

Zipline - SOP

Last Review:

This SOP was last reviewed on 16 October 2018.

Activity Summary

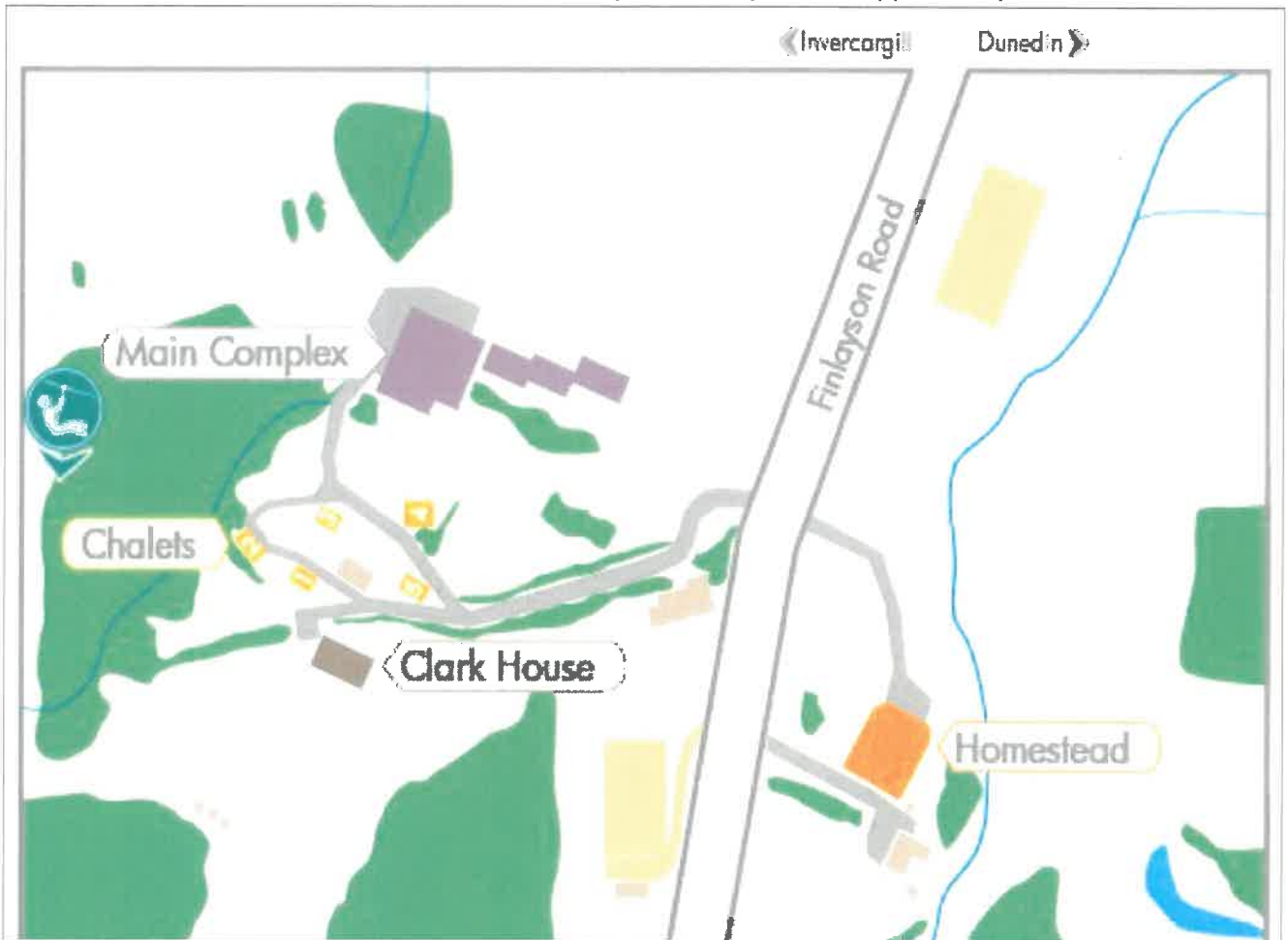
The CYC Waiholā Zipline is a **high risk adventure activity** that involves participants being harnessed and attached to a pulley to fly across a large gully on-site at CYC Waiholā.

Activity Name Notes

This activity is called a Zipline as per legalisation⁹⁴ however CYC Waiholā has historically referred to this activity as the Flying Fox.

Location

The CYC Waiholā Zipline is a permanent activity at the top of the upper camp-site.



Requirements for activity

Activity Leader

An activity leader is required for this activity:

- Only one person will be deemed to be the Activity Leader for each session
- The activity leader must have a current *CYC Waiholā Zipline Supervisor* qualification⁹⁵.

Qualifications

All activity leaders must have at least the following qualification:

- *CYC Waiholā Zipline Supervisor*

⁹⁴ Refer to [Health and Safety at Work \(Adventure Activities\) Regulations 2016](#)

⁹⁵ A person with a current *CYC Waiholā Flying Fox Assistant* qualification can take on the role of Activity Leader if they are under the direct supervision of a person with at least a current *CYC Waiholā Zipline Supervisor* qualification.



Supervision Ratios

The Zipline activity **must have** at the bottom end a competent adult⁹⁶ that has received instructions from the Activity Leader on how to disembark participants.

When children⁹⁷ are present:

- the high risk ratio of 1 competent adult to 5 children applies
- there is a 3 competent adult minimum (this minimum includes the Activity Leader)
- the adult at the bottom end of the zipline can count towards the supervision ratios however there must be two adults present at all time at the launch platform to stop distractions for the Activity Leader sending participants across

When children are not present:

- the requirement remains for one Activity Leader at the launch end and one adult at the bottom end that has received instructions from the Activity Leader on how to disembark participants

Activity Restrictions⁹⁸

The following participants cannot participate in the zipline activity:

- Pregnant Women
- Persons with heart conditions
- Children under the age of 5
- Persons over the weight of 120kg
- Persons that are unable to follow simple instructions in the event of a mid-line rescue
- Participants that have had a head injury (including concussion) in the previous 3 weeks are not permitted to participate in this activity due to the danger of Secondary Impact Syndrome⁹⁹.

Activity Sign-off

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

Activity Equipment

There is a Zipline Launch platform permanently installed. This structure is to have a sign installed on it with the Zipline rules as follows:

- 1 Maximum load is 125kg
- 2 Do not cross the red line unless it is your turn and you have been told to do so.
- 3 Riders must have correctly fitted harness and helmet
- 4 Riders must hold onto lanyard with both hands when riding the zipline
- 5 Activity Leader must have suitable CYC Zipline certification

This launch platform is to have on it:

- a red line painted on it defining the working area from the waiting area
- a lockable gate to prevent falls before participant launches
- a safely secured tether point for the Activity Leader to secure their harness against falls from the platform

There is a lockable equipment box is located on the Zipline Platform:

- It is to be secured to the platform so that it cannot be removed.
- It is to be locked at all times when not in use.
- The equipment in the equipment box is to be stored in the activity storeroom during long periods of non-use such as the winter months to prevent the deterioration of the equipment in the cold damp environment.

This equipment box will contain:

- Activity Logbook containing:
 - these current instructions
 - the current Activity RAMS

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

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

98 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 45)

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

- a daily Activity Sign-off Sheet including daily pre-check sheet
- harnesses each with the following:
 - attached double¹⁰⁰ red/blue cows-tail lanyard with two safety karabiners on the top and two Maillon Rapide "D" connectors attaching lanyard to the harnesses
 - an "Edge" kits bag with 16+ metres of cord for mid-line rescue and webbing loop for taking weight to prevent suspension trauma
- staff harnesses with tether point and safety lanyard for attachment to safety rail
- velocity brand pulleys
- safety helmets
 - orange helmets are for the activity leader, helper adult and bottom end adult
 - blue helmet is for small children (under 9 years old)
 - green helmets are for children 9 years and older or for people with smaller heads
- zipline logbook
- a karabiner attached to a length of rescue rope
- pens and pencils for recording in logbook
- basic first aid kit¹⁰¹
- Mid-line rescue kit (red bag) which contains:
 - HaulerBiner Compact Rescue Kit
 - 40m of static climbing rope
 - 2x Karabiners

The landing platform is to have:

- a safely secured tether point for the bottom end adult to secure their harness against falls from the platform

Radio Communications:

- 2x CYC radios and radio harnesses must be taken from the CYC Office to the Flying Fox for communications between the top and bottom platforms

Ancillary Services

No ancillary services are required for this activity.

Key reasons to postpone activity

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

- Any major safety concern that could cause harm to participants, spectators, and/or staff
- Inadequate competent supervision
- Unsuitable weather either predicted by the current weather forecast or changing during the activity
- Wind that is higher than 5 on the Beaufort Scale¹⁰²

Operating Procedures

Structural Connector Component Checks

All structural connector components that form part of the main wire rope are to be paint marked to ensure no movement has occurred.

- Close inspection of the these paint marks will form part of the operational checks each month.
- Visual inspection of these paint marks will form part of the daily pre-checks

Maintenance Logs

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

Major repairs must have engineers inspection performed again¹⁰³

100 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 20)

101 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 27)

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

103 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 23)



Bi Yearly Audit and Review

This activity is to be audited by external review every year:

- Every 2 years this activity is to be reviewed by an external an OutdoorsMark reviewer under the [Health and Safety at Work \(Adventure Activities\) Regulations 2016](#)
- Every other year this activity must be reviewed by a competent external reviewer¹⁰⁴

Monthly Operational Checks¹⁰⁵

A paid staff member that holds a *CYC Waihola Zipline Instructor* certificate must inspect the activity every month using the [Zipline – Operational Checks](#) form to sign off on the safety of the activity

- Monthly checks can be delayed if the Zipline is not to be used in the forthcoming month but Operational Check must have occurred within 1 month of use again.
- Records of the monthly Operational checks will be stored in the appropriate section of the Activity Inspections Folder in the CYC Office.
- Any safety concerns from the Operational Check will result in the activity being out of action until the safety concern is remedied.

Day of Activity Pre-check¹⁰⁶

The following are to be completed before any activity commences:

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

Prior to use:

- The activity must have a daily pre-check completed by the Activity Leader using the [Zipline – Activity Sign-off Sheet](#) located in the Zipline logbook. This check will include:
 - Equipment Safety Check
 - Weather Assessment
 - Assessment of any new risks

The daily pre-check can be done immediately before the first use of the day provided it is completed in full and not rushed by any waiting participants.

Activity Set-up

The Activity Leader must then check wind conditions - if wind is creating a falling branch hazard in Douglas Fir Plantation then Zipline activity cannot be run.

