

APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

1. Maritime NZ "safety Guidelines commercial kayaking and canoeing/ operations
2. Industry best practice standards as set by NZOIA and Skills Active

ACTIVITY OVERVIEW (INSERT)

Group activity on Lake Karapiro involving games and kayak skill training. Depending on the group's abilities, the session may include a journey to/up the Pokai Whenua stream.

LOCATION

- a. Lake Karapiro, zone 12, open flat water, minimal flow, sheltered, 5 knot zone (speed limit)
- b. Pokai Whenua stream, Zone 12, small shallow stream, minimal to less than grade 1 flow, very sheltered, flowing into Lake Karapiro.

SUPERVISION REQUIREMENTS**COMPETENCY INSTRUCTOR**

- a) Supervision category: This is a Finlay Park Instructed activity only
- b) Min supervision age: 18 years or older
- c) Min Qualification/ Competency: kayak leader level 4 or equivalent, First Aid comprehensive, NZ police check. / Competent to guide/ instruct and assess kayak group size in a confident and skilled manner. See instructor assessment.
- d) Min experience: experience instructing smaller risk activities such as Go karts, and sling shot paintball for more than 15 hours.

COMPETENCY ASSISTANT INSTRUCTOR

- e) Min supervision age: 18 years or older
- f) Min Qualification/ Competency: Working toward kayak leader award. NZ police vet, First aid.
- g) Min experience: experience instructing smaller risk activities such as Go karts, and sling shot paintball for more than 15 hours

COMPETENCY ADULT (ONLY STATE IF VISITING ADULTS SUPERVISES ACTIVITY)

- a) Min age: 18 years or older
- b) Min competency: Must have previous kayak experience
- c) Fit and able
- d) Not under the influence of alcohol or any type of medication or drug that would put themselves or others in danger

EQUIPMENT

- a. Buoyancy vests, paddles and kayaks
- b. First Aid kit (instructor)
- c. Whistles for instructor and supervising adult
- d. 4 tow lines
- e. Dry gear if weather cold
- f. Cell phone and dry bags (instructor)

PARTICIPANT REQUIREMENTS**COMPETENCY**

- a) Minimum age: 8 years or older. If participants are younger changes could be required around supervision ratios, duration of activity, and activity gear required.
- b) Minimum level of competency: Able to hold a paddle, sit up straight, and listen to instructions. Where competency is below minimum level, the participant should be joined with a capable adult in a double kayak.

EQUIPMENT

- 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

SUPERVISION STRUCTURE**NUMBERS:**

Max of 20 participants to 1 instructor, plus 3 competent adults for a closed session. Group sizes greater than 20 participants require an assistant instructor.

RATIOS:

Ratio 1 adult to 5 children

SUPERVISION POSITION

- i. Games/ staying in place:
 1. Instructor: In an area with good overview of whole group and where easy communication is possible.
 2. Supervising adults: Spread over and/or around the group.
- ii. Travel from A to B:
 1. Instructor: At the back end of a group (always put stop points/ check points in place to keep group together and not spread out over to great an area). Recheck group at each point (5 knot sign entrance Pokai, bridge, and turn around sign).
 1. Note: When going up Pokai stream a turnaround sign is placed on the fallen Pine log.
 2. Supervising adults: One leading group to specific locations as per instructor's advice, others spread around and beside the group.
- iii. Inactive session (participants use kayaks as they please in confined area)
 1. Instructor must:
 1. Organise a supervising adult to check life jackets and help participants into kayaks.
 2. Operate the Mana Iti and actively supervise and control boundary area.
 3. Clearly make know the boundaries to all participants
 4. Ensure all participants return.
 2. Supervising adults: 1 one shore helping participants with kayaks and checking life jackets. And possibly 1 more in a kayak actively helping less competent participants.

RATIO SUPERVISION CHANGES

- a. If numbers are greater than specified, or weather conditions are suspect another instructor needs to be present.

