate Supervision	High	People	Firearms will be supervised by staff with firearms licence only	Moderate
	Misbehaviour	High	People	Children will be supervised by competent Activity Leaders only Clear instructions for use of activity will be given to children	Moderate
Anaphylactic shock Poisoning	Allergic Reactions	Moderate	People	Participants with known medical issues will be discussed with all leaders before departure	Low
	Stinging Nettle – harmful plants	Moderate	Environment	Camp Director will point out areas to avoid if known Camp Director will give instructions about known plants to avoid	Low
Fear Exposure	Getting lost	High	People	Activity Leader will ensure participants have appropriate clothing for the weather forecasted. Activity Leader must know areas to be hunted in and the planned route will be notified to CYC Office PLB and communication devices will be carried Participants will be instructed to remain with the group	Low
Spinal Injury Heady Injury Broken Bones	Secondary impact syndrome	High	People	Persons with a recent concussion may not participate in this activity	Low
	Uneven ground/terrain	Moderate	Environment	Participants will be told about unmarked hazards (i.e. rabbit holes) and any unsafe terrain (i.e. bluffs, cliffs, etc.) during daily briefing	Low

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

Mountain Boards

Location
70 Finlayson Road – refer to CYC Waihola Camp Map for further details
Activity Leader Requirements
Must have current CYC Waihola Mountain Boards Activity Leader training
Ratio
1 adult to 10 children
Participant requirements
Must not have had a head injury (including concussion) in the previous 3 weeks
Activity Leader Instructions
Complete a risk assessment as per the Continual Risk Assessment section of the CYC Waihola Activity Management Policy Give safety/instruction briefing 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 Ensure the mountainboards are not left out unsupervised to ensure they are not used without supervision
Equipment
Mountain boards Safety helmets Wrist guards
Reasons to end activity
If at any point the activity can no longer run safely
Activity Maintenance
Paid staff inspection of the activity every 6 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes,</i> <i>Mountain Boards – Risk Analysis</i> <i>Mountain Boards – 6 Month Check</i>
Emergency and Incident preparedness
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Mountain Boards		Last Review: August 2025		Location: 70 Finlayson Road – Hill beside Chalet 4	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Spinal Injury Head Injury Broken Bones Concussion	Crashing into objects	Moderate	Environment	Slopes are to be clear of objects that can be crashed into	Low
	Fall from Mountain Board	Moderate	Equipment	Participants will wear wrist guards at all times on mountain boards Participants will wear helmets at all times on mountain boards	Low
	Crashing into other people	Moderate	People	Separate the participants and spectators from each other	Low
	Mountain Board failure	Moderate	Equipment	Mountain Boards will be checked before use	Low
	Inadequate supervision	Moderate	People	Participants will be supervised by competent adults	Low
	Misbehaviour	Moderate	People	Clear instructions for use of activity will be given to all participants	Low

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

Standard Operating Procedure **Orienteering**

Location
70 Finlayson Road – various locations around the camp site
Activity Leader Requirements
Any adult over the age of 16 can run this activity. The Activity Leader must oversee this activity and should not be a part of a participant group
Ratio
1 adult to 10 children The ratio of children to adults within small groups must be greater than 1 adult to 2 children for child protection
Participant requirements
Weather appropriate clothing Must wear shoes
Activity Leader Instructions
Ensure that all control points are set up in locations that are safe for participants to find. Give safety/instruction briefing • Only cross road at bottom of the main driveway • Do not cross any barbed wire fences • Be aware of surroundings while watching compass • Activity end time or signal • Suitable clothing and shoes to be worn • Give instructions to groups (see <i>CYC Orienteering Instructions</i>) • If the activity will use both sides of the road, the road signs must be put out as per <i>Temporary Road Traffic Signs – SOP</i>
Equipment
1 compass per small group Map for every group List of control points for each groups Control points set up around the campsite in predetermined locations
Reasons to end activity
There are no reasons to end this activity other than those stated in the CYC Waiholā Activity Management Policy
Activity Maintenance
Paid staff inspection of the activity every 12 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Geocaching & GPS Based Games – Risk Analysis</i>
Emergency and Incident preparedness
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Orienteering		Last Review: August 2025		Location: Various locations around camp site	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Environment, People, Equipment	How can it be prevented? Using the hierarchy of control: eliminate or minimize	Residual
Bruising or broken bones	Fall from uneven terrain	Moderate	Environment	Participants will be told about unmarked hazards (ie. Rabbit holes) and warned to take care when walking	Low
Emotional stress	Getting lost	Low	People	Participants will be told the boundaries of the activity	Very Low

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

Standard Operating Procedure
Slacklines

Location
Any location where slacklines can be safely secured
Activity Leader Requirements
Anyone who has received instructions (verbal or written) from CYC Staff
Ratio
1 adult to 10 children
Activity Leader Instructions
Complete a risk assessment as per the Continual Risk Assessment section of the CYC Waihola Activity Management Policy Confirm area is clear of hazards, including sticks, rocks, debris Check slackline for webbing integrity Give safety/instruction briefing and participant requirements • One person at a time • Stay back from slackline if not actively participating • Spotters on each side for new slackliners
Equipment
Slackline – secured between two trees
Reasons to end activity
If at any point the activity can no longer run safely
Activity Maintenance
Paid staff inspection of the activity every 6 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i>
Emergency and Incident preparedness
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Slacklines		Last Review: April 2026		Location: Any location where slacklines can be safely secured	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Broken bones, cuts, scrapes, bruising	Falling from slackline	Moderate	People	Unconfident participants will have spotters One participant on slickline at a time Slackline is not set higher than 1m from ground	Low
	Fall on rocks/sticks/debris/other people	Moderate	Environment	Activity Leader to check area prior to starting activity Participants not currently involved must stay back from slacklines	Very Low
	Fall onto ratchet	Moderate	Equipment	CYC Staff responsible for setting up activity will ensure ratchet faces down Only CYC Staff will adjust the slickline	Very Low
Slackline breaks	Faulty equipment	Moderate	Equipment	CYC staff will inspect the slackline as part of routine activity checks Activity Leader to check slackline integrity prior to use Slacklines have a weight limit of 100kgs	Very Low
Secondary Impact Syndrome	Secondary Impact Syndrome	High	People	Person with a recent head injury (including concussion) may not participate in this activity	Low
Sunburn	Sun exposure	Moderate	Environment	Participants must dress appropriately for weather Sunscreen and hats should be worn when appropriate	Very Low

