

APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

- a. Passenger vessel "Wai Ora MNZ number 136568 under survey under the Maritime NZ legislation (MOSS)
- b. Lake Karapiro navigational By Laws (revised edition 2020)
- c. Sea Cert SRL and/ or Finlay Park vessel operations training

ACTIVITY OVERVIEW (INSERT)

A Lake and stream cruise on the passenger barge during the day or at night (for glow worms).

LOCATION

- a. Zone 11 and 12 Lake Karapiro, and the Pokai Whenua stream, up through the first gorge.

SUPERVISION REQUIREMENTS

COMPETENCY INSTRUCTOR

- a) Supervision category: This a Finlay Park instructed activity
- b) Min supervision age: 18 years or older
- c) Min Qualification/ Competency: Must have LLO /SRL, or Finlay Park Training framework under section 41 of the Marine Transport act (see approval dated 30 November 2015), First Aid comprehensive, NZ police check, Finlay Park competency and assessment, Finlay Park vessel operations training.
- d) Min experience: experience instructing smaller risk activities such as Go karts, and sling shot paintball for more than 15 hours. Experience with engines and outboards. Experience of more than 15 hours driving the other vessels (private or commercial)
- e) Minimum reading: Finlay Park MTOP and Finlay Park vessel training under Maritime rule 35.72
- f) Minimum time; Wai Ora: 20 hours as assistant skipper

COMPETENCY ADULT (ONLY STATE IF VISITING ADULTS SUPERVISES ACTIVITY)

EQUIPMENT

- a. Cell phone
- b. Torch
- c. Life Jacket or PDF
- d. Boat equipment (see vessel survey for requirements)

PARTICIPANT REQUIREMENTS

COMPETENCY

- a) Minimum age: Not required. See notes on supervision
- b) Minimum level of competency: N/A

EQUIPMENT

- a. Clothes: Well-fitting lifejackets or PDF's. Clothed to the weather conditions (warm clothes, rain coat, etc)

SUPERVISION STRUCTURE

NUMBERS

36 people maximum on board

RATIOS

1 adult to 20 participants (1:20) not including the skipper. Depending on the participants age group (see notes on specific supervision instructions)

SUPERVISION POSITION

Seated on board

RATIO SUPERVISION CHANGES

n/a

SPECIFIC SUPERVISION INSTRUCTIONS FOR ADULT HELPERS (WHEN ADULT HELPERS ARE UNDER SUPERVISION OF FP INSTRUCTOR)

Supervising adults should be able to assist with the monitoring of participants especially in the area of hand over the side of the boat. Where there are infants or toddlers on board one on one supervision is required.

ACTIVITY IN OPERATION**GENERAL EMERGENCY PROCEDURES AND RESCUE SCENARIOS**

1. Ring camp director/ manager, or other staff on that day for help
2. Assess situation and use first aid skills
3. See Maritime safety diagrams under dashboard console

Note: there is no reception (cell phone or VHF handheld) in the gorge or just before the bridge coming back to the lake.

Rescues

- All boat emergency scenarios see “emergency response Chart” for the Logos vessel
- Getting stuck in gorge
 - Someone with cell phone has to swim out of gorge and use cell phone to ring camp or use one of the houses on that side of river to contact camp.
- Injury in gorge
 - Treat as needed, and make your way back to camp ASAP, contact camp director as soon as you can have reception
- Mechanical breakdown
 - Assess situation and fix if possible
 - Let the boat float out of gorge until you have reception
 - If no working phone available tie up at bridge and use phone at one of the houses on that side of river
- Boat taking on too much water
 - Beach boat ASAP and contact camp
 - Assess the situation and where possible make repairs

Minor accidents (minor cuts, bruises)

- Administer first aid
- Assess whether activity can continue

Major accidents

- Administer first aid
- Stop the activity

- Contact the office for extra assistance or to call an ambulance
- Report ASAP to Director or Program manager or if not available other instructors.