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

- to wear or take warm clothing¹⁰⁷
- put on suitable footwear

The Activity Leader must then take a competent adult to the bottom end of zipline (the "bottom end adult") and show/give them the following instructions :

- The Bottom End Adult must wear
 - an helmet at all times
 - an staff harness tethered to the safety tether point
- Stopping procedures:
 - Three stopping tyres are to be used for all participants unless directed by the Activity Leader at the launch end via radio.
 - The front braking tyre (i.e. towards the launch end) is to be completely past the red painted mark on the wire
 - Don't try to catch participants until they have slowed using the stopping tyres – only when they have slowed then stop them from rebounding
 - Retrieve participants using their retrieval rope to pull participants the rest of the way if they don't reach the end
 - Unhook pulley from wire rope leaving karabiners on lanyards

104 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 86)

105 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 24)

106 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 24)

107 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 31)

- Instruct participant to return to launch platform leaving harness on and carrying lanyards and pulley in hands so that it doesn't get dirty
- Reset the tyres
- Indicate your readiness to receive the next flyer by communicating via radio
- If there are any issues then use the radio to indicate to the Activity Leader that there is a problem.

Whilst the Activity Leader is at the bottom end it is appropriate to do the bottom end pre-checks at that point.

The Activity Leader must then proceed to the launch platform and set up the activity by doing the following:

- Complete the launch area pre-checks.
- Put on the Activity Leader harness¹⁰⁸ and attach the safety line to the fall arrest rail and unlock the departure gate.

With Each New Group of Participants:

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

The introductory talk will cover the following:

- Safety rules:
 - Participants must weigh less than 120kg (if appropriate then point out pregnant and/or persons with heart conditions are not permitted to ride the zipline).
 - Only one participant in the working area past the red line on the launch platform at a time and only when given permission by the Activity Leader
 - Participant is to hold on to the lanyard the entire way across and not perform stunts such as hanging upside down (i.e. no "superman's")
 - Participants must wear enclosed footwear on zipline
- What to do for rest of group whilst waiting
 - Eye Spy is good game
 - Search out goats on hill side
- A demonstration of how a harness is put on and taken off correctly
- Explain what the bottom end procedures are for each participant
- Point out what happens if they don't make it to the end of the line and when to use the retrieval rope bag.

For each participant:

If Activity Leader is unsure of the participants weight and suspects that they might be close to the weight limit then they must ask the person their actual weight to clarify they are under the weight limit mentioned during the safety briefing.

Ensure harness and helmet is correctly fitted to each participant:

- All harnesses are to be pulled tight enough for the 'fist-check' where an open hand is placed through a strap and once formed into a fist cannot be retracted.
- Harnesses may be put on by other participants or other adults but must be checked by Activity Leader on launch platform before sending across.
- Helmet straps must be tight and chin strap done up to prevent helmet falling off

Each participant must be attached to flying fox line using the following procedure **in order**:

- 1** Pulley is fitted over top of wire rope and both main karabiner on lanyard and secondary karabiner on blue lanyard are connected to pulley and checked that the karabiner gate is locked shut
- 2** Check retrieval rope bag is secured on harness
- 3** Activity Leader does final "sanity" check of harness attachment to zipline pulley and correct fit of harness
- 4** Activity Leader will use the radio to indicate to the catching adult how many tyres to use based on participants weight and build. Activity Leader must wait until they receive a confirmation from catching adult.

108 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 27)



- 5 Gate is opened for participant to fly and gate is latched immediately after they depart

After the activity is finished:

The Activity Leader must at the end of the activity:

- Place all equipment back into the Zipline equipment box
 - If the Activity Leader is leaving the Zipline launching area for any length of time (i.e. morning tea at Main Lodge between groups) then the equipment box must be locked¹⁰⁹
- The launch platform gate is to be locked.
- Complete the Activity Logbook

Emergency and Incident Preparedness

First Aid Kits

The Flying Fox equipment box must contain a First Aid Kit at all times.

Refer to [First Aid Kits](#)

Emergency Training¹¹⁰

All CYC Flying Fox Instructors & Supervisors will be trained at least every two years:

- in the emergency situations below via scenarios.
- mid-rescue training at least every two years.

Any rescue training will be recorded within the flying fox section of the Activity Inspections ring binder

General Incident Procedures

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

Head / Spinal Injury

The following procedures will be followed in the event of a participant falling from the flying fox wire:

- Send an adult to:
 - firstly call ambulance on camp phone (or cellphone if reception is available)
 - secondly retrieve the most qualified medical person on site to make assessment and treat further.
- Immediately check patient for breathing and pulse:
 - if no pulse is found:
 - start CPR and continue as long as possible until help arrives
 - if patient is breathing and has pulse then:
 - assume a head or spinal injury has occurred due to mechanism of injury so do not move patient unless in immediate further danger
 - Get other adults present to move other participants away from the scene
 - Treat other injuries (bleeding, etc.) without moving the patient
 - Keep patient warm

Mid-line rescue

The following procedures will be followed **in order** in the event of a participant not reaching the far end of the zipline or bouncing back:

- Participant will be instructed to throw retrieval bag to bottom end adult for pulling them back to the bottom end

If participant either cannot throw the rescue line (i.e. has a fear-related episode or medical issue) OR if the participant's pulley is jammed:

- bottom end adult is to indicate a problem to the Activity Leader using the radio.
- Activity Leader is to take pulley, karabiner and retrieval line and connect it to the wire at launch end without load. Using path below the zipline walk the pulley along until it meets the participant's pulley. Gently pull the participants pulley using the second pulley to the bottom end if possible.

109 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 25)

110 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 15)

- Activity Leader must then give instructions to participant to stand in webbing loop periodically to take weight off harness straps.
- If pulley is jammed, pull harder along the horizontal plane of the wire if possible from the bottom end

If pulley is fully jammed then a full mid-line rescue must occur as follows:

- No persons are to be located immediately under a mid-line rescue in case of dropped equipment from above.
- Assemble the all the adults present (wearing helmets) at the bottom end of the zipline below the stuck participant.
- Activity Leader with Activity Leader harness on is to be connected to a Velocity trolley using a short double cows-tail lanyard attached to their front attachment point. Attached to their rear attachment point will be the following:
 - 40m static rope with double figure 8 knot
- Attached to the activity leaders velocity trolley main karabiner
 - will be the blue lanyard
 - the 7:1 end of the HaulerBiner
- Wearing rigging gloves, the other adults must slowly lower the the Activity Leader down the line towards the stuck participant.
- Upon reaching the participant the Activity Leader must attach to the front attachment point of the participant:
 - the 6:1 end of the HaulerBiner
- Using the HaulerBiner the Activity Leader must take the weight of the participant off the stuck pulley.
- The Activity Leader will then disconnect and reattach the participants **primary red lanyard karabiner** onto the Activity Leaders **primary red lanyard karabiner** pulley karabiner
- The Activity Leader will then disconnect and reattach the participants **secondary blue lanyard** onto the Activity Leaders **secondary blue lanyard karabiner**
- The adults on the ground will then pull the Activity Leader and participant back to the bottom end.

If any concerns arise during the rescue of the participant then an adult must immediately call the police and notify that a person is stuck at 14m high on a Zipline.

Fatigue Risk Assessment¹¹¹

Activity Risk Assessment

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

Risk Management for this Activity

CYC Waiholā has a comprehensive site-wide fatigue policy ([4.11 Staff Fatigue](#)) which is to be followed at all times during the operation of this activity.

- Activity Leaders are not to be involved in supervising this activity if they are fatigued.

Drug and Alcohol Risk Assessment¹¹²

Activity Risk Assessment

This activity is deemed to have a **high risk factor** (very high level of harm and low likelihood of occurrence) for serious harm from impairment of supervising adults as a result of alcohol and/or drugs.

Organisational Risk

CYC Waiholā has a comprehensive site-wide drug and alcohol policy ([4.10 Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

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

111 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 44)

112 Refer to [Activity Safety Guideline \(Highwire and Swings\)](#) ver 3.0 (page 15)



Specific Legislation relating to this activity

Acts and Regulations

- [*Health and Safety at Work \(Adventure Activities\) Regulations 2016*](#)
- [*Health and Safety at Work Act \(HSWA\) 2015*](#)

Activity Safety Guidelines

- [*Activity Safety Guideline \(Highwire and Swings\)*](#) (v3.0 referenced throughout footnotes)

Good Practise Guidelines

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

Standards

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

Technical Advisers for this Activity

- CYC Waihola Operations Manager
- William Drury-Turnbull (Waipara Adventure Centre)

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

Risk and Hazard Analysis			Risk Controls	
Hazard	Risk	Risk Rating	Serious risk	Control Instructions
People: Incorrect use of Flying Fox	Fall from Height	Critical	✓	Administrative <ul style="list-style-type: none"> All Activity Leaders must remain currently trained
People: Harness not correctly fitted		Critical	✓	
Equipment: Harness or attachment failing		High	✓	
Equipment: Pulley Failure		High	✓	
Equipment: Wire rope breaking	Head Injury	Moderate	✓	Administrative <ul style="list-style-type: none"> Harness checks will be part of daily pre-check Pulley checks will be part of daily pre-check Wire rope and connector checks will be part of daily pre-check 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.
People: Falling off the platform		Moderate	✓	
People: Collision with adult catcher		Moderate	✓	
People: Collision with other participants		Moderate	✓	
Equipment: Collision with tyres	Suspension Trauma	Moderate		Eliminate <ul style="list-style-type: none"> Only one participant on the Zipline at a time unless a rescue is being performed Participants will wear helmets
Equipment: Pulley dropped on head		Moderate		
Environment: Wind blown branches		Moderate		
Equipment: Participant not reaching end		Moderate		
People: Impairment of Activity Leaders	Fatigue	High	✓	Administrative <ul style="list-style-type: none"> Fatigue control applies to this activity as per policy
	Alcohol / Drugs	High		
				Administrative <ul style="list-style-type: none"> Full alcohol / drug prohibition applies to this activity as per policy

Risk and Hazard Analysis Last Updated: 22 August 2018

1.1.3 Refer to *Activity Safety Guideline (Highwire and Swings)* ver 3.0 (page 17)



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Page 271 of 303

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

Zipline – Maintenance Log Record

Maintenance Date:	
Person performing Maintenance:	

Maintenance Notes

Record all maintenance performed:

Please note:

Major repairs require WorkSafe NZ notification and engineers sign-off

Sign-off

Flying Fox Good to Use:	PASS / FAIL
Maintenance Person Signature:	



Zipline – Operational Checks

Check Date:	
Staff Member:	

Report Reviews

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

Platform Checks

Structural Visual Check:	Pass / Fail
Safety Gate Check:	Pass / Fail
Safety Tether Rail Check:	Pass / Fail
Signs Check:	Pass / Fail

Landing Platform Checks

Structural Visual Check:	Pass / Fail
Safety Tether Point Check:	Pass / Fail

Flying Fox Wire Structure

Visual Check:	Pass / Fail
Mechanical Fastenings Check ¹¹⁴ :	Pass / Fail
Pole Strap Bands Check:	Pass / Fail
Wire Rope Ø measurement:	Platform End Measurement: Bottom End Measurement:
Support Pole Checking Crack ¹¹⁵ :	2339mm from Ring:
	1970mm from Ring:
	1287mm from Ring:
	1445mm from Ring:
	1077mm from Ring:
	860mm from Ring:
	552mm from Ring:

PLEASE TURN OVER

Equipment Checks

114 Mechanical Fastenings Check

- Check wire grip fastenings with crescent wrench for mechanical tightness

115 Distances are measured from stay ring through support pole to measurement point



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Page 273 of 303

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Current Version: 2019.01

# of uses since last 6 month check ¹¹⁶ :	
Karabiner Expiry Dates ¹¹⁷ :	
Pulley Expiry Dates:	
Harness Expiry Dates:	
Lanyard Expiry Dates:	
Helmet Visual:	Pass / Fail
Overall Equipment Integrity Check:	Pass / Fail
Logbook Present:	Yes / No

Sign Off

Flying Fox Operational check:	PASS / FAIL
Staff Member Signature:	

Review Notes

Notes relating to this check: (include any reviews needed)	
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116 Uses since last use

- Record using Flying Fox logbook

117 Equipment Expiry Date:

- All expiries are 5 years from date of manufacturer for pulleys, karabiners, harnesses, lanyards
- If no date is stamped on equipment then record check for purchase date is required

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

Date of use:		
DAILY PRE-CHECKS		
<i>Bottom End Inspection</i> <ul style="list-style-type: none"> - 4x Main Line Wire Rope Grips present - 8x Backup Wire Rope Grips present - 8x Stay Line Wire rope Grips present - Main Line Eyebolt two nuts present - Stay Line Eyebolt two nuts present - Check of wire for hung up branches 		Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Pass / Fail
<i>Launch Platform End Inspection</i> <ul style="list-style-type: none"> - 4x Main Line Wire Rope Grips present - 8x Backup Line Wire Rope Grips present - 8x Stay Line Wire rope Grips present - Main Line Eyebolt two nuts present - Stay Line Eyebolt two nuts present - 2x Support pole tension bands present and in correct locations 		Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Pass / Fail
<i>Harness & Lanyard Safety Inspection</i> <ul style="list-style-type: none"> - Harness Seams secure - All harness buckles present - Lanyard Seams Secure - Two karabiners per lanyard present and working correctly - Retrieval bags present on each harness - Staff PPE and tether rail visually safe 		Yes / No Yes / No Yes / No Yes / No Yes / No Yes / No Pass / Fail
<i>Pulley Safety Inspection</i> <ul style="list-style-type: none"> - Two internal pulleys free wheeling - Lock nuts tight 		Yes / No Yes / No Pass / Fail



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

SESSION DETAILS:			
GROUP NAME:			
Activity Leader Name:			
Session Date and Time:			
DAILY PRE-CHECK:			
Activity Leader is has at least a current CYC Waiholā Zipline Supervisor qualification			Yes / No
PRE-CHECK SHEET: 3x daily pre-checks have been completed and passed			Passed / Failed
PRIOR TO ACTIVITY COMMENCING:			
Supervision ratios met (3 adults present including 1 current trained Activity Leader)			Yes / No
Adults with current First Aid Certificate on-site are:			
Current weather conditions checked			Yes / No
Any Current risks have been assessed and instructions for minimising noted below			Yes / No
ACTIVITY TO PROCEED:			Yes / No
Activity Leader Name:			
AFTER ACTIVITY:			
Total number of unique participants:			
Total number of turns had:			
All gear returned to camp			Yes / No
Activity Leader Initials:			

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

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

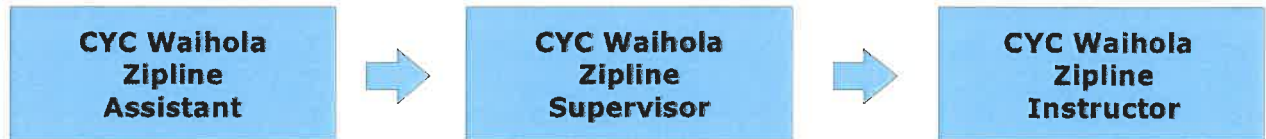


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Zipline – Training

Internal Training Pathway



Qualifications

CYC Waihola Zipline Assistant Qualification

Online Course Link

Coming soon

Qualification Expiry

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

Qualification Prerequisites:

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

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

Qualification Content

Understanding of the nature of the activity

- Understand the identified risks involved with running a Zipline activity
- Knowledge of reading current weather conditions
- Have the knowledge of what are the supervision ratios this activity
- Knowing when not to run or put a stop to the activity
- Knowledge of the activity limitations
- Understand the safety rules of this activity including:
 - The meaning of maximum loading
 - One person at a time across wire
- Understand the roles of the Activity Leader, bottom end adult and other adults present at the launch platform

Location and set-up

- Location of the Zipline equipment
- Appropriate clothing and footwear for participants

Activity Equipment

- Going through the safety gear that is used for the activity
 - Helmets – including launch end Activity Leader and catching adult
 - Harnesses
 - Pulleys
 - Staff PPE – including tether point safety

Recognise

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

Demonstrate

- Giving participants introductory talk
- Either verbally or in a scenario:
 - Effective group management tools

Emergency Response

- Demonstrate a basic retrieval of a “bounced back participant”

Record Keeping

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



- Know the incident reporting procedures

CYC Waihola Zipline Supervisor Qualification

Online Course Link

Coming soon

Qualification Expiry

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

Qualification Prerequisites:

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

- Have a Workplace First Aid qualification or higher qualification
- Complete online and be current with [Risk Management Training](#)
- Complete online and be current with [CYC Waihola Zipline Assistant Qualification](#)
- 20 years or older OR if person is 18 – 20 years old and is signed off by Operations Manager as being suitable as a supervisor

Qualification Content

Revisit

- Training content from previous level

Understand the nature of the activity

- Understand how this activity fits within the [Health and Safety at Work \(Adventure Activities\) Regulations 2016](#)
- Use of CYC Waihola Zipline assistants in this activity and what the responsibility of supervisor is

Pre-checks

- Demonstrating how to perform a visual check of equipment including:
 - wire rope attachment points
 - Pulley and karabiner integrity
 - Harness and lanyards integrity
 - launch platform
- Explain procedures for a failed visual check

Demonstrate

- Giving instructions to bottom end adult:
 - must wear orange helmet
 - how to reset the tyres
 - how to remove participant from the zipline line
 - performing a rescue of a participant using the rope bag if they haven't made it the whole way or have bounced back onto the line.
- Running a full session including:
 - safety instructions
 - identifying unsuitable participants
 - how to correctly fit a harness to a participant
 - how to check for a correctly fitted harness
 - how to untangle a harness
 - how to load participant onto pulleys including secondary attachment
- Demonstrate and verbalise the five step process in sending a participant across the zipline in the correct order

Emergency Response

- Demonstrate the emergency response to
 - a mid-line rescue
 - a fall from height

Record Keeping

- Know accident & near miss reporting procedures

Before certification:

- **Before signing off at supervisor level the trainee must show the instructor complete confidence in running this activity without hesitation at any of the key safety steps of:**
 - daily pre-checks
 - correct fitting of harnesses to a participant
 - attaching the participant to the fly wire ready to depart

CYC Waihola Zipline Instructor Qualification

Online Course Link

No online course

Qualification Expiry

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

Qualification Prerequisites:

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

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

Qualification Content

Revisit

- Training content from previous level

Experience

- Show evidence of having run at least 30 hours of Zipline with participants
- Know and perform a Operational Check on the equipment
- In depth knowledge of the ASGs for this activity.



Team Initiative Course – SOP

Last Review:

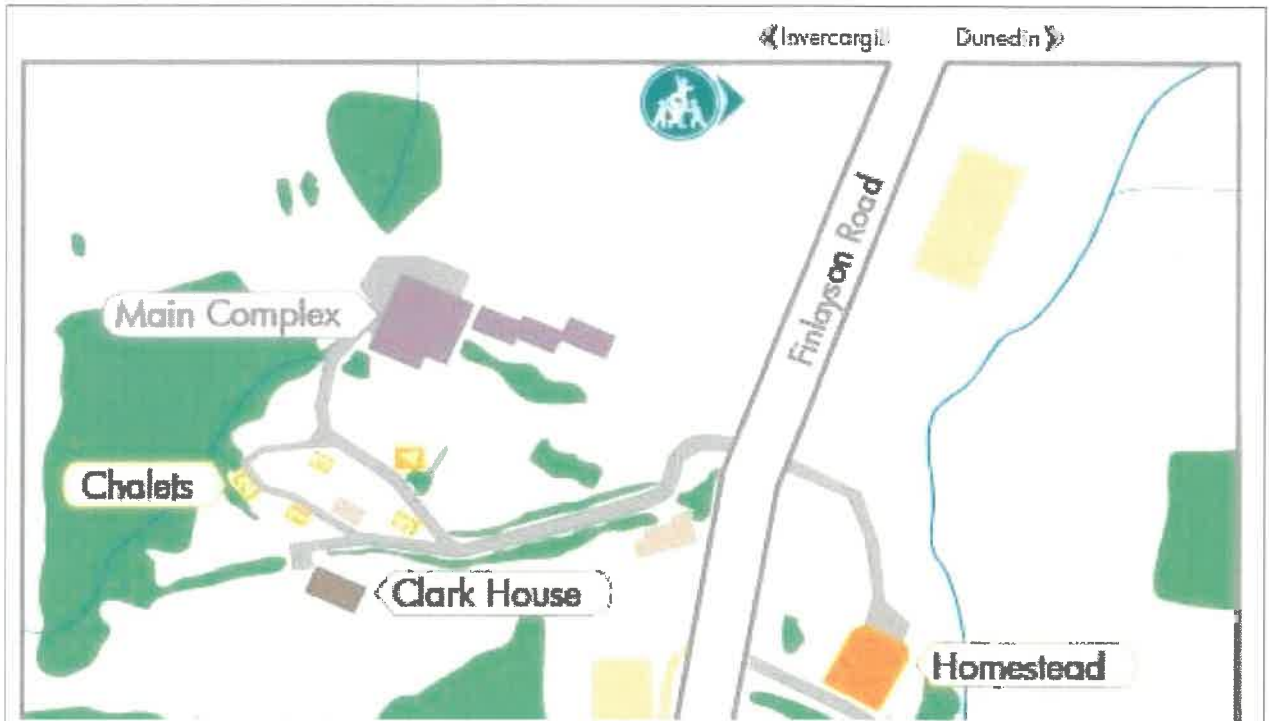
This SOP was last reviewed on 16 October 2018.

Activity Summary

The CYC Waihola Team Initiative Course is a simple **low risk activity** that involves participants working as a team to solve a series of simple challenge type activities.

Location

The Team Initiative Course is a permanent activity located on the western boundary of the upper camp-site.



Requirements for activity

Activity Leader

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

Qualifications

No qualifications are needed for this activity.

Supervision Ratios

When children⁷⁹ are present:

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

Activity Restrictions

Participants that have had a head injury (including concussion) in the previous 3 weeks are not permitted to participate in this activity due to the danger of Secondary Impact Syndrome⁸⁰.

Activity Sign-off

No activity sign off is required for this activity.