Version Control			
Version	Date	Changes	Authorised by
1.0	21 April 2026	New SOP created	Esther Currie

Standard Operating Procedure
Slingshot Paintball

Location
71 Finlayson Road (green arena) – refer to CYC Waihola Camp Map for further details
Activity Leader Requirements
Must have a current CYC Waihola Slingshot Paintball Activity Leader training
Ratio
1 adult to 10 children A minimum of two competent adults are required at this activity
Participant requirements
Clothing that can get messy Covered shoes
Activity Leader Instructions
Before activity: • Ensure participants wear appropriate clothing • Complete Daily Pre-check: equipment and risk. • Collect paintball equipment container from CYC staff During activity Give safety/instruction briefing • Never shoot anything other than paintballs from sling shots • Do not shoot people closer than 3m • Masks must be worn at all times while in the arena • Sling shots are only to be used inside the arena • Hold the sling in one hand, load a paintball into the sling and hold it either side using the leather strap. Lock the arm holding the sling shot straight and with the other arm draw back the elastic to your elbow, aim and release. After activity
Equipment
Equipment crate with • Activity logbook • Slingshots • Paint balls • Masks The assigned arena for sling shot paintball is marked on the CYC Waihola Camp Map.
Reasons to end activity
If at any point the activity can no longer be run safely
Activity Maintenance
Paid staff inspection of the activity every 6 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes,</i> <i>Sling Shot Paintball – Risk Analysis</i> <i>Sling Shot Paintball – 6 Month Check</i>
Emergency and Incident preparedness
For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Slingshot Paintball		Last Review: August 2025		Location: 71 Finlayson Road – Green Arena	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Collisions	Participants running into others, equipment, or environment	Moderate	Environment	Participants are advised not to sprint and to clean masks if visibility is not clear	Low
Bruises	Hit with slingshot band	Moderate	Equipment	Participants will be given instructions on correct use of slingshot to not injure themselves or others	Low
	Tripping on uneven ground	Moderate	Environment	Participants are advised not to sprint and to clean masks if visibility is not clear	Low
	Paintballs	Moderate	Equipment	Participants will be instructed not to shoot at others closer than 3m from them	Low
		High		Participants will be encouraged to wear full coverage clothing	Low
Eye injury				Full face masks must be worn at all times inside the arena	Low
Ingesting paint		Moderate			Very Low

Version Control			
Version	Date	Changes	Authorised by
1.0	20 Aug 2025	New SOP created	Esther Currie

Swimming (Inland Waterways)

Location This SOP applies to a wide range of water-based activities, including but not limited to: - Swimming in waterholes, Lake Waihola, other inland lakes, rivers, streams, or ponds - Raft building - River crossings - Fishing and eeling While not all of these are swimming activities, they may involve water immersion and therefore fall under this SOP. This SOP does not apply to: - Indoor swimming pools – refer to <i>Swimming (Pool Based) – SOP</i> - Ocean swimming – refer to <i>Swimming (Ocean) – SOP</i> Note: These activities are sometimes informal and may occur outside structured programs. However, this SOP applies only when participants are directly supervised by a designated leader, guide, or instructor during Ministry Camps.
Activity Leader Requirements Must have a current CYC Waihola Swimming Supervisor qualification
Ratio Supervision needs depend on the participants' age, ability, the nature of the activity, location, environmental conditions, and the experience of the supervising adults. When Children Are Present - A 1:5 ratio of competent adults to children is required. - A minimum of two competent adults must be present (including the Activity Leader). - For groups of 10 or more, supervision zones must be assigned. Children Under 8 Years - Must have active, immediate supervision at all times (a competent adult within arm's reach in the water). Definition of a Competent Adult A competent adult is: - Capable of safely rescuing a participant without endangering themselves or others. - Briefed on the risks and specific hazards of the activity location (e.g., deep spots, currents, or other dangers).
Activity Leader Instructions Day of Activity Check Before any swimming activity begins: Hazard Check: Assess all risks and ensure they can be safely managed. Weather Check: Consider current and forecasted weather. Avoid activities in water under 15°C due to cold water shock risk. Water Confidence Check: Use enrolment info and wristbands to identify confidence levels. Swimming is not permitted for children under 13 if air temperature is below 10°C. Equipment Hazard Check: Evaluate risks of using items like pontoons, swings, or rafts. Changing Area Check: Ensure there are safe, private changing options. No changing in public or in front of the opposite sex. Communication Check: A cellphone (or satellite device if out of range) must be present at the site. These items are part of the <i>Swimming (Inland Waterways) – Activity Sign-off</i>. For spontaneous swims (e.g. on a tramp), the Activity Leader must still cover all these checks. Before Departing Camp (for off-site swims) If traveling from camp to a swim location: - Leaders must ensure participants have: - Enclosed shoes - A spare warm outfit - A dry towel - Suitable swimwear (e.g. wetsuit or togs) - Participants leave camp together with an attendance list completed. - Ministry Camp staff must follow: "Waihola Walking Activities – SOP" when walking "Vehicle Use (Road Vehicles) – SOP" when driving

On Arrival at Swim Site

- Leaders confirm participants are dressed appropriately.
- No one enters the water until told to by the Activity Leader.
- The Activity Leader gives a daily introductory safety talk, which includes:
 - Boundaries of the swim area
 - Staying within 10 metres of each other (use visual landmark to explain)
 - Rules for using equipment like pontoons or rafts
 - No diving (head-first jumping)
 - If bombing is allowed, explain where and when it's safe
 - Explain water depth and swimming ability needed
 - Assign a competent adult for in-water support if deep water is involved

Whistle Signals

- One long blast: stop and listen
- Two or more long blasts: return to shore immediately
- Multiple short blasts: someone is in trouble — alert other supervisors

During the Activity

- Leaders must:
 - Keep the group together
 - Monitor for changes in weather or conditions
- Supervision must be active and deliberate:
 - The Activity Leader remains onshore with full oversight, not distracted
 - Children under 8 must have a competent adult in the water within arm's reach
 - For groups of 10 or more, supervision must include both shore and in-water coverage
 - Buddy systems can be used but do not replace adult supervision
 - Have a clear plan for covering supervision if a leader needs to help someone

Considerations for Supervision

- Participant needs: medical, behavioural, language barriers, swimming ability
- Environmental factors: weather, terrain, hazards

Ending the Activity

- The Activity Leader blows one long whistle and calls everyone back to shore
- A competent adult must be last out of the water

After the Activity

- Participants should exit the water promptly to avoid getting cold
 - Leaders not involved in supervision may help children change
 - Use public changing areas if available with supervision outside
 - If permitted, some participants may return early to camp with a leader, provided ratios at the swim site are still met.
- Attendance lists must be updated.

