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 *CYC Orienteering Instructions*) • If the activity will use both sides of the road, the road signs must be put out as per *Temporary Road Traffic Signs - SOP*
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 Waihola 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: *Flowchart of Risk Management Processes* *Geocaching & GPS Based Games – Risk Analysis*
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