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

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

Activity Equipment

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

Ancillary Services

No ancillary services are required for this activity.

Key reasons to postpone activity

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

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

Operating Procedures

6 monthly checks

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

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

Day of Activity Check

The following are to be completed before any activity commences:

- Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
 - The Activity Leader will do a quick visual check of the Team Initiative Course to look for any additional hazards and must manage them to an acceptable level.
- Assessment of the current weather forecast and conditions at the location of the activity.
 - When the equipment is wet the Activity Leader must ensure that any slippery pieces of equipment are not to be used if they could cause a fall hazard.

With each new group of participants:

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

The introductory talk will cover the following:

- Only ten persons on each piece of equipment within the Team Initiative Course
- When the equipment is wet certain parts of the course (especially the wooden surfaces and tyres) can be slippery

Emergency and Incident Preparedness

First Aid Kits

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

Refer to [First Aid Kits](#)

General Incident Procedures

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

Concussion

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

Spinal Injury

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

Fatigue Risk Assessment

Activity Risk Assessment

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

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([4.11 Staff Fatigue](#)) which is to be followed at all times during the operation of this activity.

- Activity Leaders are not to be involved in supervising this activity if they are fatigued.

Drug and Alcohol Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **low risk factor** (low level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy ([4.10 Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

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

Specific Legislation relating to this activity

Acts and Regulations

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

Activity Safety Guidelines

- None

Good Practise Guidelines

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

Standards

- [Safety Audit Standard for Adventure Activities](#)⁸¹

Technical Advisers for this Activity

- CYC Waihola Operations Manager

81 applied to this SOP as an OutdoorsMark Premium Activity



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

Risk and Hazard Analysis			Risk Controls		
Hazard	Risk	Potential Risk Rating	Serious risk	Control	Instructions
People: Secondary Impact Syndrome	Fall from Height	High	✓	Eliminate	<ul style="list-style-type: none"> Persons with a recent concussion may not participate in this activity
People: Fooling around		Moderate	✓	Administrative	<ul style="list-style-type: none"> Clear instructions for use of team initiative course will be given to children
People: Inadequate Supervision		Moderate	✓	Administrative	<ul style="list-style-type: none"> Children will be supervised by adults
People: Impairment of Activity Leaders	Fatigue	Moderate	✓	Administrative	<ul style="list-style-type: none"> Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Low		Administrative	<ul style="list-style-type: none"> Full alcohol / drug prohibition applies to this activity as per policy
Risk and Hazard Analysis Last Updated: 16 October 2018					



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<https://documents.cycwaiahoia.org.nz/Xkcd/safety-management-policy/>

Geocaching / GPS Based Games - SOP

Last Review:

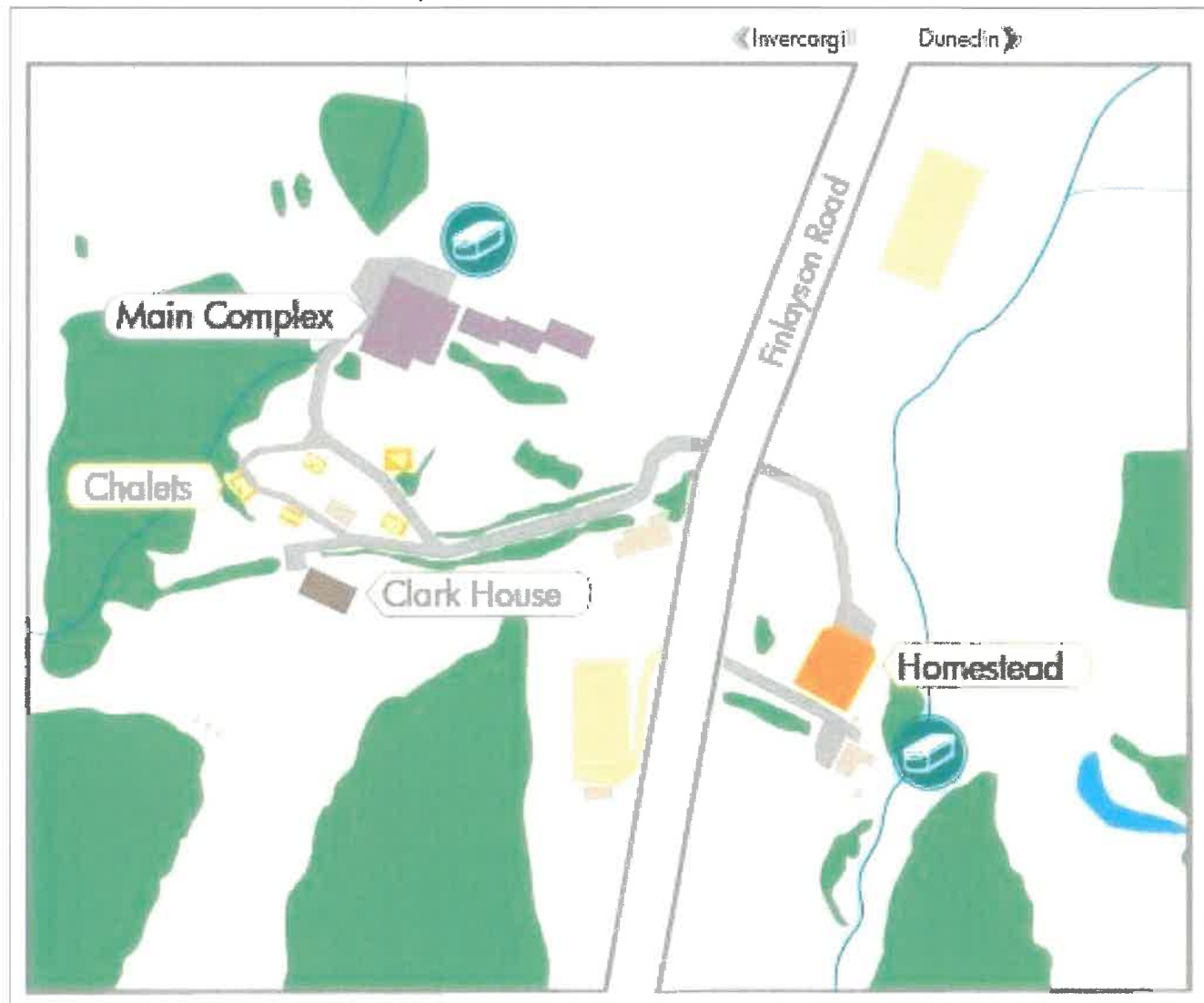
This SOP was last reviewed on 19 September 2018.

Activity Summary

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

Location

Various locations around the camp-site



Requirements for activity

Activity Leader

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

Qualifications

No qualifications are needed for this activity.

Supervision Ratios

When children¹⁹ are present:

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

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

Activity Restrictions

No activity restrictions exist for this activity

Activity Sign-off

No activity sign off is required for this activity.

Activity Equipment

The Geocaching activity uses:

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

Ancillary Services

No ancillary services are required for this activity.

Key reasons to postpone activity

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

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

Operating Procedures

Annual Review

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

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

Activity Setup

This activity requires extensive setup prior to use:

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

With Each New Group of Participants:

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

- Boundaries of the activity given
 - point out that the only point to cross the road is at the bottom of the Main lodge driveway if road crossing is in use
 - point out the camp-site is bounded by barb wire fences the entire way around the site
- Participants need to be aware of their surroundings at all times and try to to be "too dialed into the GPS screen"
- Activity will end when the call siren sounds for approx 15 seconds to call everyone back to the starting point.

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

- Ensure everyone who is going to participate in the activity has:
 - enclosed shoes
 - Suitable warm clothing (including a jacket) in case the weather turns

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

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

During the activity:

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

After the the activity is finished:

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

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

Emergency and Incident Preparedness

First Aid Kits

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

Refer to [First Aid Kits](#)

General Incident Procedures

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

Fatigue Risk Assessment

Activity Risk Assessment

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

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([4.11 Staff Fatigue](#)) which is to be followed at all times during the operation of this activity.

- Activity Leaders are not to be involved in supervising this activity if they are fatigued.

Drug and Alcohol Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **low risk factor** (low level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy ([4.10 Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

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

Specific Legislation relating to this activity

Acts and Regulations

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



Activity Safety Guidelines

- None

Good Practise Guidelines

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

Standards

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

Technical Advisers for this Activity

- CYC Waiholā Operations Manager (Geocaching aficionado)

²⁰ applied to this SOP as an OutdoorsMark Premium Activity

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

Risk and Hazard Analysis			Risk Controls		
	Risk	Potential Risk Rating	Serious risk	Control	Instructions
Equipment: Persons hit by disc	Broken Bones Bruises	Moderate	✓	Administrative	• Participants will be warned about being "dialled into the GPS"
Environment: Tripping on uneven ground		Moderate	✓	Minimise	• Participants will be told about unmarked hazards (i.e. rabbit holes)
People: Inadequate Supervision		Low		Minimise	• Children will be supervised by competent Activity Leaders only
People: Fooling around		Low			• Clear instructions for use of activity will be given to children
People: Getting lost	Exposure / Fear	Low		Administrative	• Participants will be told boundaries of the activity
People: Impairment of supervising adults	Fatigue	Low		Administrative	• Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Low		Eliminate	• Full alcohol / drug prohibition applies to this activity as per policy
Risk and Hazard Analysis Last Updated: 19 September 2018					



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Disc Golf - SOP

Last Review:

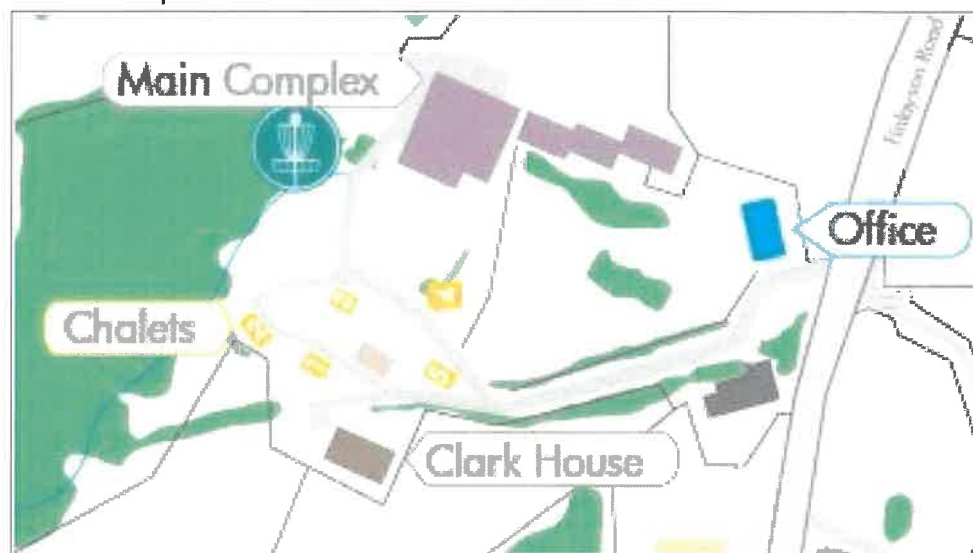
This SOP was last reviewed on 19 September 2018.