Before Leaving the Swim Site

- Final attendance list completed
- All gear and belongings packed and removed

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)

The Activity Leader must take a communication device to the activity area for us in emergencies

Reasons to end activity
If for any reason the activity can no longer run safely
Activity Maintenance
The Operation's Manager's (in conjunction with the other Technical Advisers) inspection of the activity every 2 years to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Swimming (Inland Waterways) – Risk Analysis</i>
Emergency and Incident preparedness
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Swimming (Inland)		Last Review: August 2025		Location: Various	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Drowning Emotional distress	Participants going out of depth	High	People	Participants will be given clear boundaries before activity commences Planned swimming activities will use swimmer competence wrist-bands	Moderate
	Cold water shock	Moderate	Environment	Activity will avoid very cold water (i.e. less than 15°C)	Low
	Underwater snags	Moderate	Environment	Participants will only be allowed to swim in areas given all clear from snags	Low
	Inadequate supervision	High	People	Participants will be supervised by trained leaders	Low
	Misbehaviour	High	People	Clear instructions for use of activity will be given to all participants	Low
Hypothermia	Cold water / Cold weather	High	Environment	Weather forecast will be checked daily before activity use Activity Leader will impose activity time limits	Moderate
Sunburn	Sun	High	Environment	Sunscreen will be provided for all participants and staff	Low
Spinal injury Head injury	Diving off rafts or shore into water	Moderate	People	Participants will not be allowed to dive	Low
	Hitting raft or other equipment	Moderate	Equipment	Participants will not be allowed to jump off raft	Low
Allergic reaction Medical condition	Medical incident	Moderate	People	At least one supervisor must have a current first aid certificate Supervisors will be alerted to participants with known allergies and medical conditions	Low

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

The validity of this document is only guaranteed when received directly from the CYC Waiholā office and read in conjunction with the CYC Waiholā Activity Management Policy

Location
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 Requirements
Must have a current CYC Waihola Swimming Supervisor certification with the Ocean Endorsement.
Ratio
Supervision requirements depend on the age, ability, environment, and the skills of leaders. The following minimum standards apply: When children are present: 1 competent adult per 5 children (high-risk ratio) - Minimum of 2 competent adults (including the Activity Leader) When groups of 10 or more are present: - Same 1:5 ratio and 2-adult minimum applies - Competent adults must be assigned specific supervision zones For children under 8 years old: - Must be actively supervised in the water, with a competent adult within arm's reach at all times Supervision Competency A competent adult for swimming activities must: - Be capable of performing a water rescue at the activity location without endangering themselves or others - Be fully briefed on site-specific risks, including: - Rip currents - Undertow conditions - Other environmental hazards All supervising adults must understand the unique conditions of the location they are overseeing.
Activity Leader Instructions
Before the Activity Hazard Assessment: Identify and manage risks for location, equipment, and weather. Weather Check: Avoid water under 15°C where possible. Limit ocean swimming to summer. If under 13s are involved and air temp is below 10°C, cancel the activity. Water Confidence: Review enrolment data and wristbands. Ensure all leaders and participants are confident in water. Equipment Check: Assess risks related to pontoons, swings, rafts, etc. Changing Facilities: Choose appropriate locations that ensure privacy, especially in public and mixed-gender situations. No one should change in front of the opposite sex or the public. Communication: Bring a working cellphone or satellite device. Note: All of the above must be completed in the <i>Swimming (Ocean) – Activity Sign-off</i> form. For impromptu swims, the Activity Leader must still complete these checks. Before Leaving Camp Check participants have: - Enclosed shoes - Spare warm clothes - Towel - Swimwear (togs or wetsuit) Complete the attendance list before departure. Follow the <i>Vehicle Use SOP</i> if driving.

Upon Arrival

Ensure all participants are appropriately dressed.

No one enters the water until directed by the Activity Leader.

Introductory Talk (must happen daily)

Covers:

Swimming Boundary: Defined by two competent adults in the water forming a rectangle to shore.

Group Cohesion: Stay within 10m of each other (use a visible reference).

Equipment Use: Rules for pontoons, swings, rafts, etc.

No Diving: Head-first entry is not permitted.

Jumping Rules (if allowed): Only where water is deep. Participants must be strong swimmers. A competent adult must supervise in water.

Whistle Signals:

- 1 long blast – Stop and look to leader
- 2+ long blasts – Return to shore
- Multiple short blasts – Someone is in trouble

During the Activity

The Activity Leader stays on shore with a full view of the group and provides active supervision.

Additional leaders help monitor group spacing and changing weather conditions.

Under 8s: Require in-water supervision by a competent adult at arm's length, in addition to the on-shore leader.

Groups >10 swimmers: Require both in-water and shore supervision.

Use a **buddy system** where appropriate.

Assign roles clearly among supervisors and have a backup plan for coverage if a leader leaves to assist someone.

Extra Considerations:

- Account for participants with special needs, medical issues, or language barriers.
- Continually assess environmental factors like wind, swell, or currents.

Ending the Activity

One long whistle signals the end.

All return to shore under leader instruction.

One competent adult remains in the water until all participants are out.

After the Activity

Get participants out of the water quickly to avoid getting cold.

Leaders (not in supervision roles) can assist with changing if assessed safe:

- Use public facilities if supervised from outside.
- Early groups can return to camp with leader approval if supervision ratios remain adequate at the location.

Complete:

- Attendance list
- Swimming (Ocean) – Activity Sign-off
- Check all equipment and personal belongings are removed.

