



RATIOS: 1:5

1 Adult to 5 children

28 participants maximum. Numbers can be increased depending the weather forecast, competency of participants, competency of adults helping out, number of competent adults available and gear available. An increase also might require an extra instructor to be present.

SUPERVISOR POSITION:

Not applicable FP staff instructed activity

SUPERVISOR ROLES:

i. All adults helping/ assisting need to be competent kayakers and swimmers. People overweight could be an issue. The instructor will assess adults and make a judgement call accordingly and adults unfit for supervision need to be stood down. Office needs to be contacted and replacement adult found if ratios do not add up. Groups attending Finlay Park are made aware

ACTIVITY: KAYAKING

of requirements for adult supervision especially for kayaking.

- ii. Select one adult who will carry a dry bag with 1st aid kit and specific instructions in case instructor is unable.
- iii. Test adults with tow lines how to quick release in case of emergency.
- iv. Asses all adults before heading away from Finlay Park shore line and equip all adults with whistles.

EQUIPMENT SUPERVISOR:

Same as participant

EQUIPMENT PARTICIPANT:

- a) Clothes: Participant clothing dependant on weather conditions;
 - a. Normal conditions; togs, hat, shirt
 - b. Rain and or wind: togs/ wetsuit or shorts and shirt/ jersey and a rain coat/ wind breaker

- c. Cold conditions: wetsuit/ shorts, warm top clothing, beanie or hat and rain coat/ wind breaker

PARTICIPANT REQUIREMENTS:

Minimum age: 8 years or older. If participants are younger changes could be required around supervision ratios, duration of activity, and activity gear required

Minimum level of competency: Able to hold a paddle, sit up straight, and listen to instructions. Where competency is below minimum level, the participant can be grouped with a capable adult in a double kayak

RESTRICTIONS:

People who are overweight, unable to sit for very long times or people with an extreme fear of water.

ACTIVITY IN OPERATIONS:

Activity is instructed by FP staff.

ACTIVITY: KAYAKING

Activity		Kayaking		Supervision category	FP Instructor required X
Area	Lake Karapiro and Pokai Whenua Stream			Date reviewed	August 2020
Hazard (what poses the threat)	Poss. Risk (injury outcomes)	Category (environment, people, equipment)	Risk rate	Controls in place (What we do to either eliminate, minimise or isolate the hazard or risk)	Responsible (who is responsible for dealing with this hazard during activity)
Lake or stream	Drowning	Envir	High	Participants are required to wear lifejackets. All jackets are checked by instructor or supervising adults.	FP staff
Weather	Hypothermia	Envir	High	In case of extreme cold or wet weather the session is either cancelled or group is taken to a more sheltered spot, and session time reduced. Group is regularly checked by instructor to see if all are well.	FP staff, supervising adults
Other lake users	Injury due to Boat collision	People	High	All kayaking happens in a 5 knot zone (zone 12 at Lake Karapiro), zone has been clearly defined by 5 knot buoys, all kayaks and buoyancy vest are brightly coloured, in case of bad weather kayakers might move to zone 11, where a marker buoy will be put out warning boats of kayaker in the area.	FP staff
Paddle hit	Head injury or other injury	People	Low	Participants are trained to use paddles properly and games are executed in such a way to prevent paddle hits.	FP staff
Sub merged objects	Injury due to falling out	Envir	Low	When a game requires standing in a kayak the area used for this never near the shore where submerged objects could be a hazard	FP staff
Rain/ Weather	Flood	Envir	Medium	If stream is flowing faster than normal group will stay on the lake rather than go upstream.	FP staff
Weather/ overweight/ flow	Capsize	Envir/ People	Medium	Rough weather/ high flows kayaking cancelled or we move to a sheltered location. If wind increases during session; participants moved near shore and base contacted for boat assistance. Participants with poor skills will be supported by use of double kayaks and joining with a stronger co kayaker.	FP staff
Weather	Lightning strike	Envir	Medium	In case of thunderstorms all trips will be cancelled.	FP staff
Group dynamics, incompetent kayaker	Person getting lost	people	Low	A head count is done before every session. Adult helpers are placed at the front middle and back of group (1:5 ratio) Instructor and adults are all equipped with tow ropes in case a participant cannot keep up the pace. Check point for regrouping are in place during each session. Groups are required to disclose if participants have known behaviour or other issues that might put themselves or others in danger	FP staff, supervising adults, participants
	Adult helper not suitable	people	medium	Adult helper requirements are communicated with groups. Adult helpers are checked for competency by the instructor. If found that helpers are unsuitable, the session duration, and nature will be changed to suit the supervision numbers. If that is not possible the session will be cancelled.	FP staff
Pokai whenua gorge	Tree or bank collapse	envir	Medium	The gorge is often checked for possible tree failure and suspect trees are removed, and in case of fallen trees if a hazard are removed as well. In case of a slip the gorge would be avoided until bank is stabilized.	FP staff
weather	Sun burn	envir	Medium	Participant are advised to wear sun block at all times on exposed skin	Supervising adults and participants