Activity Summary

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

Location

Upper CYC Waihola camp-site



Requirements for activity

Activity Leader

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

Qualifications

No qualifications are needed for this activity.

Supervision Ratios

When children¹⁶ are present:

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

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

Activity Restrictions

No activity restrictions exist for this activity

Activity Sign-off

No activity sign off is required for this activity.

Activity Equipment

The Disc Golf activity uses:

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

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

Ancillary Services

No ancillary services are required for this activity.

Key reasons to postpone activity

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

- Any major safety concern that could cause harm to participants, spectators, and/or staff
- Inadequate supervision
- Unsuitable weather either predicted by the current weather forecast or changing during the activity
- Wind that is higher than 7 on the Beaufort Scale¹⁷ coming up during the activity

Operating Procedures

6 monthly checks

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

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

With each new group of participants:

Prior to starting the activity:

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

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

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

During the activity:

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

Emergency and Incident Preparedness

First Aid Kits

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

Refer to [First Aid Kits](#)

General Incident Procedures

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

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

Fatigue Risk Assessment

Activity Risk Assessment

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

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([4.11 Staff Fatigue](#)) which is to be followed at all times during the operation of this activity.

- Activity Leaders are not to be involved in supervising this activity if they are fatigued.

Drug and Alcohol Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **low risk factor** (low level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy ([4.10 Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

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

Specific Legislation relating to this activity

Acts and Regulations

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

Activity Safety Guidelines

- None

Good Practise Guidelines

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

Standards

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

Technical Advisers for this Activity

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

¹⁸ applied to this SOP as an OutdoorsMark Premium Activity



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

Risk and Hazard Analysis		Risk Controls		
	Risk	Potential Risk Rating	Serious risk	Instructions
Equipment: Persons hit by disc	Broken Bones Bruises	Moderate	✓	Administrative
Environment: Tripping on uneven ground		Moderate	✓	Administrative
People: Inadequate Supervision		Low		Administrative
People: Fooling around		Low		Administrative
People: Impairment of supervising adults	Fatigue	Low		Administrative
	Alcohol / Drugs	Low		Administrative
Risk and Hazard Analysis Last Updated: 19 September 2018				



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Camp Fire – SOP

Last Review:

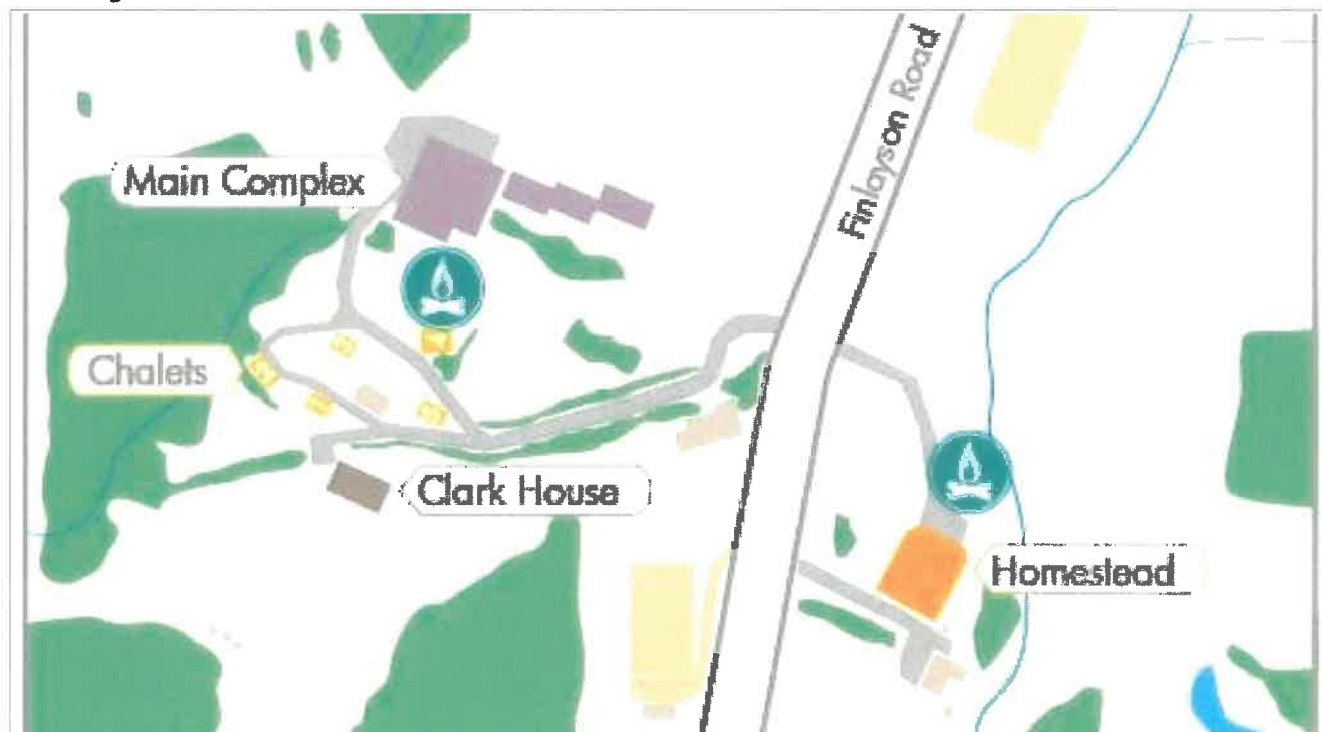
This SOP was last reviewed on 18 September 2018.

Activity Summary

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

Location

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



Requirements for activity

Activity Leader

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

Qualifications

No qualifications are needed for this activity.

Supervision Ratios

When children¹³ are present:

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

Activity Restrictions

Due to fire restrictions in place at CYC Waiholā:

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

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

Activity Sign-off

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

Activity Equipment

The Camp Fire activity requires:

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

Ancillary Services

No ancillary services are required for this activity.

Key reasons to postpone activity

This activity should not be run or supervising adults should stop the activity for the following reasons:

- Any major safety concern that could cause harm to participants, spectators, and/or staff
- Inadequate competent supervision
- Unsuitable weather either predicted by the current weather forecast or changing during the activity
- Wind that is higher than 3 on the Beaufort Scale¹⁴ coming up during the activity

Operating Procedures

6 monthly checks

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

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

Day of Activity Check

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

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

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

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

With each camp-fire:

The Activity Leader must:

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

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

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

After use of the camp fire

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

Emergency and Incident Preparedness

First Aid Kits

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

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

Refer to [First Aid Kits](#)

General Incident Procedures

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

Burns

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

Fatigue Risk Assessment

Activity Risk Assessment

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

Risk Management for this Activity

CYC Waiholā has a comprehensive site-wide fatigue policy ([4.11 Staff Fatigue](#)) which is to be followed at all times during the operation of this activity.

- Activity Leaders are not to be involved in supervising this activity if they are fatigued.

Drug and Alcohol Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (high level of harm and low likelihood of occurrence) for serious harm from impairment of supervising adults as a result of alcohol and/or drugs.

Organisational Risk

CYC Waiholā has a comprehensive site-wide drug and alcohol policy ([4.10 Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

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

Specific Legislation relating to this activity

Acts and Regulations

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

Activity Safety Guidelines

- None

Good Practise Guidelines

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



Standards

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

Technical Advisers for this Activity

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

¹⁵ applied to this SOP as an OutdoorsMark Premium Activity

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

Risk and Hazard Analysis			Risk Controls		
Hazard	Risk	Potential Risk Rating	Serious risk	Control	Instructions
Environment: Wind spreading fire	Forest / Building Fire	High	✓	Administrative	<ul style="list-style-type: none"> Fire will not be lit when wind is either unsuitable or is forecast as such
Environment: Fire Danger too high		High	✓	Administrative	<ul style="list-style-type: none"> Fire will not be lit when fire danger is too high Fire permits must be current and without revocation
Equipment: Fire too large	Burns	Moderate	✓	Administrative	<ul style="list-style-type: none"> Supervising adult will ensure camp fire is no larger than frame sides
People: Flammable Clothing		Moderate	✓	Substitute	<ul style="list-style-type: none"> Participants will be told to wear close-fitting non-flammable items
Equipment: Flare Ups		Moderate	✓	Eliminate	<ul style="list-style-type: none"> No accelerants will be used to either start or maintain the fire
People: Inadequate Supervision		Moderate	✓	Administrative	<ul style="list-style-type: none"> Children will be supervised by adults Clear instructions for use of activity will be given to children
People: Fooling around		Moderate	✓		
People: Impairment of supervising adults	Fatigue	Moderate	✓	Administrative	<ul style="list-style-type: none"> Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Moderate	✓	Administrative	<ul style="list-style-type: none"> Full alcohol / drug prohibition applies to this activity as per policy
Risk and Hazard Analysis Last Updated: 19 September 2018					



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

- Always refer to Camp Fire – SOP for complete instructions in use of this activity

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

PLEASE TURN OVER



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ADDITIONAL RISK MANAGEMENT (additional to Risk Analyses Table)

Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control EIM	How risk will be managed

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



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<https://documents.cycwaitohia.org.nz/Xkcd/safety-management-policy/>

Assault Course – SOP

Last Review:

This SOP was last reviewed on 18 September 2018.

Activity Summary

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

Location

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



Requirements for activity

Activity Leader

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

Qualifications

No qualifications are needed for this activity.

Supervision Ratios

When children⁵ are present:

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

Activity Restrictions

Participants that have had a head injury (including concussion) in the previous 3 weeks are not permitted to participate in this activity due to the danger of Secondary Impact Syndrome⁶.

Activity Sign-off

No activity sign off is required for this activity.

Activity Equipment

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

Ancillary Services

No ancillary services are required for this activity.

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

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

Key reasons to postpone activity

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

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

Operating Procedures

6 monthly checks

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

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

Day of Activity Check

The following are to be completed before any activity commences:

- Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
 - The Activity Leader will do a quick visual check of the Assault Course to look for any additional hazards and must manage them to an acceptable level.
- Assessment of the current weather forecast and conditions at the location of the activity.
 - When the equipment is wet the Activity Leader must ensure that any slippery pieces of equipment are not to be used if they could cause a fall hazard.

With each new group of participants:

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

The introductory talk will cover the following:

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

Emergency and Incident Preparedness

First Aid Kits

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

Refer to [First Aid Kits](#)

General Incident Procedures

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

Concussion

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

Spinal Injury

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

Fatigue Risk Assessment

Activity Risk Assessment

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

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([4.11 Staff Fatigue](#)) which is to be followed at all times during the operation of this activity.

- Activity Leaders are not to be involved in supervising this activity if they are fatigued.