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) The Activity Leader must take a communication device to the activity area for us in emergencies
Reasons to end activity
If at any point the activity can no longer be run safely 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 Scale⁹⁴ - OR an on shore wind that is higher than 4 on the Beaufort Scale Participants have unsuitable clothing for the swimming environment
Activity Maintenance
Operations Manager's (in conjunction with the other Technical Advisers) inspection of the activity every 2 years to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Swimming (Ocean) – Risk Analysis</i>
Emergency and Incident preparedness
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Swimming (Ocean)		Last Review: August 2025		Location: Various	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Drowning Emotional distress	Participants going out of depth	High	People	Participants will be given clear boundaries before activity commences Planned swimming activities will use swimmer competence wrist-bands	Moderate
	Cold water shock	Moderate	Environment	Activity will avoid very cold water (i.e. less than 15°C)	Low
	Underwater snags	Moderate	Environment	Participants will only be allowed to swim in areas given all clear from snags	Low
	Inadequate supervision	High	People	Participants will be supervised by trained leaders	Low
	Misbehaviour	High	People	Clear instructions for use of activity will be given to all participants	Low
Hypothermia	Cold water / Cold weather	High	Environment	Weather forecast will be checked daily before activity use Activity Leader will impose activity time limits	Moderate
Sunburn	Sun	High	Environment	Sunscreen will be provided for all participants and staff	Low
Spinal injury Head injury	Diving off rafts or shore into water	Moderate	People	Participants will not be allowed to dive	Low
	Hitting raft or other equipment	Moderate	Equipment	Participants will not be allowed to jump off raft	Low
Allergic reaction Medical condition	Medical incident	Moderate	People	At least one supervisor must have a current first aid certificate Supervisors will be alerted to participants with known allergies and medical conditions	Low

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2.0	20 Aug 2025	New SOP created	

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Swimming (Pool)

Location
This activity may take place at: • A public swimming pool (with or without lifeguards) • A private swimming pool These SOPs apply to any water-based activity where participants or leaders may be immersed in enclosed water, even if not directly swimming.
Activity Leader Requirements
Must have a current CYC Waihola Swimming Supervisor qualification
Ratio
Supervision depends on participants' age and ability, activity type, location, environment, and leader experience. When Children Are Present • High-risk ratio: 1 competent adult per 5 children • Minimum of 2 competent adults, including the Activity Leader • Public pools: On-duty lifeguards count toward supervision ratio For Groups of 10+ Children • Same rules as above: ○ 1:5 ratio ○ Minimum 2 competent adults ○ Assign supervision zones to adults ○ Lifeguards at public pools count toward supervision For Children Under 8 • Must have active, in-water supervision by a competent adult within arm's reach at all times
Activity Leader Instructions
Before the Activity Starts (Day of) • Assess Water Confidence: ○ Use Ministry Camp enrolment info and water confidence wristbands. ○ If under-13s are swimming and air temp is below 10°C, activity should not proceed [<i>indoors, this may not apply</i>] • Ensure Suitable Changing Areas: ○ Changing must be private and appropriate (e.g. no changing in public view or in front of opposite sex). • Have Emergency Communication: ○ Bring a cellphone (or satellite communicator if no coverage). For Climbing Equipment in Pool: • Ensure: ○ Safe distance from pool edges ○ Sufficient water depth ○ Helmet use is considered if risk of head/spinal injury is present Complete the <i>Swimming (Pool-Based) Activity Sign-Off</i> before starting. Before Leaving for the Pool • Check each participant has: ○ Enclosed shoes ○ Towel ○ Spare warm clothes ○ Appropriate swimwear (togs or wetsuit) • Take attendance before departure • Follow relevant SOPs for walking or driving to the venue (Ministry Camp only)

At the Pool: Before Swimming Starts

- Ensure everyone is dressed and ready
- No one enters the water until directed by the Activity Leader

Introductory Safety Talk (Daily)

Covers:

- Swimming boundaries
- Equipment rules (e.g. inflatables, slides)
- No diving (head-first jumping) under any circumstances
- Public pool etiquette:
 - Respect facility rules
 - Give space to other pool users
- Whistle signals:
 - 1 long blast = stop and listen
 - 2+ long blasts = return to poolside
 - Repeated short blasts = swimmer in trouble

During the Activity

- Clearly assign supervision roles (especially if using assistants or parent helpers)
- One designated Activity Leader must remain poolside, supervising actively at all times.
- Children under 8 must have a competent adult in the water within arm's reach, in addition to the poolside supervisor.
- For 10+ swimmers, supervision must include adults in the water and on poolside
- Consider:
 - Buddy systems for added safety
 - Supervision coverage when one adult assists a swimmer in distress
- Account for:
 - Non-swimmers, special needs, language barriers, and behavioural/medical concerns

Ending the Activity

- Activity Leader gives 1 long whistle blast and instructs swimmers to return to poolside
- A competent adult must be the last to leave the water

After the Activity

- Swimmers exit water quickly to avoid getting cold
- Use public changing rooms/toilets only with supervision (e.g. a leader outside the facility)
- If allowed by the Activity Leader:
 - Some participants may return to camp early with adequate supervision
 - Update the **attendance list** before they leave

Before Departing the Pool:

- Complete attendance list and "Swimming (Pool-Based) – Activity Sign-Off"
- Ensure all equipment and belongings are collected

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:

Reasons to end activity

If at any point the activity can no longer run safely

Activity Maintenance

Paid staff inspection of the activity every 2 years to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated.

Documents used to assist this process:

Flowchart of Risk Management Processes

Swimming (Pool Based) – Risk Analysis

Emergency and Incident preparedness

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

Hazard register					
Activity: Swimming (Pool)		Last Review: August 2025		Location: Various	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Drowning Emotional distress	Participants going out of depth	High	People	Participants will be given clear boundaries before activity commences Planned swimming activities will use swimmer competence wrist-bands	Moderate
	Inadequate supervision	High	People	Participants will be supervised by trained leaders	Low
	Misbehaviour	High	People	Clear instructions for use of activity will be given to all participants	Low
Hypothermia	Cold water / Cold weather	High	Environment	Weather forecast will be checked daily before activity use Activity Leader will impose activity time limits	Moderate
Sunburn	Sun	High	Environment	Sunscreen will be provided for all participants and staff	Low
Spinal injury Head injury	Diving off poolside into water	Moderate	People	Participants will not be allowed to dive	Low
	Hitting poolside from equipment	Moderate	Equipment	Participants will not be allowed to jump off raft Participants will not be allowed to jump off equipment Equipment will be used away from poolside and other equipment Helmets will be worn where risk of head injury exists from poolside or equipment	Low

