

## Standard Operating Procedure

## Activity: Paddle Boarding

## APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

- a) FP staff training policy (see SMP)
- b) Staff supervised activity
- c) GPG flat water paddling and floating (2018)
- d) FP applies same policy to paddle boarding as it does to all its water activities in regards to safety and running procedures
- e) Navigational Safety bylaws 2013

## ACTIVITY OVERVIEW (INSERT)

A team building and experience activity where participants learn about balance, stability, games, and fun on a paddle board.

## LOCATION

Lake Karapiro, zone 12

## SUPERVISION REQUIREMENTS

## COMPETENCY INSTRUCTOR

- a) Supervision category: This is a FP instructed activity
- b) Min supervision age: 18 years or older
- c) Min Qualification/ Competency: Kayaking leader, first aid/ able to manage groups and make quick decisions regarding weather, participant competencies and group dynamics
- d) Min experience: Experience instructing lower risk activities at Finlay Park. Experience instructing kayaking

## EQUIPMENT

- a) Cell phone and cell dry bag
- b) Dry bag with First Aid kit, emergency response cards, spare whistle,
- c) 4 tow ropes/ whistles
- d) Life jacket
- e) Wet suit or other wet gear
- f) Sunblock

## PARTICIPANT REQUIREMENTS

## COMPETENCY

- a) Minimum recommended age: 8 years or older. If participants are younger changes could be required around supervision ratios, duration of activity, and activity gear required. If participant younger than 5 years they will need to be a passenger with someone competent like an adult
- b) Minimum level of competency:
  - i. **On the lake:** Participants will need to have moderate swimming skills, and no extreme fear of falling into the lake. They need to be capable of pulling themselves up on a paddle board, stand up/ or sit and operate a paddle without being overly unbalanced.

## EQUIPMENT

- a) Clothes: Togs, Sunblock, wet suit and / or hat optional
- b) Foot wear: n/a

## SUPERVISION STRUCTURE

## NUMBERS

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.

## RATIOS

1 adult to 8 participants

## SUPERVISION POSITION

- a) Games/ staying in place:
  - I. Instructor: In an area with good overview of whole group and where easy communication is possible.
  - II. Supervising adults: Spread over and/or around the group.
- b) Travel from A to B:
  - I. 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)

- II. Supervising adults: Spread over and/or around group.

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## RATIO SUPERVISION CHANGES

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

Adult helpers must have good balance, confident in water, able to stand on a board, and fit. Main role is assisting instructor with games and building confidence in the participants.

### ACTIVITY IN OPERATION

#### GENERAL EMERGENCY PROCEDURES AND RESCUE SCENARIOS

(For rescue scenarios see appendix below) (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.)

- a) 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
- b) 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
- c) Flooding:
  - Move group to higher ground and away from flood/ flooded area/ high flow ASAP
  - Account for all staff and participants
  - Inform senior staff of situation
  - Return to camp or if not possible to nearest exit point
- d) High winds/ cyclone:
  - Move group to more sheltered position and/ or shore
  - Contact senior staff for rescue if unable to move
  - Account for all staff and participants
- e) Earth quake:
  - Move group away from lake and toward top of Finlay Road ASAP, 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.
- f) Fire:
  - Move group away from imminent danger ASAP and find best possible safe zone.
  - Report to senior staff ASAP and account for all staff and participants.
  - Contact emergency services
- g) Rescue scenarios:
  - i. Injured participant
    1. Assess injury and report back to base ASAP. Have injured person picked up with support boat
    2. If no reception; move to an area with reception and see point i
    3. If no phone; decide to tow injured person back to camp, or move to shore with group, have yourself or adult supervisor return to camp and get help.
      1. If participant is unconscious, have other participant join injured participant and hold on to tow rope. Abandon other SUP.
  - ii. High winds, participants unable to return:
    1. 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
    2. Note: In a situation where participants are unable to return instructor is unable to rescue participants, the instructor must call base camp immediately and organise a rescue.
  - iii. Thunder and lightning:
    1. Return to base ASAP, or if not possible to shore and contact base.

1. Ancillary service

The Mana iti rescue vessel will be used in case of any emergency. The Mana iti is on a Specified Limits Plan, as permitted by MNZ.

HAZARD REGISTER

Activity		Paddle Boarding		Supervision category	FP Instructor required X
Area	Lake Karapiro			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)
The lake	Drowning	Environment	High	<b>Participants are required to wear lifejackets. All jackets are checked by instructor or supervising adults.</b>	FP staff
The Sun	Sun burn	Environment	Medium	Participant are advised to wear sun block at all times on exposed skin. However, it is the visiting groups responsibility to ensure they bring sunblock with them.	FP staff/ Supervising adults
Weather conditions and water temperature	Hypothermia	Environment	High	<b>In case of extreme cold, cold lake temperature, 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. Paddle boarding is an activity dependent on season, and lake temperatures.</b>	FP staff
Other vessels on lake	Collision (other vessels)	people	High	<b>The paddle boarding activity takes place in a 5-knot zone (zone 12 at Lake Karapiro), zone has been clearly defined by 5 knot buoys, buoyancy vest is brightly coloured, and in case of bad weather paddle boarders might move to zone 11. Paddle boarding is always run as a group activity where the group is kept together at all times.</b>	FP staff
Weather	Lightning strike	Environment	Medium	In case of thunderstorms all trips will be cancelled.	FP staff
Submerged objects	Injury due to falling off	Environment	Low	All activities on paddle boards will be in an area with plenty of water depth and away from shore lines with trees and shrubs. There is a risk that falling on the board could cause injury to the body in the form of bruises, sprains, etc. FP instructors will advise people with poor balance to start either sitting down or on their knees.	FP staff
Other participants	Injury due to paddle hits	people	Medium	Participants will be trained to use a paddle properly and all care is taken to use games which minimise risk of injury	Supervising adults and participants

VERSION			
version	Date	changes	Authorised by
<b>1.0</b>	15 March 2017	Doc created	Gus
<b>1.1</b>	11 July 2017	Changes to emergency procedures	Gus
<b>1.2</b>	18 Sept 2017	Added supervision structure and notes on competency level of participants and adults	Gus
<b>1.3</b>	7 November 2017	Added more activity ideas, etc	Debbie
<b>1.4</b>	5 March 2018	Added note about stunts on boards	Gus
<b>1.5</b>	8 Oct 2018	Changes to supervision structure	Gus
<b>1.6</b>	2 Sept 2019	Changes to participant requirements, under 5 yrs., and traveling up the Pokai. Unconscious participant scenario	Gus
<b>1.7</b>	13 March 2020	Changes made to min age, max numbers	Gus
<b>1.8</b>	4 November 2020	Removed Pokai trip from SOP	Gus
<b>1.9</b>	27 <sup>th</sup> September 2022	Added instructions for safe SUP use	Gus
<b>2.0</b>	12 <sup>th</sup> Sept 2023	Added "staff must continually identify and manage risk levels" Rules and management C	Gus
<b>2.1</b>	17 October 2023	Added for any emergency situations, the instructor must stabilise the situation and account for all staff and participants.	Kowie
<b>2.2</b>	17 October 2023	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
<b>2.3</b>	2 July 2024	Created new SOP	Kowie