

Activity Management Plan

Overnight Hike

Activity	Detail
Location / Site	Various tracks within the Canterbury region
Parking	See specific site information
Grid Reference	See specific site information
Water	See specific site information
Toilets	See specific site information
Access Permission	See specific site information
Instructor Requirements	YMCA Outdoor Core 2 (lead) or equivalent YMCA Day Hike Competency or equivalent Previous route knowledge, experience or training
Specific Equipment & Resources	First aid kit; fly sheet/emergency shelter; spare clothing; roll mat; spare water appropriate to conditions; crib sheet/map/site specific information; relevant communication devices; relevant equipment for sleeping, cooking and hygiene
Specific Policies	Prior to departure instructor must fill out off-site activity intention form, and ensure YMCA contact person is informed Weather forecast to be checked prior to activity Access permission to be sought in advance Instructor to brief participants on leave no trace ethics/DOC Code Instructor to notify the YMCA contact person when the group has safely returned or in the event of overdue/late return Ratio: 6 students: 1 adult. Ideal max number of participants (adults and children) per group – 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'.
Road crossings/ traffic	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.). 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.
Fire	Check fire risk, fire restrictions & ensure have appropriate permission. Check accommodation buildings for smoke alarms where appropriate -consider bringing a smoke alarm for temporary overnight use. Ensure access to designated fireplaces, barbecues, appropriate cooking stoves, trays etc. and fire defence.
Tree fall	Look up - Check for dead, overhanging and/or large trees and branches. Consider camping 2 tree lengths from suspect trees. Check weather forecast for high winds.
Illness – diarrhoea and vomiting	Ensure food hygiene (including storage), toileting hygiene (hand washing) and water hygiene (safe to drink, how do you know, how do you treat) regimes clear and followed.

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)*.