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

Standard Operating Procedure
Team Initiative Course

Location
70 Finlayson Road – refer to CYC Waihola Camp Map for further details
Activity Leader Requirements
Any competent adult who has been given instructions from a member of CYC staff can run this activity
Ratio
1 adult to 10 children
Participant requirements
Weather appropriate clothing Must wear shoes Not have had a head injury (including concussion) in the previous 3 weeks
Activity Leader Instructions
Complete a risk assessment as per the Continual Risk Assessment section of the CYC Waihola Activity Management Plan Give safety/instruction briefing This 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
Equipment
The team initiative course is a permanently installed group of structures. Blindfolds
Reasons to end activity
If at any point the activity can no longer be run safely
Activity Maintenance
Paid staff inspection of the activity every 12 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Team Initiative Course – Risk Analysis</i>
Emergency and Incident preparedness
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Team Initiative Course		Last Review: August 2025		Location: 70 Finlayson Road – down bank off soccer field	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Fall from height	Misbehaviour	Moderate	People	Clear instructions for use of team initiative course will be given Children will be supervised by adults	Low
	Inadequate supervision	Moderate	People		Low
	Incorrect use of equipment	Moderate	People	Participants will be advised to complete obstacles in their own time to their own ability	Low
Secondary Impact Syndrome	Hit to head	High	People	Persons with a recent concussion may not participate in this activity	Low

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

Standard Operating Procedure

Temporary Traffic Signs

Location
Road side either end of camp on Finlayson Road
Instructions for Use
Operations Summary Temporary road traffic signs are used to manage traffic when camp activities require use of or crossing Finlayson Road. Requirements • Only persons authorised by the Operations Manager may use the signs. • Users must understand full operating instructions. Event Signs – When to Use • Activities require both sides of the camp-site. • Any number of children, campers, or more than 30 adults are crossing Finlayson Road at camp entrances. • Activities create traffic hazards (e.g., slow/turning vehicles or distractions near the road). Speed Restriction Signs – When to Use • Children cross more than four times in an hour. • Horses are crossed at the Homestead service entrance more than four times in an hour. • Large events with multiple hazards (e.g., crossings and turning traffic). • 30km/h signs must be folded away when not in use. Operating Procedures • If all signs are in use, the following must be folded down: 2 “Exclamation Mark,” 2 “Event,” 4 “30km/h,” 4 “100km/h,” and 2 “Thank-you” signs. • If only event signs are in use, fold down: 2 “Exclamation Mark,” 2 “Event,” and 2 “Thank-you” signs. • Only competent adults may fold or unfold signs. Road Cones • May be used with event signs to support traffic management. • Cones on verges must not extend into traffic lanes.

Tramping

Location
Various locations around Canterbury, Otago, Southland and Fiordland
Activity Leader Requirements
Must have a current CYC Waiholā Tramping Director certification
Ratio
1 adult to 5 children There is a two adult minimum required for this activity
Participant requirements
Must be able to tramp the maximum planned distance with a pack on All gear listed below
Activity Leader Instructions
Before the Day of Departure Planning & Approvals • Activity Leader (preferably the Camp Director) must: ○ Submit the <i>Tramping Pre-Activity Sign-Off</i> to the CYC Office. ○ Submit a map with the daily itinerary to the Operations Manager. ○ Notify the Operations Manager of any required forestry permits (at least 6 weeks in advance). ○ Obtain written access permission for any private land. ○ Research the route for known hazards, either by visiting the area or using resources like: · DoC trail instructions · Wilderness Magazine articles • Assign a nominated contact person (e.g. Operations Manager) to confirm the group's safe return. Participant Gear Requirements • All participants (including leaders) must receive a gear list (as below). • Anyone without all required gear may not participate. Day of Departure Before leaving CYC Waiholā: • Complete the <i>Tramping Pre-Activity Sign-Off</i>, including: ○ Equipment safety check ○ Weather assessment (via NZ MetService, check daily if possible) ○ Risk assessment ○ Confirmation of communication devices (cellphone or satellite phone + PLB) ○ List of participant medical conditions & medications (shared with Ops Manager or contact person) <i>Note: This must be done before anyone departs – not rushed.</i> Daily Departures from Campsite/Base Each day before departure: • Assess: ○ Hazards for the day ○ Weather forecast and local conditions • Complete the Tramping Daily Activity Log, including: ○ Equipment check ○ Communication device check ○ Confirm all rubbish and gear are packed if leaving site Daily Safety Briefing (Led by Activity Leader) Must include: • The day's route and hazards • Expected weather

- Reminder to carry enough drinking water
- Tramping Rules:
 - Appoint front and rear leaders – no one may go ahead or fall behind them
 - No turning back or leaving the trail without notifying a leader
 - The group must stop until the person returns

No one departs until the briefing is complete and all are ready.

During the Tramp

The Activity Leader must:

- Ensure front and rear leaders can communicate (e.g. via walkie-talkie)
- Remind participants to stay hydrated
- Keep all participants within sight and sound
- Ensure everyone stays on track unless permitted – then group must stop until they return

End of Day

At the overnight stop or before leaving car park:

- Take an attendance roll
- Check:
 - First Aid Kit
 - Communication devices, including PLB
 - All group gear is accounted for

Equipment

Participant Gear Requirements

- All participants (including leaders) must receive a **gear list**.
- **Anyone without all required gear may not participate.**

Essential Personal Gear Includes:

- Tramping Pack
- Waterproof Pack Liner or Dry Sacks
- Warm Sleeping Bag + Sleeping Mat
- Suitable Footwear (tramping boots or with ankle support)
- Bowl, Cup, Utensils
- Head Torch (with new batteries)
- 750ml+ Water Bottle
- **Clothing:**
 - Waterproof Rain Jacket
 - Long Sleeve Thermal Tops & Leggings (polyprop/merino/wool)
 - Woollen or Fleece Jersey
 - Microfleece Top or Sweatshirt
 - Microfleece Pants or Overtrousers
 - 2+ pairs of Thick Socks
 - Warm Hat & Gloves
- **Personal Survival Kit** including:
 - Barley sugars, small first aid kit (plasters, panadol, tape)
 - Compass, waterproof matches, pocket knife, whistle, survival blanket

Group Gear (Provided by Leader)

- Cooking equipment + fuel
- First Aid Kit
- Personal Locator Beacon (PLB)
- Topo Maps (printable from <http://topomaps.co.nz>)
- GPS + batteries
- Compass, Whistle, Knife
- Matches, Fire Lighters, Candles
- Walkie-Talkies + spare batteries
- Food for all participants + **2 days' emergency rations**