Drug and Alcohol Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **low risk factor** (low level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy ([4.10 Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

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

Specific Legislation relating to this activity

Acts and Regulations

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

Activity Safety Guidelines

- None

Good Practise Guidelines

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

Standards

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

Technical Advisers for this Activity

- CYC Waihola Operations Manager

⁷ applied to this SOP as an OutdoorsMark Premium Activity



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

Risk and Hazard Analysis		Risk Controls		
Hazard	Risk	Potential Risk Rating	Serious risk	Control Instructions
People: Secondary Impact Syndrome	Fall from Height	High	✓	<ul style="list-style-type: none"> Persons with a recent concussion may not participate in this activity
Equipment: Fall from equipment		Moderate	✓	<ul style="list-style-type: none"> Soft-fall exists under high points of the assault course
People: Fooling around		Moderate	✓	<ul style="list-style-type: none"> Clear instructions for use of assault course will be given to children
People: Inadequate Supervision		Moderate	✓	<ul style="list-style-type: none"> Children will be supervised by adults
Equipment: Soft-fall woodchips / wooden equip	Splinters	Low		<ul style="list-style-type: none"> Participants will wear shoes
People: Impairment of Activity Leaders	Fatigue	Moderate	✓	<ul style="list-style-type: none"> Activity Leaders must not be fatigued when running this activity
	Alcohol / Drugs	Low		<ul style="list-style-type: none"> Full alcohol / drug prohibition applies to this activity as per policy
Risk and Hazard Analysis Last Updated: 18 September 2018				



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BALMACEWEN INTERMEDIATE

Outdoor Safety Action Plan

Activity: Millennium Track	Date:	Teacher in charge
Class level: Year 7	No. of staff: 2	No. of helpers:
No. of children:	Location: Millennium Track Taieri Mouth	Approved by:
Time of departure: APPROX 11AM	Time of return to CAMP: 4 HOURS AFTER TRAMP COMMENCES	

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong?	Whose responsibility is it?	When/where will it be done?	Emergency plan
Group or individuals get Lost	Teacher not knowing the track Supervisors not checking their group Children wander off track/not following instructions and not being sensible. Groups failing to turn off into JB Gully	Teachers to know the track. Discuss with Tim at CYC to see if there are any reported issues - he is a local reporting point. Children to be allocated a buddy to watch Use number off system to check children at various points Teacher to lead and one at the back. Parents spread throughout the group to watch children Clear instructions at the start about where to meet next First adult to reach an intersection to wait. Next adult to take their place directing students on the correct route continue flow on effect with the adults directing until all walkers have past the intersection.	Teachers Parent Helpers Students Teacher Teacher	Go through rules and expectations at school and camp in morning. Explain to students what to do if you find yourself lost. Stay put – let the search party come to you. Listen out for your name being called. Sort out a walking buddy at camp and allocate a number for checking All to be sorted at start of Millennium Track before walking	Emergency plan Check lists One teacher to remain with the group while other teacher make a check with parents where last seen Use cell phone to report any missing students straight away to the principal who will then contact appropriate people.

Hypothermia	Weather conditions	Check weather forecast and make decision early.	Teacher	Make decision by 8.00am	Contact for help.
	Inappropriate clothing	Check children have appropriate gear and take spare jackets.	Students	At school stress appropriate clothing required. Check clothing that morning before leaving camp. All jackets checked one week prior to assess suitability.	Carry spare clothing.
Injuries due to inappropriate footwear and shoe laces undone	Not staying on track or following instructions. Weather conditions/conditions of track.	Teachers and parents to monitor where children are and insist they stay on track. Check track before the trip. Don't go if weather in doubt. Pre camp meeting to explain expectations; parents complete form before camp to state what activities they will and won't be able to do	Teachers/parents Students	Go through clear instruction and guidelines before leaving school	As above. Administer first Aid. Have non walking parent with vehicle transport student back to camp. Have plenty of parent helpers i.e. higher than the required ratio to allow for parents becoming out of action
Parent helpers not capable of completing walk	Unfit, unprepared, inappropriate gear		Teacher/parents	Before leaving school	
Adult/child has asthma attack/other medical event while walking	Exertion, did not take required medication prior to walking	Stop to take required medication, rest for ten minutes until recovered, send message with another student/adult to teacher at front to wait at next planned stop	Teacher/parents/students	Check required meds before leaving camp and starting the walk	Call parents for advice/call ambulance if severe attack. Use PLB to call for a helicopter if required.
Extreme weather	Very high temps or a lot of rain/wind making conditions dangerous	Regroup at each meeting to point to assess conditions, ensure each person has plenty of water if very hot Have a non walking parent meet the class at the half way point with a supply of water for students and adults to top up. Brief the children prior to the walk about keeping an eye out for slippery areas.	Teacher in charge	Before and during walk	If in doubt, head back to the start of the tramp
Slip off bank	Weather conditions make the track slippery (especially wood)			Before and during the walk	Take a rope on track in case of a child/adult slipping down the bank administer first aid as necessary
Group members requiring Special consideration		Those with asthma are to bring their own medication :			
		As above			

Behaviour		
Other-		
Pre-activity checklist	On the day	
Off site venue visited	Medication	
Trip application approved	First aid kit	
Permission slips returned	Cell phone	
Medical records checked	Intentions left at office	
SAP form to all teachers	Equipment checked	

On completion of the SAP, does the activity still provide the opportunity to meet your intended outcomes? ☐ ☐ Yes No



BALMACEWEN INTERMEDIATE

Outdoor Safety Action Plan

Activity: Cooking	Camp	Date:	Teacher in charge:
Class level:	Year 7,	No. of staff:	No. of helpers:
No. of children:		Location: Camp	Approved by:
Time of departure:	NA	Time of return to camp: NA	

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong?	Whose responsibility is it?	When/where will it be done?	Emergency plan Check lists
Burns	Children using equipment incorrectly; tripping, knocking cookers/pans; putting hand on hot element	<p>Teach students how to use cookers correctly - practice inserting gas canisters, turning cookers on and off correctly.</p> <p>Rules established with group prior to cooking - no running in designated area. Go through cooking instructions and check back to see students understand. Check cookers are placed on a flat, stable surface.</p> <p>Set up in a semi-circle so all students can see instructor and vice versa</p>	Teacher and parents	prior to cooking	<p>Cold bucket of water close by in case of burns/fires</p> <p>Administer first aid if necessary (first aid kit to be on site)</p> <p>Ring 111 if serious injury</p>
Fires	Dry grass, wind	<p>Check weather conditions prior to lake activities commencing</p> <p>Check over the area before setting up and assess safety</p> <p>Set up on concrete.</p>	Teacher		
Sprains, strains, grazes	Tripping, falling	<p>Minimise moving around cooking site unless necessary</p> <p>Spread cookers and students out</p> <p>Supervise behaviour</p>	Teacher/Parents	During cooking activity	

Asthma, stings, hayfever/allergies bites food allergies	weather, wind, pollen, insects etc	Ask students to ensure they have any medication they may need in their day pack when they organise their gear for this rotation. Check health forms to ensure allergies are well noted.	Teacher	At camp prior to leaving for this rotation	Administer first aid where necessary
Heatstroke, sunburn, hypothermia etc	Change in weather conditions	Get students to prepare day pack before this rotation: Sunblock, sunhat, warm top/jacket, drink, snack	Teacher	At camp prior to leaving for this rotation	Transport any students back to camp if necessary - shower or administer any first aid where necessary
Group members requiring Special consideration Those with asthma are to bring their own medication					
Health As above					
Behaviour					
Pre-activity checklist	On the day	Comments			
Off site venue visited	Medication				
Trip application approved	First aid kit				
Permission slips returned	Cell phone				
Medical records checked	Intentions left at office				
SAP form to all teachers	Equipment checked				

On completion of the SAP, does the activity still provide the opportunity to meet your intended outcomes? ☐ ☐ Yes No



BALMACEWEN INTERMEDIATE

Outdoor Safety Action Plan

Activity: Sleeping in tents	Date:		Teacher in charge	
Class level:	Year 7	No. of staff: 2	No. of helpers:	
No. of children:	58	Location:	CYC Waihola	Approved by:
Time of departure:	n/a	Time of return to school:	n/a	

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong?	Whose responsibility is it?	When/where will it be done?	Emergency plan Check lists
Sleep walking at night and become disorientated/lost	Child sleepwalks away from the tent	Ensure the child that sleepwalks, is in the back and centre of the tent. So that he/she moves and begins to sleepwalk the other children will be woken up. Ensure any children that sleep walk, have been to the toilet before bed,	Teacher to check the sleeping arrangements.	At bedtime	If we wake up and a child is missing, we will ring the police and enact our emergency plan. Parents search the boundaries. Ring Andrew Hunter who will contact the parents . If the child begins to sleep walk and wakes the other tenters, they are immediately to come to cabin ½ and wake Beth and Neil.
Tents are flooded or ripped in the wind. Wet children and wet sleeping gear	Torrential rain / wind	We cannot control the weather, but we will ensure the forecast looks not torrential and / windy. If we have concerns, all children will be moved to cabins.	Teachers	Check the weather before bedtime.	If we need to evacuate the tents in the night, we will do by putting on all the lights and torches and move children to cabins. Use camp emergency blanket in case of wet sleeping bags Contact CYC manager Tim Weil and ring police

Bad human arrives at camp and interacts / interferes with children	A bad person arrives at camp without us knowing and tries to interfere with our pupils.	Any unknown vehicles / people who arrive at camp, will be approached by Staff and asked why they are on the premises. If it occurs in the night, children/adults to knock on cabin 1-2 and alert us.	Teachers and CYC staff	At any time	is the person is suspect or being unsafe. Lock all children in the hall and enact CYC lock down procedures.
Broken glass around camp - Tripping over guy ropes -	Children not paying attention.	Class discussion of risks prior to camp. Filling out their own RAMS forms		Wear shoes at all times Point out to children on boundary walk.	
<p>Group members requiring Special consideration</p> <p>Those with asthma are to bring their own medication</p> <p>An outside porch light plus toilet lighting will be left on over night every night in order to accomodate any children that need to use the toilet at night or require a night light.</p>					
Health	Those with asthma are to bring their own medication				
Behaviour					
Other	NA				
Pre-activity checklist Off site venue visited Trip application approved Permission slips returned Medical records checked SAP form to all teachers	On the day Medication First aid kit Cell phone Intentions left at office Equipment checked	Comments			

On completion of the SAP, does the activity still provide the opportunity to meet your intended outcomes?

☐☐

Yes

No

Shooting (Air Rifles) – SOP

Last Review:

This SOP was last reviewed on 04 October 2018.

