

APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

1. Finlay Park Staff Training Policy (competency assessment, RAM form, and SOP)
2. Finlay Park skipper license (approved by MNZ)
3. Maritime NZ Survey (vessel only)
4. Waikato Regional Council Navigation Safety By-Law 3.3 (2013)
5. The Tow Boggan water mat Safety Guide

ACTIVITY OVERVIEW (INSERT)

A towable mat for multiple people on Lake Karapiro. Great fun family ride and easy for anyone to enjoy.

LOCATION**SUPERVISION REQUIREMENTS****COMPETENCY INSTRUCTOR**

- a) Supervision category: instructor only (X) category
- b) Min supervision age: 18 years
- c) Min Qualification/ Competency: NZ day skipper certificate and FP skipper license as approved by MNZ training framework
- d) Min experience: Experience instructing smaller risk activities such as Go karts, and sling shot paintball for at least 15 hours.
 - a. At least 20 hours driving other boats (the Barge, the Dinghy etc)
 - b. Assisting qualified instructor in a school setting and boat spotting for 10 hours.
 - c. Min reading: MTOP
 - d. Min Time: 10 hours assistant skipper A breeze

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

- a. Cell phone
- b. All boat equipment is checked weekly (when in use see equip list on board) and maintenance is logged on line (Gus, e mails, safety system checks)
- c. Buoyancy vests and life jackets are checked weekly (when in use) and repaired, or retired accordingly
- d. The Magic carpet
- e. Helmets

ON BOARD EQUIPMENT

1. life jackets (not buoyancy vests) for all passengers and crew
2. EPIRB
3. Radio/ cell phone
4. 2 kg fire extinguisher
5. Paddle/ boat hook
6. First aid kit
7. Anchor
8. Mooring rope
9. Toolkit
10. Throw Bag
11. 1 spotter

PARTICIPANT REQUIREMENTS**COMPETENCY**

- a) Minimum age: 5 years or older
- b) Minimum level of competency: should have confidence to tread water and be in water over their heads
- c) Restrictions: People with neck, back, or head injuries. Pregnant woman. People with water anxiety issues

EQUIPMENT

- a) Clothes: Togs or wet suit
- b) Foot wear: none
- c) Other: Towel

SUPERVISION STRUCTURE**NUMBERS**

28 persons per hour and a half

RATIOS

Minimum 2 helpers but 3 recommended

SUPERVISION POSITION

- One adult to spot on the boat. Min spotter age 14 years. Preferred spotter location next to driver, not in back of the boat
- One adult to check and prepare next participants
- One adult to assist with participant control and / or help on the magic carpet

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

Adults on the raft should check participant lifejackets and helmets before rides. Adults should help loading the Magic Carpet for each ride and support participants. Adult on the boat should help with spotting.

Supervising adults must wear lifejackets. This is in case a participant needs assistance in the water.

ACTIVITY IN OPERATION
GENERAL EMERGENCY PROCEDURES AND RESCUE SCENARIOS

Emergency code	Severity	Example
0	Minor accidents, not life threatening, no need to return to shore, no immediate need for outside help Minor mechanical issues	Scratches, bruises, small mechanical errors (lights, bilge, other issues) but boat is still operational
1	Minor to medium accidents that need attention, activity needs to be on hold, possible need help from shore, Minor mechanical issues that cannot be fixed without certain tools or knowledge from boat operator	Minor concussion, cuts, mild hypothermia, mechanical error (engine problems such as running hot or irregular) boat is possibly not operational
2	Medium accidents that need immediate attention, activity needs to be on hold or stopped, definite need for help from shore, medical expertise necessary. Major mechanical issues that need specialist attention	Cuts, major concussion, possible fractures, moderate hypothermia, Boat not operational (engine failure, fuel leak, hull fracture, minor collision)
3	Major accidents that need immediate professional medical or other specialist attention.	Drowning, major collision, fire, major boat leak, multiple injured persons

Flooding (area):

- Move group to higher ground ASAP
- 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:

- 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 and toward top of Finlay Road ASAP, or 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.