Reasons to end activity
If at any point the activity can no longer run safely If an activity must stop in a remote area: 1. Prioritise safety of all participants, staff, and spectators. 2. Move everyone to a safe location as directed by the Incident Controller (Camp Director or Activity Leader). 3. Call emergency services or activate the PLB if there's no cell coverage, if instructed. 4. If the activity can't safely continue, the Camp Director arranges transport back to base and contacts the Operations Manager if camp plans are affected.
Activity Maintenance
The Operation's Manager's (in conjunction with the other Technical Advisers) inspection of the activity every 2 years to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Tramping – Risk Analysis</i>
Emergency and Incident preparedness
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Tramping		Last Review: August 2025		Location: Various	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Exposure Emotional distress	Getting lost	High	People	Activity Leader will ensure participants have appropriate clothing for the weather forecasted. Activity Leader must know areas to be hunted in and planned route will be notified to CYC Office PLB and communication devices will be carried Participants will be instructed to remain with the group	Moderate
Anaphylactic shock Poisoning	Allergic Reactions	Moderate	People	Participants with known medical issues will be discussed with all leaders before departure	Low
	Stinging nettle / plants	Moderate	Environment	Camp Director will point out areas to avoid if known Camp Director will give instructions about known plants to avoid	Low
Dehydration Hyperthermia Hypothermia	Hot / Cold weather	High	Environment	Weather forecast will be checked daily Participants will be encouraged to drink water regularly Suitable clothing will be given in daily briefing and checked	Low
Spinal Injury Head Injury Broken bones	Secondary Impact Syndrome	High	People	Persons with a recent concussion may not participate in this activity	Low
	Falls/Slipping	High	Environment	Activity Leader must know areas to be tramped Activity Leader must give briefing about avoiding hazardous areas	Moderate
Forest fire	Extreme Fire danger	Moderate	Environment	Access to forest areas will not be permitted during periods of very high or extreme fire danger	Low

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

Overall Activity 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
General Rules for All Vehicles • One person per seat; seatbelts must be worn if available. • A communication device must be carried to contact other vehicles or the campsite. • No part of a person's body may extend outside an open window. • No more than 12 people may be transported unless: ○ The vehicle is certified to carry more than 13 passengers and ○ The driver has a bus endorsement on their licence. CYC Waihola-Owned Road Vehicles Use is permitted only if: • Vehicle has a current Warrant of Fitness and registration • Vehicle is roadworthy • Driver is 21+ years old with a full NZ driver's licence • Driver has approval from the Operations Manager, a CYC Paid Staff Member, or CYC Council member Privately-Owned Road Vehicles Use for CYC purposes is permitted only if: • Vehicle has a current Warrant of Fitness and registration • Vehicle is roadworthy • Driver has a full NZ driver's licence • Driver has approval from the Operations Manager, CYC Paid Staff, or the Camp Director Use of CYC Rescue Boat • The motorised rescue boat is for trained CYC staff only. • The dinghy (no motor) may be used with Operations Manager approval. Transporting Children • Never transport a child alone. • Maximum number of children = number of seatbelted seats in the vehicle. • Caregivers must be notified and give consent before any off-site transport. Ministry Camp Consent • Consent is granted through enrolment agreement (see Residential Camping Program Policy). • Drivers transporting campers must: ○ Hold a full NZ licence for at least 2 years ○ Have a copy of their licence on file in the camp office ○ Have permission from the Camp Director or Operations Manager Vehicle Breakdowns (Off-Site) 1. Keep all passengers in the vehicle if safe. If not, move them to a safe roadside area. 2. Driver must contact the CYC office for help and vehicle recovery. 3. While waiting, non-physical games may be played that keep children clear of the road.

Vehicle Use

(Road Vehicles)

Overall Activity Summary
Farm and mobile farm machinery can be hazardous. This SOP outlines safe use procedures.
Policies for Vehicle Operations
Vehicle Operations Only approved operators may use CYC Waihola tractors and mobile farm machinery. Operators must: • Be 21+ years or older • Hold a full driver's licence • Have Operations Manager approval Use on public roads requires express permission from the Operations Manager for CYC-related purposes. Operator Safety • Ear protection is required. • Machinery must not be used in ways that risk roll-over. • Operators must demonstrate safe use to the Operations Manager before operating on uneven ground. Safety of Others Large machinery (e.g. diggers over 3 tonnes, dump trucks, large tractors) in publicly accessible areas requires: • Induction by the Operations Manager outlining permitted areas, timeframes, and other details. • Advance hazard warnings to all staff, clients, and visitors. • Clearly marked construction zones with isolating fences or fully surrounding danger tape. • During camps with children, work can only occur with clear boundaries and out-of-bounds areas. Small machinery (e.g. under 3 tonnes, camp tractors) requires: • Advance hazard warnings to all staff, clients, and visitors. • Construction zones clearly marked with danger tape until safe for use. Speed & Proximity Limits • Maximum speed within the camp-site: 15 km/h. • No operation within 25 metres of children unless behind a suitable barrier. Children must be in sight at all times.



Standard Operating Procedures

Waihola Walking Activities

Location
Various locations around the Waihola township
Activity Leader Requirements
These SOPs only apply within the context of a CYC Ministry Camp. If run by an Accommodation Group, they do not fall under the responsibility of CYC Waihola unless an Activity Leader has been requested by the accommodation group, in which case these SOPs would be followed by that Activity Leader. An overall Activity Leader needs to oversee the running of this activity if there are multiple groups walking around the township. This overall activity leader should not form part of the smaller groups and be readily contactable by each small group leader No qualifications are required for this Activity Leader
Ratio
1 adult to 5 children
Participant requirements
Weather appropriate clothing Must wear shoes
Activity Leader Instructions
Give safety/instruction briefing and participant requirements The introductory talk will cover the following: • Required clothing and footwear for the activity ◦ Suitable warm clothing (including a jacket) must be taken in case the weather turns ◦ Fluorescent vests • Safety Rules as follows: ◦ Activity boundaries ◦ Stay together as a group ◦ Listen to the group leader ◦ Road Rules ▪ Stay to the right side of the road and where available use footpaths. ▪ Look carefully before crossing intersections ▪ No one is to enter private property At the end of the activity the Activity Leader should ensure everyone has returned to camp by completing an attendance list
Equipment
The off-site grab bag does not need to be taken with each group however it must be readily accessible and transportable to a group when required from the camp-site by the overall Activity Leader. Each group must take a cellphone As many participants in the group as possible should have a fluorescent vest. If there are not enough fluorescent vests for every participant then leaders must wear them.
Reasons to end activity
If at any point the activity can no longer be run safely
Activity Maintenance
Operations Manager's (in conjunction with the other Technical Advisers) inspection of the activity every 2 years to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: <i>Flowchart of Risk Management Processes</i> <i>Waihola Walking Activities – Risk Analysis</i>
Emergency and Incident preparedness

