



Standard Operating Procedures Waihola Walking Activities

Location
Waihola township and surrounding areas
Activity Leader Requirements
This SOP only applies 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 Sunscreen should be worn
Activity Leader Instructions
Give safety/instruction briefing and participant requirements The introductory talk will cover the following: • Required clothing and footwear for the activity (fluorescent vests should be worn where available) • Safety Rules as follows: ◦ Activity boundaries ◦ Stay together as a group ◦ Listen to the group leader ◦ Road Rules ▪ Use footpaths where available. If no footpath is available stay to the right side of the road. ▪ Stop, Look and Listen 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
Each group must be able to contact and be contacted by the Activity Leader. The Activity Leader must advise the Operations Manager of the method of contact if not using cell phones. 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
This SOP/RAMS will be reviewed along with the yearly review of the SMS. Activity leaders for this activity should check in with the Operations Manager before commencing the activity
Emergency and Incident preparedness
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	Collision with a vehicle	High	Environment	Participants will be given clear instructions about road rules	Moderate
Head injury	Inadequate supervision	High	People	Participants will be supervised by trained leaders	Low
Fractures				Clear instructions for use of activity will be given to all participants	
Internal injury	Misbehaviour	High	People		Low
Bruising					
Allergic Reaction	Medical Incident	Moderate	Moderate	At least one supervisor must have a current first aid certificate	Low
Medical conditions				Supervisors will be alerted to participants with known allergies and medical conditions	

Version Control			
Version	Date	Changes	Authorised by
2.0	20 Aug 2025	New SOP created	Esther Currie
2.1	24 Sep 2026	Add sunscreen requirements, change maintenance requirements, updated options for contact during activity, amended location	Esther Currie