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

- 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 or group size can be halved and each half spends half the session on the water. Program manager needs to be contacted and replacement adult found if ratios do not add up. Groups attending Finlay Park are made aware of requirements for adult supervision especially for kayaking. See appendix 2 for procedure.
- ii. Test adults with tow lines how to release in case of emergency.
- iii. Asses all adults before heading away from Finlay Park shore line and equip all adults ~~with~~ whistles

GENERAL EMERGENCY PROCEDURES AND RESCUE SCENARIOS

- For all or any emergency situations the instructor **must** first stabilise the situation and account for all staff and participants.
- For all emergency scenarios the lead instructor Has the Authority to assign responsibility for implementing the plans below, including who must notify emergency services and when.

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 or needs to return to camp
- Assess whether activity can continue
- Fill out incident form and notify senior staff as soon as possible

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

Flooding:

- Move group to higher ground ASAP or away from flooded stream.
- Account for all staff and participants
- Inform senior staff of situation
- Return to camp or if not possible to nearest exit point

High winds/ cyclone (see also rescues):

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

Earth quake:

- Move group away from lake or move group to assembly area ASAP if activity is within camp grounds. (if within camp grounds set off fire alarm system)
- Report to senior staff ASAP and account for all staff and participants.

Fire:

- Move group away from imminent danger ASAP and find best possible safe one or if within camp boundaries, raise the alarm and move toward assembly area ASAP.
- Report to senior staff ASAP and account for all staff and participants.
- Contact emergency services

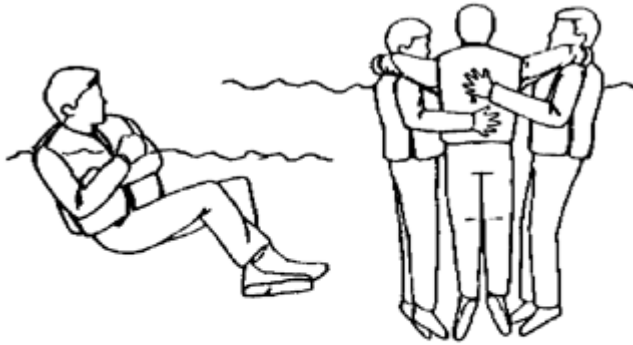
RESCUES:

1. Injured participant (unable to carry on)
 - i. Assess injury and report back to base ASAP. Have injured person picked up with support boat
 - ii. If no reception; move to an area with reception and see point i
 - iii. If no phone; Decided to tow injured person back to camp, or move to shore with group, have yourself or adult supervisor return to camp and get help
2. High winds, participants unable to return
 - i. Stay in sheltered area near shore if possible or go on shore, contact base and have participants picked up. If no phone, have group go onshore and instructor return to base to request for help
3. Thunder and lightning
 - i. Return to base ASAP, or if not possible to shore and contact base
4. Capsize of a heavier participant
 - i. Approach as usual
 - ii. Use cow tail (tow line) and hook to yourself or itself depending on the length
 - iii. Use cow tail as a step for the participant to re-enter their boat

SUPPLEMENTARY INFORMATION

Teachable points (Safe Boating course):

1. Teach importance of correct fitting lifejacket/ PFD's and size
2. Distress signals on water (cell phone, lowering raising arms, flares, whistle, horn, torch, etc)
3. Boat capsizes: teach how to use air bubble inside boat and how to float on boat.
4. Hypothermia: how to keep warm, and discuss effect of wind and water. HELP (heat escape lessening position)
5. Huddle position as a group (see picture)



H.E.L.P.
(Heat Escape
Lessening Posture)

HUDDLE
to maintain
body heat

Games to do;

