



RISK ASSESSMENT MANAGEMENT PLAN – HIKE (OVERNIGHT)

Activity	Hike (Overnight)
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	• The Kind Foundation Outdoor Core 2 (lead) or equivalent • The Kind Foundation Day Hike Competency or equivalent • Previous route knowledge, experience or training
Specific Equipment & Resources	• First aid kit • Tents if tenting • Fly sheet or emergency shelter if hutting (and not carrying tents) • Spare clothing • Crib sheet/map/site specific information • Relevant communication devices • Relevant equipment for sleeping, cooking and hygiene • Communications device suitable for backcountry / no cell coverage
Specific Policies	• Prior to departure instructor must fill out off-site activity intention form, and ensure The Kind Foundation 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 Kind Foundation contact person when the group has safely returned or in the event of overdue/late return • Ratio: 1 adult / students
Emergency Response	Seeking Assistance: 1. Use mobile phone (if coverage) 2. Use InReach (if no mobile coverage) 3. Use PLB (if InReach not successful) 4. Depending on current location of the group an adult could be sent to nearby farmhouse or the road • Follow general The Kind Foundation 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 • Inappropriate equipment • Gates left open
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Standards and Codes of Practice:

- Activity Good Practice Guidelines - Tramping

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 • Follow procedures if crossing working farm
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	• Brief participants • Stay off roads where possible • Group management
Foot/ankle injuries, blisters, slip, trip, fall	• Ensure group have appropriate / 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, barbeques, appropriate cooking stoves, trays etc. and fire defence
Tree falls	• 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

Please see The Kind Foundation - Safety Management Plan for further information on Continual Improvement

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
Public / Other Recreational Users	• Participants briefed on appropriate behaviour and boundaries when interacting with members of the public • Instructor maintains active supervision and awareness of participants when using shared tracks, huts, shelters, campsites, toilets and other public facilities • Participants instructed to remain within agreed group boundaries and not leave the group or site with members of the public • Encourage respectful use of shared facilities and consideration of other users • Instructor to monitor interactions between participants and members of the public and intervene where necessary • Participants instructed to report any interaction or behaviour that makes them feel uncomfortable or unsafe • Maintain appropriate separation from other groups where practicable, particularly when camping or sleeping • If behaviour from a member of the public presents a concern, remove participants from the situation where practicable and seek assistance if required • Include presence and behaviour of other users in ongoing dynamic risk assessment

Environmental Hazards	
Environmental Conditions	• Detailed local weather forecast to checked/assessed prior to commencement of journey • Instructor to monitor weather conditions and make continuous dynamic risk assessment throughout the journey
Sudden weather changes (strong winds, rain, fog)	• Establish emergency exit points along route • Use group management strategies (buddy system) • Participants briefed on weather risks and procedures before departure • Clear communication plan in case of weather changes
Wildlife encounters	• Maintain safe distances from wildlife • Avoid walking directly towards or disturbing animals • First aid kit includes treatment for stings • Educate participants on local wildlife and proper response strategies
Sun exposure and dehydration	• Require participants to wear sun protection (hat, sunscreen, sunglasses) • Encourage hydration and scheduled water breaks • Pre-trip safety briefing includes hydration and sun safety reminders
Earthquake / Tsunami	• Avoid walking under cliffs for extended periods • Consider closest safe zone if earthquake is evidenced • If long and strong, get gone – head to higher ground (consider food, water, shelter)
Fire	• Communicate importance of fire risk and measure to avoid starting fires to participants • Consider closest exit point (note: this may be on foot, or by vehicle)

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