HAZARD REGISTER

Activity		Glow worm trip/ Barge trip/ transport to a variety of activities.		Supervision category	FP Instructor required X
Area	Lake Karapiro/ Pokai whenua stream			Date reviewed	July 2024
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)
Water	Drowning	environment	High	All participants are required to wear a well-fitting lifejacket which are obtained from our boatshed and checked prior to boarding by the skipper. No one can board the Logos unless a lifejacket is worn. Lifejackets are checked on a weekly basis and replaced if unfit for purposes. Finlay Park has at least 150 lifejackets available at any one time.	FP staff
weather	Hypothermia	environment	Medium	All groups are instructed to dress according to the weather conditions. All activities where the Logos is used do not take longer 1.5 hours max. If someone was detected as being too cold, either home base at Finlay Park would be contacted and the person removed from the barge or the barge would simply return to base as we are no further than 20 minutes from base at any one time. In case of the vessel sinking, the skipper has been trained to “huddle” the group and swim to a bank nearest sinking point. This is a low risk as we are no more than 100 meters away from shore at any one time.	FP staff, adult supervisors, participants
Other water craft, or people in lake	Collision	People	Low	All FP skippers are trained to observe Maritime rules on the water and navigational By laws for Lake Karapiro. Skippers hold a recognised Maritime NZ certificate for operating the vessel. All care is taken to prevent collision with other craft and the vessel will only operate at speed not in excess of 5 knots. Where possible other commercial users of the Pokai whenua are notified when planned trips are made. Extreme care is taken at night and the vessel is equipped with navigational lights, spot lights and front lights.	FP staff
Fuel	Fire	Equipment	Low	The vessel is equipped with fuel tanks and engine is placed at the back of the boat. There are no passengers placed on top of or over any fuel tanks at any time. All fuel is kept in the proper boat fuel cells and a 2 kg fire extinguisher is available at the back of the boat near the skipper. Due to the nature of the fuel tank and installation, refuelling is never done inside the boat but only at a remotely located fuel station away from boat and passengers. In case of fire an emergency call is made to home base and the barge is parked against the shore ASAP to remove all passengers from the boat. The shore is never more than 100 meters away from the vessel.	FP staff

Rock wall and jetty	Crushed fingers	Equipment/ people	Medium	All participants are advised to keep their fingers away from the side of the boat at all times. Adults are advised to seat their children in between adults as they might be tempted to stick their fingers over the side.	FP staff and participants
Mould on raft	Slip on raft	Environment/ equip	Medium	Raft and bridge are controlled by the skipper when boarding the boat who will let people on to the boat one by one. Raft is kept clean and where needed non slip material is provided to make a non-slippery surface	FP staff
Weather	Lightning strike	Environment	Medium	If a thunder storm is detected before the barge has departed the trip will automatically be cancelled. If during a trip a thunderstorm is detected, the trip will be cut short and return to port ASAP	FP staff
Hole in boat, severe rain fall, or imbalanced boat	Sinking	Equipment, weather, or people	Medium	In case of a leak, the barge is equipped with a float switch to alarm the skipper of a leak. If possible, the bilge pump will be activated and depending on the size of the leak the call will be made to beach the barge or to return to port. If due to heavy weather the barge starts to fill up the bilge pump will be activated and same scenario above will be called upon.	FP staff
Flow level of stream	Difficult to control vessel	Environment	High	Skipper are required to check lake levels and stream flow and height level. If a high flow rate coincides with a low lake level the activity would be cancelled	FP staff
weather	Sun burn	Environment	Medium	Participant are advised to wear sun block at all times on exposed skin if trip is during day	Supervising adults and participants
Fatigue	Lack of focus working with tools/instructing next day	People	High	When instructing two glow worm trips or more on the same night, the instructor will come to work 1 hour later the following day.	FP staff

VERSION			
Version	Date	Changes	Authorized by
1.0	18 feb 2016	Implemented version graph	Gus
1.1	11 July 2017	Changes to emergency procedures	Gus
1.2	15 Sept 2017	Added web site details for flow levels and lake levels	Gus
1.3	14 Feb 2018	Updated vessel details	Gus
1.4	6 June 2018	Small changes to wording	Gus
1.5	6 Sept 2018	Added supervision and participant changes	Gus
1.6	31 Oct 2018	Added adults or staff must hold vessel in place whilst embarking. Sufficient light must be available	Gus
1.7	6 Dec 2019	Missing vessel response added	Gus
1.8	1 Nov 2022	Altered numbers on board procedure. Set up section 3	Gus
1.9	19/12/2022	Missing vessel process updated	Gus
2.0	2 July	Created new SOP	Kowie
2.1	17 Sept 2024	Added fatigue to hazard register	Kowie