

**APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS**

H&S at Work act NZ, MNZ guidelines, Waikato regional council navigational by laws

**ACTIVITY OVERVIEW (INSERT)**

Having fun whilst learning to operate a jet ski

**LOCATION**

Lake Karapiro, zone 10 and 11

**SUPERVISION REQUIREMENTS**

Jet skiing is an activity run in combination with Jet Ski owners and Finlay Park staff. FP does not own any jet ski's and solely relies on private owners to provide jet ski's and assistance in order to make this activity safe and fun.

Learning objectives: General craft handling skills, respect for other lake/ water users, respect for the Jet ski power.

Finlay Park and the owners will take all precautionary steps to keep participants and other lake users safe.

**COMPETENCY INSTRUCTOR****COMPETENCY ADULT (ONLY STATE IF VISITING ADULTS SUPERVISES ACTIVITY)**

- Supervision category: Adult supervision/ Instructor required
- Min supervision age: 18 years
- Min Qualification/ Competency: Able to control individuals and small groups. Good communication skills. Day skippers is optional.
- Min experience: Operating a jet ski, or other form of powered craft

**EQUIPMENT**

- Cell phone
- First Aid kit (groups are required to supply their own first aid needs, however FP does have supplies available)
- Jet ski's
- Buoys
- Lifejackets/ PDF's
- Helmets

**PARTICIPANT REQUIREMENTS****COMPETENCY**

- Minimum age: 15, or if younger supervisor must be in reach of controls
- Minimum level of competency: Able to swim in deep water. Able follow instructions. Able to control steering and speed simultaneously
- Restrictions: Activity not suitable for people with head, back and neck injuries, and pregnant woman

**EQUIPMENT**

- Clothes: Togs/ wet suits
- Foot wear: none
- Other: Warm clothes for afterwards

**SUPERVISION STRUCTURE****NUMBERS**

One driver and one passenger per jet ski

**RATIOS**

If under age of 15, 1:1, If over age of 15, 1:10 (9 spectators and supervisor, one participant to operate the jet ski)

**SUPERVISION POSITION**

Depending on participants ability:

- With participant on the jet ski
- From the side (jetty, other Jet ski, or safety boat)

**RATIO SUPERVISION CHANGES**

If participants lack confidence, competency or are under the age of 15 years, more supervision is needed.

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

To assist participants and give them a learning experience which allows them to develop good skills and good conduct on the water.

**ACTIVITY IN OPERATION  
GENERAL EMERGENCY PROCEDURES AND RESCUE SCENARIOS  
MINOR INCIDENTS (SCALE 1 – 5):**

- Pause the activity if needed
- Administer first aid (kit provided, or first aid room) Note: All groups are notified to bring their own first aid supplies.
- Assess whether victim can continue
- Assess whether activity can continue
- Fill out incident form and notify senior staff as soon as possible

- Inform senior staff of situation

**HIGH WINDS/ CYCLONE:**

- Move group to more sheltered position and/or
- Contact senior staff for rescue if unable to move
- Account for all staff and participants

**SERIOUS HARM INCIDENTS (SCALE 6 – UP)**

- Stop the activity
- Ensure the safety of yourself and the participants.
- Administer first aid
- Contact senior staff immediately for extra assistance and/ or contact emergency services
- With senior staff fill out incident report and investigation

**EARTH QUAKE:**

- Move group to assembly area ASAP. (if within camp grounds set off fire alarm system)
- Report to senior staff ASAP and account for all staff and participants.

**FLOODING:**

- Move group to higher ground ASAP as per emergency policies
- Account for all staff and participants

**FIRE:**

- Move group away from imminent danger ASAP, raise the alarm and move toward assembly area ASAP.
- Report to senior staff ASAP and account for all staff and participants.
- Contact emergency services

**SUPPLEMENTARY INFORMATION****Navigational By laws Waikato v 2013****2.5 SPEED OF VESSELS IN INLAND****WATERS**

2.5.1 No skipper shall, without reasonable excuse in inland waters, operate a vessel (including a vessel towing) at a speed exceeding 5 knots within:

- 50 metres of any other vessel;
- 50 metres of any person in the water;
- 30 metres of the shore;
- 50 metres of any structure;
- 200 metres of any vessel that is flying Flag A;
- 200 metres of any other area designated by a harbourmaster for a specified use; or
- any zone specified in Schedule 1 as having a 5

knot speed limit.

2.5.2 No skipper shall operate a powered vessel at a speed exceeding 5 knots while any person has any portion of his or her body extending over the bow or side of that vessel.

2.5.3 No person shall cause or allow him or herself to be towed by a vessel in any circumstances specified in any of paragraphs (a) to (g) of subclause 2.5.1.

HAZARD REGISTER

Activity	Jet skiing			Supervision category	Adult supervision required
Area	Lake Karapiro, zone 10, 11			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)
Unseaworthy Jet ski	Failure of craft	equipment		All craft are privately owned and not in the care of FP. However, prior to the activity owners of crafts are required to update FP on status and suitability of their crafts. Due to the near proximity of the activity the possibility of craft failure is minimal.	FP staff, operators of jet ski's
Weather conditions	Hypothermia	environment		Participants are recommended to bring a wetsuit along. However due to the close proximity to camp, showers, spa pool, and sheltered areas hypothermia is unlikely. All staff on site hold a current first aid certificate and are trained to deal with possible hypothermia cases.	Participants, FP staff
	Lightning strike	environment		FP staff will check forecast prior to an activity and determine if an activity is safe to go ahead. FP staff work on the 30 – 30 rule. If lightning is seen and thunder is heard within 30 seconds activities are cancelled.	FP staff
Submerged or partly submerged objects	Minor to serious injuries	environment		All know hazards are made visible and participants are made aware of them. Area with specific submerged hazards is avoided.	FP staff
Jet ski power	Driver loses control	Equipment, people		All craft are operated at first in the “touring” or “eco” mode. Where needed instructors will be seated with the participant on the jet ski to give one on one instruction. A specific course is set up for drivers to navigate around, rather than to just drive a jet ski at high speed.	FP staff, operators of jet ski's
Deep water swimmer	drowning	environment		All participants must wear a life jacket or PFD. All PFD's and jackets will be checked by FP staff to ensure they have been correctly fitted.	Participant, FP staff
	Minor to serious injuries	people		Jet ski activity is in a zone where swimming usually does not occur (zone 11, lagoon). All participants will wear bright coloured helmets to make spotting very easy. There will be no recreational swimming in the area by participants in the group	FP staff, participants
Other craft	Collision minor to serious injuries	people		The Lagoon (zone 11, lake Karapiro) is mostly unused by private lake users and sheltered from most of the lake. The Jet ski area is set up to be used with buoys marking the useable area for the jet ski's. It is set up in such a way to prevent jetski users coming together or crossing paths.	FP staff
Inexperienced or Irresponsible driver	Collisions, minor to major injuries	people		All craft are operated at first in the “touring” or “eco” mode. Where needed instructors will be seated with the participant on the jet ski to give one on one instruction. A specific course is set up for drivers to navigate around, rather than to just drive a jet ski at high speed. A briefing is given to all participants prior to the activity. Where needed warning is given and drivers who fail to meet the standard will not be able to drive again.	FP staff, operators of Jet ski's

## VERSION

Version	Date	Changes	Authorized by
1.0	6 June 2023	authorised	Gus
1.1	19/6/2023	Small changes to wording. Added learning objectives	Gus
1.2	2 July 2024	Created new SOP	Kowie