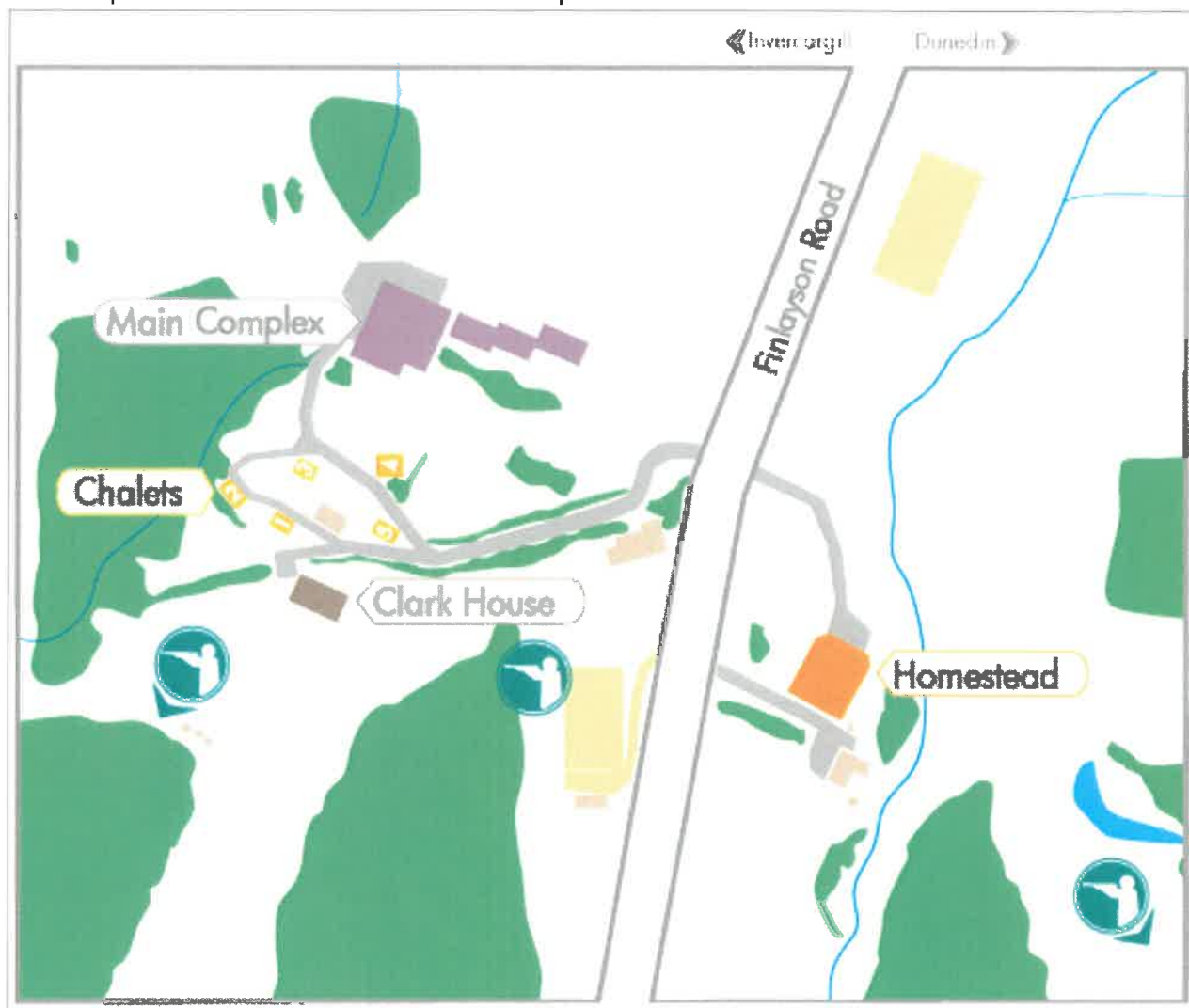
Activity Summary

The CYC Waiholā Shooting (Air Rifles) activity is a **medium risk activity** that involves shooting targets with .177 air powered pellet rifles on a non-permanent range.

Location

Either:

- Flat area next to water tanks
- Unused Horse Arena
- Dam paddock on Homestead side of camp



Requirements for activity

Activity Leader

An activity leader is required for this activity:

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

- The activity leader must have a current *CYC Waihola Shooting Supervisor* qualification with *Air Rifles Endorsement*⁴³.

Qualifications

All activity leaders must have at least the following qualification:

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

Supervision Ratios

When children⁴⁴ are present:

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

When children are not present then there is no supervision ratio other than the requirement for a trained person to be the Activity Leader

Activity Restrictions

The maximum number of air rifles to be used at any time is 2.

Activity Sign-off

As part of completing the daily log-book for this activity the [*Shooting \(Air Rifles\) – Activity Sign-off Sheet*](#) must be completed every time this activity runs.

Activity Equipment

There are two equipment boxes / cases for this activity.

Air Rifles Equipment Box

This box **WILL NOT** be used to store air rifles and is to be taken to the activity area every time the activity is in use. It is to be locked when not in use.

The box will contain:

- Activity Logbook containing:
 - these current instructions
 - the current Activity RAM
 - a daily Activity Sign off sheet
- an Emergency Whistle for the Activity Leader
- air rifle pellets
- a small selection of tools for on-the-go minor fixes of the Air Rifles
- pens and pencils for recording in Activity logbook
- 2x sets of rope and two electric fence standards to:
 - used to mark the firing line
 - used to mark the spectator line if required
- Easy reset targets

Air Rifles Case

This case **WILL NOT** be used to store pellets and is to be taken to the activity area every time. It is to be locked when not in use.

This locked case will only contain the air rifles.

If this activity is to be run in any location other than the the Horse Arena then a off-site activity first aid kit is to be taken to the activity location

Ancillary Services

No ancillary services are required for this activity.

Key reasons to postpone activity

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

⁴³ A person with a current *CYC Waihola Shooting Assistant* qualification can take on the role of Activity Leader if they are under the direct supervision of a person with at least a current *CYC Waihola Shooting Supervisor* qualification with *Air Rifles Endorsement*.

⁴⁴ Refer to [*Appendix 1.1 Glossary of Terms*](#)

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

Operating Procedures

6 monthly checks

A paid staff member that holds a *CYC Waihola Shooting Supervisor* qualification with the *Air Rifles Endorsement* must inspect the activity every six months using [Shooting \(Air Rifles\) – 6 Month Check](#) to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

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

Day of Activity Check

The following are to be completed before any activity commences:

- Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
- Assessment of the current weather forecast and conditions at the location of the activity. Conditions deemed to be unsuitable will be determined by any of the following:
 - Heavy precipitation
- The Activity Leader must complete the pre-activity sections of the [Shooting \(Air Rifles\) – Activity Sign-off Sheet](#)

Activity Setup

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

- Erecting the targets
- Placing the firing line and spectator line on the ground with at least 3 metres between them

The rifles are not to be taken out of the Air Rifles Case until participants arrive unless the Activity Leader remains with the rifles at all times.

With Each New Group of Participants:

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

The introductory talk will cover the following:

- The Safety Rules as detailed below
- A demonstration of:
 - how to “break” and load the air rifles
 - how to line up the sights on the target
 - the correct shooting stance
- The way that the target scoring will work

The safety rules are:

- Always point the rifle in a safe direction at all times
- Only two participants are allowed on the firing line at any time only when given permission by the Activity Leader
- That when participants are finished shooting their allocated pellets they are to break the air rifle into the safe position before placing it on the ground and stepping back to the spectator line until given express permission from the Activity Leader to go forward to retrieve their targets (if using paper targets) from within the firing zone
- No spectators are to go beyond the spectator line
- Explain what the whistle blast means – that participants are to immediately lower their rifles to the ground due to a safety issue



During the Activity

The Activity Leader can give guidance to participants if it does not distract them from observing the safety of all present and anyone else wandering into the firing zone or behind the targets.

Other adults and leaders can give one on one instruction by standing next to each participant if given permission by the Activity Leader however they cannot give instructions to retrieve targets from within the firing zone.

If the Activity Leader observes a person or animal within the firing zone or anything else that could endanger others then they will sound the whistle and the activity will not re-commence until the issue is resolved.

After the the activity is finished:

Air Rifles are to be checked to ensure they are not loaded and placed back into the Air Rifles Case

If the instructor is leaving the Air Rifles activity area for any reason at all then the Air Rifles Case with the rifles must be taken away from the activity area and the Air Rifles Equipment box is too be locked. The targets and safety lines can be left erected if the activity is to be run again within the same day. Anything else removed from the Air Rifles Equipment Container is to be returned to it.

The Activity Leader must complete after activity sections of the [*Shooting \(Air Rifles\) – Activity Sign-off Sheet*](#)

Emergency and Incident Preparedness

First Aid Kits

When this activity runs at the Horse Arena, the nearest First Aid kit is located in the Horse Tack shed.

If this activity is to be run in any location other than the the Horse Arena then a off-site activity first aid kit is to be taken to the activity location

Refer to [*First Aid Kits*](#)

General Incident Procedures

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

Puncture Wound

All CYC Shooting Activity Leaders will be trained using a scenario where a participant receives a puncture wound from an air rifle pellet

Fatigue Risk Assessment

Activity Risk Assessment

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

Risk Management for this Activity

CYC Waiholā has a comprehensive site-wide fatigue policy ([*4.11 Staff Fatigue*](#)) which is to be followed at all times during the operation of this activity.

- Activity Leaders are not to be involved in supervising this activity if they are fatigued.

Drug and Alcohol Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (high level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

Organisational Risk

CYC Waihola has a comprehensive site-wide drug and alcohol policy ([4.10 Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

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

Specific Legislation relating to this activity

Acts and Regulations

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

Activity Safety Guidelines

- None

Good Practise Guidelines

- [Good Practice Guide \(Target Shooting\)](#)

Standards

- [Safety Audit Standard for Adventure Activities](#)⁴⁵

Technical Advisers for this Activity

- CYC Waihola Operations Manager

⁴⁵ applied to this SOP as an OutdoorsMark Premium Activity



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

Risk and Hazard Analysis		Risk Controls		
	Risk	Risk Rating	Serious risk	Control
People: Misuse of equipment Environment: People behind target area	Puncture Wound Loss of Eye	High	✓	Administrative
		High	✓	Administrative
Equipment: Pellet ricochet from target		High	✓	Isolate
		Moderate	✓	Engineering
People: Inadequate Supervision People: Fooling around		High	✓	Administrative
		High	✓	
People: Impairment of activity leader	Fatigue	High	✓	Administrative
		Moderate	✓	Eliminate
Equipment: Scope hits eye socket on re-coll	Bruising	Low		Administrative

Risk and Hazard Analysis Last Updated: 04 October 2018



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Shooting (Air Rifles) – 6 Month Check

Check Date:	
Staff Member:	

Report Reviews

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

Air Rifle Checks

	Air Rifle 1	Air Rifle 2
Visual Integrity Check:	Pass / Fail	Pass / Fail
Mechanism Check:	Pass / Fail	Pass / Fail
Mechanism Check:	Pass / Fail	Pass / Fail
Live Firing Check:	Pass / Fail	Pass / Fail
Scope Sight Check:	Pass / Fail	Pass / Fail

Equipment Check

Target Reset Test:	Pass / Fail
Plenty of Pellets Available:	Pass / Fail
Emergency Whistle Present:	Pass / Fail
Tools Present:	Pass / Fail
Safety Lines Present:	Pass / Fail
# of sessions since last 6 month check:	
Overall Equipment Integrity Check:	Pass / Fail
Logbook Present:	Yes / No