- Raft up on the lake. Have all children raft up and face the same way, holding on to the boat next to them on either side. Number the children of from 1 to 4. Have the corresponding numbers doing and action in their boat whilst all the others hold the raft together. Example; number 1 stand up and rub your nose on the boats nose. Number 2's stands up and do a 360 degree turn in your boat. Numbers 3's do a dance (I'm a little tea pot...?) Number 4's swap boats with other number fours.
- Beach the kayaks and make teams of three (only on a warm day) give each team one kayak and have them race around a buoy (person) and back in to pick up another team member who also gets into the kayak. Go around buoy again, and have them pick up third person and around the buoy. Quickest team wins.
- Stuck in the mud. Two teams in confined area, both teams can tag other team on the kayak, whoever is tagged first has to stick their paddle straight up, and is "stuck in the mud". Members of your own team can free you by tapping your boat with their paddle. Game goes for set amount of time (5 minutes). Whichever team has least people stuck in the Mud, wins.

PROCESS FOR MINIMUM ADULT HELPERS NOT MET OR ADULT HELPERS UNSUITABLE:

1. Senior staff member is notified who communicates with the group and adult(s) in question. The following options are discussed with the group;
 - a. session is cancelled or
 - b. session stays within an area near FP beach and is cut short or
 - c. suitable adults are found and session can go ahead as planned or
 - d. Group and session are halved (half group kayaks for half the time and then swaps)

HAZARD REGISTER

Activity		Kayaking		Supervision category	FP Instructor required X
Area	Lake Karapiro and 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)
Lake or stream	Drowning	Environment	High	Participants are required to wear lifejackets. All jackets are checked by instructor or a trained supervising adult.	FP staff
Weather	Hypothermia	Environment	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	Environment	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
Flooding in stream	separations, injury from change in environment	Environment	Medium	If stream is flowing faster than normal group will stay on the lake rather than go upstream.	FP staff
Fail to rescue due to weather/ overweight/ flow	Injury from prolonged exposure	Environment/ 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. Instructors are trained in rescues	FP staff
Thunderstorm	Injury or death	Environment	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
	Injury caused by incompetent helper	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
Tree or bank collapse (Pokai)	Injury from new or unknown hazard	environment	Medium	The gorge is often checked for possible tree failure and suspect trees are removed, and in case of fallen trees if a hazard is removed as well. In case of a slip the gorge would be avoided until bank is stabilized.	FP staff



Version 2.6

weather	Sun burn	environment	Medium	Participant are advised to wear sun block at all times on exposed skin	Supervising adults and participants
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VERSION			
Version	Date	Changes	Authorized by
1.0	18 Feb 2016	Implemented version graph	Gus
1.1	11 July 2017	Changes to emergency procedures and supervision structure	Gus
1.2	15 Sept 2017	Changes made to supervision structure and adult supervision instruction. Added weather check link	Gus
1.3	6 Oct 2017	Added new serious harm list	Gus
1.4	21 Feb 2018	Added "inactive session"	Gus
1.5	5 Sep 2018	New Sop layout	Gus
1.6	27 Feb 2019	Removed back up emergency person with emergency instruction from SOP.	Gus
1.7	13 Aug 2019	Added notes to swimming up Pokai. And changed wording around where to turn around up Pokai	Gus
1.8	13 March 2020	Changes to Min age and max numbers	Gus
1.9	13 August 2020	Added rescue of heavier participant using tow rope (cow tail)	Gus
2.0	1/12/2020	Removed heading "set up" section d) set up adults with whistles	Gus
2.1	6/ 2/2021	Changes to numbers, adult helper management	Gus
2.2	22/6/2021	Competency Instructor	Gus
2.3	1/5/2023	Removed quick release in specific supervision instruction, added in set up Lifejackets correct weight ratio, Hazard register several changes to wording	Gus
2.4	17 October 2023	Added for all or any emergency situation the instructor must first stabilise the situation and account for all staff and participants	Kowie
2.5	17 October 2023	Added for all emergency scenarios, the lead instructor has the authority to assign responsibility for implementing the plans below, including who must notify emergency services and when	Kowie
2.6	2 July 2024	Created new SOP	Kowie