Fire:

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

RESCUE SCENARIOS:

- Participant in water and panicked:**
Have all swimmers stay clear of panicked person. Approach participant with vessel and talk to calm. Use throw bag or boat hook to pull participant toward rear of vessel with engine off and pull up on rear platform.
- Participant injured (hypothermia, concussion, bruises, etc):**
Assess situation and board participant, Check emergency check sheet, follow procedures, and return injured person to base ASAP.
- Vessel taking on water/ fire/ mechanical failure:** (see vessel emergency chart on board vessel and appendix... In SMP and OP)

- d) **Engine overheating:**
 Switch of engine, and remove cover. Remove inlet hose to heat exchanger for Trans box, and clear inlet pipes. Restart and check engine temperature. Use emergency chart and follow up.
- e) **Fuel leak:**
 If gas detector alarm goes off, shut of engine ASAP. Move to back of vessel and turn of fuel tap on top of fuel tank. Establish if there is a fire. If no fire detected turn on engine blower to air out any fumes from engine bay. Contact camp base asap.
- f) **Fire:**
 If a fire is detected in engine bay, turn of engine and blower (if not already off), remove key from ignition and use Red key to turn on the engine bay extinguisher. Do not open the engine compartment. If fire under control contact base ASAP, and / or exit the vessel.
 If fire is outside of engine compartment use the fire extinguisher under the seat to extinguish fire. Contact base ASAP.

SUPPLEMENTARY INFORMATION

Please see Tow Boggan instruction pamphlet. Google drive> My Drive> Activities and Training> Activity SOP's> Magic Carpet> Tow Boggan pamphlet

Missing vessel response for land based crew.

All skipper are required to let base crew know if they are using a vessel outside of programme hours.

All skippers must use the Trip log system to log vital information's such as pre check items, fuel on board, time depart, numbers on board, etc.

Process		Who	Notes
1	Program/ roster checked for departure and arrival times	Senior staff	All vessel usage is according to the program which is available to all staff at all times.
2	Trip log checked	Kowie Smit	Trip log is e mailed upon submission by skipper to Kowie
3	Other staff informed for information	Senior staff	Last point of contact or last seen
4	Investigate and search	Any other skipper	To report back as soon as area has been swept (usual activity areas with 1 km from camp)
5	Vessel still missing/ Search area extended	Senior staff and searching staff	Emergency services on hold, area extended 2km downstream and 1 km upstream from FP.
6	Emergency services requested to take over	Director/ Senior staff	

HAZARD REGISTER

Activity		The Magic Carpet		Supervision category	FP Instructor required X
Area	Lake Karapiro, Zone 10, and 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)
Water	Drowning	environment	High	Participants wear lifejackets which are checked by the instructor and adult supervisors. Where needed supervising adults are placed on the Magic Carpet to assist with participants who are non-confident swimmers. The vessel is equipped, according to Maritime NZ standards, with boat hook, and throw bag in case a panic situation might occur. Vessel skipper is trained according to the MNZ approved training framework and is always equipped with a cell phone to report back to base ASAP. On the raft whilst waiting for vessel to return, participants are supervised by adults, and instructed not to swim in the lake.	FP staff
Other participants colliding	(Head) injuries	people	High	Boat speed is kept to safe level as per SOP and a boat spotter is always present on the boat. Participants are instructed to either lie down or sit down, strictly no standing up. FP Skippers receive specific training to prevent any injury. Kayak helmets are worn by participants.	FP staff
Tow rope	Rope burn	equipment	Medium	When returning the Magic Carpet to a group in the water and a semi-circle is performed the boat driver will always approach group at less than 5 knots. Boat will be in neutral when occupants are climbing back onto the Magic Carpet. Participants are instructed not to hold on to rope, or tow rope system, and to not have limbs over the front of the Carpet.	FP staff
Boat	Participant run over	people	High	The vessel is always occupied with a boat spotter so the driver can focus in front of boat. As soon as an occupant falls of the Carpet, boat is turned around and a semi-circle is formed around the occupant to protect them from other possible approaching boats. When more than one boat is used all care is taken never to follow the front boat in a straight line behind. And a distance of at least 80 meters is kept between the boats. Our skippers observe all navigational rules and by laws for Lake Karapiro, through extensive training and assessment by Finlay Park as approved by MNZ	FP staff
Submerged obstacles	Crash into submerged obstacle	environment	Medium	Where possible fallen trees in the lake are removed and towed away. Boats drivers will always stay clear of side of lake to at least 10 meters. A map with low and submerged objects is part of the driver training.	FP staff
weather	Hypothermia	environment	Medium	On cold and wet day's session might be cancelled or shortened (max time 1.5 hours) and participants are advised to wear wetsuits or other insulating materials. The raft is covered so participants can get changed and or store warm clothes or towels on their return. (ride time: 6 minutes per ride)	FP staff
weather	Sun burn	environment	Medium	Participant are advised to wear sun block at all times on exposed skin	Supervising adults and participants

VERSION			
Version	Date	Changes	Authorized by
1.0	20/3/2019	SOP created	Gus
1.1	6 Dec 2019	Added missing vessel response	Gus
1.2	16/11/2020	Added supervising adults must wear life jacket	Gus
1.3	25 May 2021	Preferred spotter location next to driver	Gus
1.4	19/12/2022	Missing vessel process updated	Gus
1.5	2 July	Created new SOP	Kowie