Sign-off

Air Rifle 6 monthly check:	PASS / FAIL
Staff Member Signature:	

Notes

Notes relating to this check: (include any reviews needed)	
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- Always refer to the [Shooting \(Air Rifles\) – SOP](#) for complete instructions in use of this activity

SESSION DETAILS:

GROUP NAME:

Activity Leader Name:

Session Date and Time:

DAILY PRE-CHECK:

Activity Leader at least a current CYC Waiholo Shooting Supervisor qualification with Air Rifles Endorsement

Air Rifle Equipment Inspection

- Air Rifle barrels are clear and Air Rifles are visually mechanically sound

Yes / No

Pass / Fail

PRIOR TO ACTIVITY COMMENCING:

Supervision ratios met (1 adult to 5 children present including 1 current Activity Leader)

Adults with current First Aid Certificate on-site are:

Yes / No

Spectators to be behind physical barrier OR safety lines are set-up

Current weather conditions checked

Yes / No

Any additional current risks have been assessed and instructions for minimising noted below

Instructions for use have been given to all participants including Important safety instructions

Yes / No

Yes / No

Yes / No

ACTIVITY TO PROCEED:

ACTIVITY LEADER INITIALS:

AFTER ACTIVITY:

All gear returned to storage shed and locked

Participant numbers

Activity Leader Initials:

Yes / No

ADDITIONAL PRE-PLANNING RISK MANAGEMENT (additional to Risk Analyses Table)

Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E M	How risk will be managed



This file may be out of date if printed or transmitted via email

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

Shooting (Archery) – SOP

Last Review:

This SOP was last reviewed on 04 October 2018.

Activity Summary

The CYC Waihola Shooting (Archery) activity is a **medium risk activity** that involves shooting targets with carbon fibre arrows from either 16lb or 20lb strung re-curve bows designed for entry level archery.

Location

Either:

- Flat area next to water tanks
- Unused Horse Arena
- Dam paddock on Homestead side of camp



Requirements for activity

Activity Leader

An activity leader is required for this activity:

- Only one person will be deemed to be the Activity Leader for each session
- The activity leader must have a current *CYC Waihola Shooting Supervisor* qualification with *Archery Endorsement*⁴⁶.

⁴⁶ A person with a current *CYC Waihola Shooting Assistant* qualification can take on the role of Activity Leader if they are under the direct supervision of a person with at least a current *CYC Waihola Shooting Supervisor* qualification with

Qualifications

All activity leaders must have at least the following qualification:

- *CYC Waihola Shooting Supervisor with the Archery Endorsement*

Supervision Ratios

When children⁴⁷ are present:

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

When children are not present then there is no supervision ratio other than the requirement for a trained person to be the Activity Leader

Activity Restrictions

The maximum number of bows to be used at any time is 2.

Activity Sign-off

As part of completing the daily log-book for this activity the [Shooting \(Archery\) – Activity Sign-off](#) must be completed every time this activity runs.

Activity Equipment

There is one equipment box for this activity.

Archery Equipment Box

This box is to be taken to the activity area every time the activity is in use. It is to be locked when not in use.

The box will contain:

- Activity Logbook containing:
 - these current instructions
 - the current Activity RAM
 - a daily Activity Sign off sheet
- an Emergency Whistle for the Activity Leader
- arrows
- bow wax
- arm guards
- disassembled bows
- pens and pencils for recording in Activity logbook
- 2x sets of rope and two electric fence standards to:
 - used to mark the firing line
 - used to mark the spectator line if required

Targets

These targets are made up of two steel upright stands and two closed cell foam targets. The targets must be taken to the activity area every time the activity is in use.

If this activity is to be run in any location other than the the Horse Arena then a off-site activity first aid kit is to be taken to the activity location

Ancillary Services

No ancillary services are required for this activity.

Key reasons to postpone activity

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

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

Archery Endorsement.

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

Operating Procedures

6 monthly checks

A paid staff member that holds a *CYC Waiholā Shooting Supervisor* qualification with the *Archery Endorsement* must inspect the activity every six months using [Shooting \(Archery\) – 6 Month Check](#) to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

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

Day of Activity Check

The following are to be completed before any activity commences:

- Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
- Assessment of the current weather forecast and conditions at the location of the activity. Conditions deemed to be unsuitable will be determined by any of the following:
 - Heavy precipitation
- The Activity Leader must complete the pre-activity sections of the [Shooting \(Archery\) – Activity Sign-off](#)

Activity Setup

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

- Erecting the targets
- Placing the firing line and spectator line on the ground with at least 3 metres between them

Archery Bows are not to be set up until participants arrive unless the Activity Leader remains with the set-up bows at all times or all arrows are taken from the area to a safe location until use.

With Each New Group of Participants:

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

The introductory talk will cover the following:

- The Safety Rules as detailed below
- A demonstration of:
 - the correct shooting stance
 - how to fire an arrow at the target correctly
 - how to retrieve arrows embedded in the target and how to retrieve arrows embedded in the ground
- The way that the target scoring will work

The safety rules are:

- Always point the bow and arrow in a safe direction at all times
- Only two participants are allowed on the firing line at any time only when given permission by the Activity Leader
- When participants are finished shooting their arrows they are to place the bow on the stand and step back to the spectator line until given express permission from the Activity Leader to go forward to retrieve arrows in the firing zone
- No spectators are to go beyond the spectator line
- Explain what the whistle blast means – that participants are to immediately lower their bows to the ground due to a safety issue.

During the Activity

The Activity Leader can give guidance to participants if it does not distract them from observing the safety of all present and anyone else wandering into the firing zone or behind the targets.

Other adults and leaders can give one on one instruction by standing next to each participant if given permission by the Activity Leader however they cannot give instructions to retrieve targets from within the firing zone.



If the Activity Leader observes a person or animal within the firing zone or anything else that could endanger others then they will sound the whistle and the activity will not re-commence until the issue is resolved.

After the activity is finished:

Archery Bows are to be disassembled and placed back into the equipment box.

If the instructor is leaving the Archery activity area for any reason at all then the Archery Bows must be disassembled. The targets and safety lines can be left erected if the activity is to be run again within the same day. Anything else removed from the Archery box is to be returned to it.

The Activity Leader must complete after activity sections of the [Shooting \(Archery\) – Activity Sign-off](#)

Emergency and Incident Preparedness

First Aid Kits

When this activity runs at the Horse Arena, the nearest First Aid kit is located in the Horse Tack shed.

If this activity is to be run in any location other than the the Horse Arena then a off-site activity first aid kit is to be taken to the activity location

Refer to [First Aid Kits](#)

General Incident Procedures

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

Puncture Wound

All CYC Shooting Activity Leaders will be trained using a scenario where a participant receives a puncture wound from an arrow.

Fatigue Risk Assessment

Activity Risk Assessment

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

Risk Management for this Activity

CYC Waiholā has a comprehensive site-wide fatigue policy ([4.11 Staff Fatigue](#)) which is to be followed at all times during the operation of this activity.

- Activity Leaders are not to be involved in supervising this activity if they are fatigued.

Drug and Alcohol Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (high level of harm and low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

Organisational Risk

CYC Waiholā has a comprehensive site-wide drug and alcohol policy ([4.10 Drug and Alcohol Policy](#)) which is to be followed at all times during the operation of this activity.

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

Specific Legislation relating to this activity

Acts and Regulations

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

Activity Safety Guidelines

- None

Good Practise Guidelines

- [*Good Practice Guide \(Archery\)*](#)

Standards

- [*Safety Audit Standard for Adventure Activities*](#)⁴⁸

Technical Advisers for this Activity

- CYC Waiholā Operations Manager

48 applied to this SOP as an OutdoorsMark Premium Activity



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

Risk and Hazard Analysis		Risk Controls		
	Risk	Risk Rating	Serious risk	Control Instructions
People: Misuse of equipment Environment: People behind target area	Puncture Wound	High	✓	Administrative
		High	✓	Administrative
		High	✓	Isolate
		Moderate	✓	Engineering
Equipment: Arrow ricochet from target				Targets will be more than 5 metres from firing line
People: Inadequate Supervision		High	✓	Administrative
People: Fooling around		High	✓	Clear instructions for use of activity will be given to all participants
People: Impairment of activity leader	Fatigue	High	✓	Administrative
	Alcohol / Drugs	Moderate	✓	Eliminate
Equipment: Bow string burn	Bruising	Low		PPE
Equipment: Shattered / split arrows	Splinters	Low		Eliminate
Equipment: Pitted archery target stands	Scratches	Low		Administrative
				Persons handling archery target stands will be advised of hazard

Risk and Hazard Analysis Last Updated: 04 October 2018



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Current Version: 2019.01

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

Shooting (Archery) – 6 Month Check

Check Date:	
Staff Member:	
Report Reviews	
Near Miss / Accident reports reviewed:	Yes / No
Logbook safety comments reviewed:	Yes / No
Archery Checks	
Bow Stock Visual Integrity Check:	Pass / Fail
Bow String Check:	Pass / Fail
Arrows Check:	Pass / Fail
Equipment Check	
Targets Check:	Pass / Fail
Emergency Whistle Present:	Pass / Fail
Safety Lines Present:	Pass / Fail
Arm Guards Present:	Pass / Fail
# of sessions since last 6 month check:	
Overall Equipment Integrity Check:	Pass / Fail
Logbook Present:	Yes / No
Sign off	
Archery 6 monthly check:	PASS / FAIL
Staff Member Signature:	
Review Notes	
Notes relating to this check: (include any reviews needed)	



- Always refer to the Shooting (Archery) – SOP for complete instructions in use of this activity

SESSION DETAILS:

GROUP NAME:

Activity Leader Name:

Session Date and Time:

DAILY PRE-CHECK:

Activity Leader at least a current CYC Waiholā Shooting Supervisor qualification with Archery Endorsement

Archery Equipment Inspection

- Bow strings waxed and integrity good
- Bow stocks integrity good
- Arrows complete and integrity good

Yes / No

Yes	/	No
Yes	/	No
Yes	/	No

Pass / Fail

PRIOR TO ACTIVITY COMMENCING:

Supervision ratios met (1 adult to 5 children present including 1 current Activity Leader)

Yes / No

Adults with current First Aid Certificate on-site are:

Spectators to be behind physical barrier OR safety lines are set-up

Yes / No

Current weather conditions checked

Yes / No

Any additional current risks have been assessed and instructions for minimising noted below

Yes / No

Instructions for use have been given to all participants including important safety instructions

Yes / No

ACTIVITY TO PROCEED:

Yes / No

ACTIVITY LEADER INITIALS:

AFTER ACTIVITY:

All gear returned to storage shed and locked

Participant numbers

Activity Leader Initials:

ADDITIONAL PRE-PLANNING RISK MANAGEMENT (additional to Risk Analyses Table)

Hazard (Cause of Harm)	Risk	Potential Harm	Likelihood	Serious Risk?	Control E/I/M	How risk will be managed



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