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

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

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

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Waterslide

Location
70 Finlayson Road – refer to CYC Waihola Camp Map for further details
Activity Leader Requirements
One person with current CYC Waihola Waterslide Activity Leader training One competent adult to supervise the landing pool – this adult must have understood instructions from CYC staff
Ratio
1 adult to 10 children
Activity Leader Instructions
Complete activity log-book Give safety/introduction talk The introductory talk will cover the following (and must be given to ALL individuals at ONE time): • The ONLY acceptable way to go down the water slide: ◦ Arms crossed against chest ◦ Ankles crossed ◦ Laying down, feet first – do not sit up at ANY time until completely stopped at the bottom of the slide • Do not try to hold walls • One person at a time – ONLY when instructed by Activity Leader • No one will come up the water slide for any reason • The correct position must be demonstrated by the group to the Activity Leader during the activity briefing • NO additions OR exclusions from these rules may be made at ANY time The Activity Leader must ensure that there are never multiple participants on the slide at once to ensure this: • The Activity Leader will stand in front of the slide when a participant is on it • The Adult stationed at the bottom of the slide will raise the orange flag once the participant has left the slide completely only then will the Activity Leader allow the next individual to enter the slide • The next participant will only get on the slide once explicitly told to by the Activity Leader When the activity is finished Complete the activity log-book Ensure water is turned off
Equipment
The waterslide is a permanently fixed activity Hose Orange flag
Reasons to end activity
There are no reasons to end this activity other than those stated in the CYC Waihola Health & Safety Document
Activity Maintenance
Paid staff inspection of the activity every 12 months to identify any new hazards/wear and tear and sign off on safety of activity. If staff deem there to be any insufficiencies that increase the risk to an unsafe level, the activity will no longer continue until the risk is remedied or eliminated. Documents used to assist this process: Flowchart of Risk Management Processes Water-slide – Risk Analysis
Emergency and Incident preparedness
No specific emergency requirements for this activity. For general emergencies follow normal emergency policies.

Hazard Register					
Activity: Waterslide		Last Review: August 2025		Location: 70 Finlayson Road – Down hill beside Office	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Spinal Injury Heady Injury Fractures Internal Injury Bruising	Detergent used on slide	Critical	Equipment	No detergent will be permitted on slide	Low
	Inflatables used on slide	Critical	Equipment	No inflatables will be permitted on slide	Low
	Collision with another participant	High	Environment	Activity Leader will ensure waterslide is clear before letting next participant go No trains will be permitted on slide	Moderate
	Secondary Impact Syndrome	Critical	People	Persons with a recent head injury (including concussion) may not participate in this activity	Low
Digit entrapment	Holes in plastic slide	High	Equipment	Waterslide will be checked daily for holes and not permitted for use until repaired	Low

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

Zipline

Location
70 Finlayson Road – refer to CYC Waiholā Camp Map for further details
Activity Leader Requirements
Must have current CYC Waiholā Zipline Activity Leader training
Ratio
Supervision • Bottom End: Must have an adult with current Zipline Catcher training When Children Are Present: • Supervision ratio: 1 competent adult per 5 children. • Minimum of 3 competent adults (including the Activity Leader). • Two adults remain at the launch platform. • The bottom-end adult can count toward supervision numbers. When Children Are Not Present: • One Activity Leader at the launch and one instructed adult at the bottom end are required.
Participant requirements
The following are not permitted to participate: • Pregnant individuals • Those with heart conditions • Children under 5 • Individuals over 100kg or taller than 185cm • Anyone unable to follow simple instructions (e.g., for mid-line rescue) • Anyone who has had a head injury (including concussion) within the last 3 weeks
Activity Leader Instructions
Before starting activity: • Ensure participants have warm clothing and suitable footwear. Bottom-End Setup (by Activity Leader): • Take a competent adult to the landing platform and instruct them: ○ Must wear helmet and tethered harness. ○ Stopping procedure: • Use number of tyres as indicated by Activity Leader via hand signals • Tyres must pass mid-barrier upright. • Don't catch participants – only assist after they slow. • Use retrieval rope if participant doesn't reach end. • Unhook pulley, leave karabiners on lanyards. • Instruct participant to walk back with gear in hand. • Reset tyres, signal readiness, or use crossed arms to indicate issues. • Conduct bottom-end pre-checks during this time. Launch-End Setup: • Complete launch pre-checks. • Put on harness, attach to fall arrest rail, unlock gate. Group Briefing • Conduct safety briefing before activity begins, covering: ○ Rules: • Max weight: 100kg; max height: 185cm. • Pregnant individuals, or those with heart conditions/concussions, cannot participate. • One participant on launch platform past demarcation line at a time. • Must hold lanyard, no stunts (e.g. "Superman"). • Enclosed footwear required. ○ Explain: • Bottom end process (lift legs before landing) • What happens if they stop short • Use of retrieval rope

Participant Setup

- If close to weight limit, ask participant to confirm weight
- Fit harness and helmet:
 - Use "fist-check" on harness
 - Helmet chin strap must be secure
 - Only Activity Leader can confirm gear before launch
- Connect to zipline:
 1. Pulley over wire
 2. Clip red then black lanyards into pulley
 3. Check karabiner gates are locked
 4. Secure retrieval rope to left hip
 5. Do final "sanity check"
 6. Signal number of tyres to bottom-end adult
 7. Wait for confirmation
 8. Open gate to launch, latch gate immediately

Post-Activity

- Return gear to Zipline equipment box
- Lock box if leaving launch area unattended
- Lock launch platform gate

Equipment

Launch Platform

- Permanent structure with posted **Zipline Rules**:
 1. Participants must be:
 - 5+ years old
 - Under 100kg and 185cm
 - Free of heart conditions, pregnancy, or recent head injuries
 2. Stay out of loading area until instructed
 3. Wear harness and helmet
 4. Remain upright, holding lanyard with both hands while flying
- Features:
 - Demarcation line (work vs. waiting area)
 - Lockable gate to prevent premature launches
 - Secure tether point for Activity Leader

Equipment Box (Launch Platform) Contents:

