

Activity Management Plan

Day Hike

Activity	Detail
Location / Site	Various tracks within Canterbury region including routes in Arthurs Pass area and fixed routes at Wainui Park (Tikao Bay 'Tramp to Camp', Hilltop 'Tramp to Camp' and Scenery Nook hike)
Parking	See specific site information
Grid Reference	See specific site information
Water	To be carried
Toilets	See specific site information
Access Permission	See specific site information
Instructor Requirements	Varies depending on location and duration. Check specific requirements prior to session.
Specific Equipment & Resources	First aid kit; spare clothing; roll mat; spare water appropriate to conditions; crib sheet/map/site specific information; emergency shelter/fly sheet.; relevant communication devices (PLB required for specific routes e.g. Scenery Nook)
Specific Policies	Prior to departure lead adult must fill out off-site activity intention form, and ensure duty person is informed Weather forecast to be checked prior to activity Access permission to be sought in advance (if applicable) Instructor (or lead adult) to brief participants on leave no trace ethics/DOC Code Instructor (or lead adult) to contact duty person finish of hike or in the event of overdue/late return Ratio: For Wainui hikes - 25 participants: 2 Instructors (note: 2nd instructor may an assistant) For other hikes - 1 adult to 6 participants (children) - Ideal max group is 20
Emergency Response	Seeking Assistance: 1. Use mobile phone kept with emergency equipment 2. Use UHF radio kept with emergency equipment 3. Use EPIRB (if applicable) 3. Depending on current location of the group an adult could be sent to nearby farmhouse or the road Follow general YMCA Emergency Procedures Follow relevant site evacuation procedures (for huts and shelters) Note: Generally the instructor will need to factor in a longer evacuation time than for site based activities
Previous Incidents	Lost group with instructor; inclement weather; sprains, strains, slips, trips; communication breakdown with centre; broken foot.
Site/Activity Specific Hazard/Risk	Management of Hazard
Livestock/machinery	Participants properly briefed at start of hike; active avoidance. Ensure good group management/route choice/hazard awareness.
Fences/gates	Participants properly briefed at start of hike; good group management. Fences to be crossed only at permissible points (gates/stiles).
Rock fall	Brief participants not to disturb rocks; avoid areas of potential rock-fall; manage group carefully to avoid 'fall-line'.
Traffic/road crossing	Brief participants. Stay off roads where possible. Single file facing oncoming traffic. Instructor to lead, adult helper to remain at rear. For crossing, follow school policy ie. Line or groups.
Foot/ankle injuries, blisters, slip, trip, fall	Ensure group have sturdy footwear. Appropriate route choice for conditions. Proactive treatment of 'hot-spots' to avoid blisters
Inclement weather	Forecast to be checked prior to departure. Conditions to be monitored throughout session. Check group clothing appropriate to conditions. Select alternative route if necessary. Sun protection/amount of water carried in accordance with conditions. Monitor group wellbeing.
Lost/Missing group member	Instructor to set boundaries and brief participants on what to do if separated from group (stay-put, call out for help etc). Each instructor allocated a group of up to 25 participants. Walk to the pace of the slowest member.
Navigational error	Staff to receive site specific route training, familiarisation and basic navigation. Map to be carried. Communication devices to be carried.
Hypo/hyperthermia	Check group clothing prior to departure, select route appropriate to conditions, group and time of year.
Wasps	Brief all adults and students before departure and at the start location. Ensure allergy medications are carried. If there appears to be a nest, contact DoC to action. Stay on tracks. Do not "grab" trees or pick up sticks off the floor.

Note: This Activity Management Plan (AMP) documents only very specific management of risks/hazards for a particular activity. General management of risks/hazards that relate to Outdoor or Adventure Activities are documented in the YMCA *Chch Risk Register for Outdoor Activities*. These documents are part of the YMCA Christchurch Safety Management System (SMS), an overview of which is given in the YMCA *Chch Safety Management Plan (SMP)*.