

SOP – Day Walks

VExample,
date

Description & Scope

Day walks on formed tracks or marked routes below the bushline.

Potential Risks

- Serious injury – wanders into hazardous terrain, poor footwear
- Lost person(s) – wanders off, route unclear, insufficient supervision
- Exhaustion – poor fitness, inadequate sustenance
- Hypothermia – poor weather, inappropriate clothing, wrong activity for conditions

Guide Pre-Requisites

Training & Quals:	<ul style="list-style-type: none"> • NZOIA Bush Leader or equivalent competency • Comprehensive or Outdoor First Aid
Competence & Experience:	<ul style="list-style-type: none"> • Company Name Competency check • X yrs experience

Equipment

Guest:	<p>Must wear or carry:</p> <ul style="list-style-type: none"> • Warm clothing - polypro, fleece, wool, minimal cotton • Waterproof raincoat • Woollen hat & gloves; &/or sun hats, sunglasses & sunscreen (as appropriate) <p>Suitable sturdy footwear</p> <ul style="list-style-type: none"> • Backpack • Drinking water (at least 1l) • Food (snacks) • Necessary medication (& make sure someone else knows where it is)
Guide:	<p>As above plus</p> <ul style="list-style-type: none"> • Cell/Sat Phone • 1st Aid Kit • Extra warm layer • Spare food (energy) & water

Guidelines

- Ratio 1:15
- Specified safety equipment (as listed above) must be carried
- Clothing should be sufficient to keep guests warm when it is wet, windy and/or cold. Guests may wear cotton clothes in warmer weather but an adequate layer of warm clothing must be carried
- Rivers should not be crossed.
- Swimming is not allowed unless as a separate activity.

Before Activity

- Planning includes consideration of preferred & alternative routes, expected times, supervision structure, specific emergency procedures.
- Forecast & actual weather conditions are monitored
- Land access has been gained, & track conditions checked with land owners/DOC or recent users.
- If the route involves river crossings or valleys prone to flooding, river conditions are checked.
- The fitness levels of guests is determined & a suitable trip selected.
- Guests clothing & footwear is checked prior to departure.
- Ensure personal medication is carried & Guides know where it is & how/ when to administer it.
- Guide provides intentions information (walks over 2 hours from vehicle)
- Brief guests, as below:

Safety Briefing

Include:

- Where we are going, how long it should take, what the track/terrain is like, any key directions
- Likely conditions (weather, terrain & track), what to wear & carry
- Risks (the “what could go wrongs”) include:
 - Slips and trips – be careful with foot placement, descending, consider using walking poles
 - Wandering off & getting lost – stick together, stay on the trail, & if you do get separated, call out, stay put, don’t keep moving around
 - Specific hazards (viewpoints, drop off’s, steep slopes, river/lake edge) - be aware, don’t get too close, be careful when taking photo’s
- Check that you have any medication you should carry. Who else knows what it is, and where to find it?
- Walk in groups? Take it nice and easy, walk at slowest members pace, and take plenty of stops
 - If something goes wrong, group up together, and head back to the bus by the easiest route. If it happens to me/guide, then ‘stop, group up &...’
- Remind everyone about inherent risks, and that they can opt out
- Check that everyone understands

During Activity

- Ensure each group travels together, eg/ smaller subgroups, buddy system, lead & tail-end charlie
- Monitor guests – appropriate clothing, energy levels
- Provide regular breaks – ensure guests have plenty to eat & drink
- Be aware of signs of hypothermia
- Adjust activity to weather conditions
- Stop & regroup regularly, including at track junctions
- Avoid hazardous terrain/obstructions, & manage cliff edges (no closer than 3 m) & landslips
- Provide instruction on how to descend steep, loose, slippery terrain

After Activity

- Ensure all guests have returned to vehicle
- If have left intentions - advise safe return
- Document any incidents or accidents

Emergency Response Plan

Refer: ‘Emergency Response Field Guide’

Potential Emergency Events: Emergency Resources:

• Incapacitated person - Call for help 1st Aid Kit Guide to carry

• Missing person - Hasty search, call for help Fire Ext -

Emergency Contact(s) 111 **Nearest Medical** varies

General Risk Assessment			
Risk / Harm Hazard	Why would this happen?	Inherent Risk Rating	Controls
Serious Injury – fall, slide	Steep ground, loose surfaces, wet &/or slippery underfoot Poor foot placement, tripping, lack of balance Client(s) unaware of hazards Unsuitable footwear Unexpected changes to track	Medium	How can it be prevented? First try to eliminate, then minimise the risk XXXX to: - Ensure clients bring appropriate footwear (support, grip, tread) & walking poles if preferred - Plan to avoid challenging walks in relation to the skill/ physical ability level of guests Guide to provide safety talk that includes: - terrain involved - foot placement & balance, using handholds or support (walking poles?) - need to be aware of surroundings (especially if taking photos) - what could go wrong / what we'll do in an emergency Guide to: - have knowledge of area & likely high risk areas & seeks to avoid - avoid placing clients in potentially dangerous situations - use easier route / provide alternative option if better suits client needs - ensure appropriate footwear is worn - check in with DOC before using tracks following major weather events XXXX to ensure: - obtain accurate medical information from clients, and provide to Guide - clients are aware of fitness requirements Guide to: - ensure understands likely effect of medical conditions - ensure client carries any relevant medication: and someone else knows its whereabouts, and application - plan to avoid areas with high intensity of allergens (eg/ wasps, ongaonga) - assess fitness levels and ensure clients not over-exerted
Medical Incident	Pre-existing medical condition Allergic reaction or anaphylaxis Client in poor physical health	Low	XXXX to ensure: - obtain accurate medical information from clients, and provide to Guide - clients are aware of fitness requirements Guide to: - ensure understands likely effect of medical conditions - ensure client carries any relevant medication: and someone else knows its whereabouts, and application - plan to avoid areas with high intensity of allergens (eg/ wasps, ongaonga) - assess fitness levels and ensure clients not over-exerted
		Low	

<p>Clients unhappy, tired, uncomfortable (etc)</p>	<p>Lack of fitness / not used to walking Walk too difficult / has challenging elements (eg/ exposure to height) Unsuitable clothing / footwear Insufficient food before activity</p>	<p>Low</p>	<p>Xxxx to ensure:</p> <ul style="list-style-type: none"> - Clients advised re/ suitable clothing and footwear - Pre-trip info includes overview of walk lengths, terrain etc <p>Guide to:</p> <ul style="list-style-type: none"> - Provide safety talk that includes walk length, terrain, time, specific hazards (eg/ swing bridges) and how to manage - Allow stops to readjust clothing, footwear etc - Recommend 'talk test' to find appropriate pace - Set pace at slowest member 	<p>Low</p>
<p>Missing client</p>	<p>Client distracted / stops & group continues Client drifts off pace Client decides to take alternative route</p>		<p>Low</p>	
<p>Group separates</p>	<p>Clients walk at different speeds Group too large to control Someone injured & people need to go for help</p>	<p>Low</p>		<p>Guide to:</p> <ul style="list-style-type: none"> - Leave intentions, especially if change plans
<p>Group overdue</p>	<p>Any of above/below</p>		<p>Low</p>	<p>Guide to:</p> <ul style="list-style-type: none"> - Leave intentions, especially if change plans
<p>Hypothermia</p>	<p>Severe weather cold, rain & wind Client extremely cold Fatigue</p>	<p>Low</p>		<p>Guide to:</p> <ul style="list-style-type: none"> - Monitor weather forecast - Consider either cancel/limit walks or use alternative routes in poor weather - Ensure adequate clothing worn &/or carried, including wind & rainproof

	Insufficient food intake		<ul style="list-style-type: none"> - Carry extra clothing (& hot drinks) in poor weather - Be aware of signs of hypothermia and the need to keep energy level high - If needed, either keep client warm, and return to vehicle or stop and send for help 	
Hyperthermia (overheating)	Due to hot weather (strong sun, no breeze) Intensity of the activity Reduced fluid intake		<p>Guide to:</p> <ul style="list-style-type: none"> - Monitor weather forecast - Ensure clients take plenty to drink, wear sun protection, & stay in shade where available - Carry extra drink & sun-screen in vehicle. - Ensure easy pace, plenty of breaks for rest & drink 	
Injury to Guide	Any of the above	Low	<p>Guide to:</p> <ul style="list-style-type: none"> - Ensure that safety talk includes – what to do if guide injured, and where communication devices are 	Low
General Difficulties – may effect all of above	Client doesn't understand English, safety talk &/or Guide instructions Clients difficult / don't follow instructions Client requires 1st Aid Guide requires external assistance	Low	<p>XXXX to ensure:</p> <ul style="list-style-type: none"> - Provide Safety Talk card if required - with main points translated into other language(s) <p>Guide to:</p> <ul style="list-style-type: none"> - Have sufficient experience & competence with guiding groups - Check everyone understand key safety instructions - Ensure that Safety Talk includes consequence of not following Guide instructions - Be 1st Aid trained & carries 1st aid kit - Carry cell/sat phone & Emergency procedures & contact numbers. 	Low

Reviewed:	XXXX X	Date:	Dd Mmm Yr	Approved:	Yyy Y	Next Review:	Date
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