- Activity Logbook (instructions, RAMS, daily pre-check sheet)
- Multiple harnesses with:
 - Double red/blue cows-tail lanyards, 2 safety karabiners, 2 "D" connectors
 - "Edge" rescue kit (16m cord, webbing loop)
- Staff harness with:
 - Rear safety lanyard (for tether point)
 - Front double cows-tail lanyard (for mid-line rescue)
- Velocity pulleys
- Climbing helmets (various sizes)
- Karabiner with rescue rope
- Pens/pencils
- Basic first aid kit

Landing Platform

- Bottom-end adult harness with rear safety lanyard
- Climbing helmet
- Mid-line rescue kit (red bag):
 - HaulerBiner Compact Rescue Kit
 - 40m static rope with karabiners
- Red "vege crate" for assisting shorter participants

Platform Must Include:

- Secure tether point for bottom-end adult

Reasons to end activity Wind over a 7 on the Beaufort scale – or any level of wind which causes trees to crack If at any point the activity can no longer be run safely
Activity Maintenance Structural Connector Checks • Paint-mark wire rope connectors to monitor movement. • Daily pre-checks: Visually inspect paint marks. • Operational checks: Inspect paint marks closely and perform torque checks. Maintenance Logs • Log all repairs in the <i>Zipline – Maintenance Log</i>. • Major repairs require engineer re-inspection. 2-Yearly Review • Operations Manager and Technical Advisers review SOP every 2 years per Safety Audit Standard [version 1.1:2017], using Flowchart of Risk Management Processes, Zipline – Risk Analysis, and Zipline – 3 Monthly Operational Checks to identify hazards, update risk management, and confirm safety. • Safety issues halt activity until resolved. Adventure Activity Reviews • External audit every 3 years by an OutdoorsMark-approved auditor per Health and Safety at Work (Adventure Activities) Regulations 2016. • One competent external review between audits. • Comprehensive internal 2-yearly review in other years. Regular Operational Checks • CYC Waiholā Zipline Instructor-certified staff inspect at season start (October) and every 3 months using Zipline – 3 Monthly Operational Checks form. • Winter checks may be delayed if unused, but must occur within 1 month of reuse. • Store records in Activity Inspections Folder, CYC Office. • Safety issues halt activity until resolved. Daily Pre-Check Before operation: • Inspect structure, staff PPE, and participant equipment. ○ Resolve failed checks before use. ○ Remove failed equipment (e.g., harness, karabiner) until repaired. ○ Close zipline for failed structural checks until repaired and re-inspected. • Assess hazards (e.g., wind causing falling branch risks in forest). • Complete Zipline – Activity Sign-off Sheet in logbook.
Emergency and Incident preparedness For general emergencies follow normal emergency policies. All Activity Leaders will be trained to complete a midline rescue if necessary. Head/Spinal Injury If a participant falls from the wire: • Immediately call 111. Administer first aid as required. Only move participant in necessary for safety. Mid-Line Rescue Standard: Instruct participant to throw the retrieval bag to the bottom end adult to be pulled in. If participant cannot throw the retrieval line or pulley is jammed: 1. Bottom end adult signals problem (crossed arms) to Activity Leader. 2. Activity Leader connects a pulley, karabiner, and retrieval line to the wire at the launch end (unloaded), walks the path below the zipline, and gently pulls the participant's pulley toward the bottom end using the second pulley. 3. Instruct participant to periodically stand in the webbing loop to relieve pressure on harness straps. 4. If jammed, attempt to pull harder along the horizontal plane from the bottom end. Full mid-line rescue (pulley fully jammed): 1. Clear all persons from directly below the rescue zone. 2. Assemble helmeted adults at the bottom end. 3. Activity Leader (in Activity Leader harness) connects to a Velocity trolley via short double cows-tail lanyard at front attachment point. Rear attachment: 40 m static rope with double figure-8 knot. 4. Attached to the Velocity trolley karabiner: blue lanyard and the 6:1 end of the HaulerBiner. 5. Adults lower Activity Leader down the wire to the participant.

6. Activity Leader attaches the 7:1 end of the HaulerBiner to the participant's front attachment point and takes their weight off the stuck pulley.
 7. Activity Leader transfers participant's primary (red) lanyard karabiner to their own pulley karabiner, then transfers participant's secondary (blue) lanyard to their own blue lanyard karabiner.
 8. Adults on the ground pull both Activity Leader and participant back to the bottom end.
- If rescue fails or concerns arise at any point:** An adult must immediately call police and report a person stuck on a zipline approximately 14 m high with rescue attempts unsuccessful.

Hazard Register					
Activity: Zipline		Last Review: August 2025		Location: 70 Finlayson Road – Top of hill in forest	
Risk	Hazard	Risk	Category	Controls	Risk
What could go wrong	Why would this happen	Initial	Equipment, People, Environment	How can it be prevented? Using the hierarchy of control: eliminate or minimise	Residual
Fall from height	Incorrect use of Zipline	Critical	People	All Activity Leaders must remain currently trained	Moderate
	Harness not correctly fitted	Critical	People		Moderate
	Harness or attachment failing	High	Equipment	Harness checks will be part of daily pre-check	Low
	Pulley failure	High	Equipment	Pulley checks will be part of daily pre-check	Low
	Wire rope breaking	Moderate	Equipment	Wire rope and connector checks will be part of daily pre-check	Low
	Falling off the platform	Moderate	People	Platform gate will be shut when flyer not departing Platform gate will be locked when flying fox not in use Staff working in active areas will wear harness and tethered to safety rail.	Low
Head injury	Collision with catcher	Moderate	People	Correct number of tyres will slow participants Adult at bottom end is to stand clear of arriving participants	Low
	Collision with other participants	Moderate	People	Only one participant on the Zipline at a time unless a rescue is being performed	Low
	Collision with tyres	Moderate	Equipment	Activity Leader, catcher and all participants will wear helmets	Low
	Pulley dropped on head	Moderate	Equipment		Low
	Wind blown branches	Low	Environment	Wire will be checked prior to participant departure	Low
Suspension trauma	Participant not reaching end	Moderate	Equipment	Participant will have a retrieval rope attached to them	Low

Version Control			
Version	Date	Changes	Authorised by
2.0	20 Aug 2025	New SOP created	Esther Currie
2.1	29 Jun 2026	Amended instructions for midline rescues (increased detail) changed level of wind required to stop activity after staff discussion	Esther Currie