

APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

1. Finlay Park Staff Training Policy
2. Waikato Regional Council Navigational Bylaw 1.17.2 V
3. Maritime Survey on safety boat (see ancillary service)
4. GPG (Good Practise Guideline) rafting

ACTIVITY OVERVIEW (INSERT)

A team building activity where groups build their own raft from made of tire tubes and bamboo or use a ready assembled raft and paddle back to FP

LOCATION

Lake Karapiro. Zone 12, open flat water, minimal flow, 5 knot speed limit.

SUPERVISION REQUIREMENTS**COMPETENCY INSTRUCTOR**

- a) Supervision category: Instructor only category X
- b) Min supervision age: 18 years or older
- c) Min Qualification/ Competency: Complete Mana iti Training and assessment form, read and sign the "Safer Boating essential guide NZ", First Aid comprehensive or equivalent.
 - Min experience: Experience instructing smaller risk activities such as Go karts, and sling shot paintball for at least 15 hours.
 - Experience driving boats for either pleasure or work with a minimum of 15 hours.
 - 5 sessions of assisting qualified instructor with group on Lake Karapiro.
 - Read and understand the Mana Iti SLP folder/ SOP for Mana Iti/ RAM sheet for Mana Iti
 - Confident in water and able to swim
- d) Signed off by training manager

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

- a. Cell phone (in a water tight container or zip lock bag, especially on days where the weather conditions could change to cause problems: wind gusts, heavy rain, and lightning).
- b. All rafts to be inspected pre rafting. Check for sharp edges, karabiners, ply wood, drums, leaks, etc.)
- c. Life jackets
- d. One or two kayaks and gear for supervising adults. This is to provide more "eyes on the water" especially when groups start lagging behind.
- e. Instructor equipment: Safety boat Mana iti. Max recommended number of people on board: 3. However in emergency situations this number can be increased.
- f. Warm clothing and sun hat and sun block. If cold: thermal top/ wetsuit and shell layer, beanie.
- g. Mana Iti Equipment list (see supplementary information at bottom of SOP)

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.
- b) Minimum level of competency: Able to work in a team, some confidence in water

EQUIPMENT

- a) Clothes: Normal conditions: Togs, hat, T shirt. Cold conditions: Wet suit, warm top clothing, beanie or hat and rain coat or wind breaker
- b) Foot wear: shoes

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

1:10 or 3 adults for 28 participants. 4 – 8 people per raft.

SUPERVISION POSITION

Adult helpers can be on a raft with participants or in a kayak assisting rafters.

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

Adult helpers must be confident in the water and able to swim and/ or kayak. Adults should encourage participants and help participants to form an effective team

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 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
- 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 notes below):

- Move group to more sheltered position and/ or to shore ASAP
- 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 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 zone 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

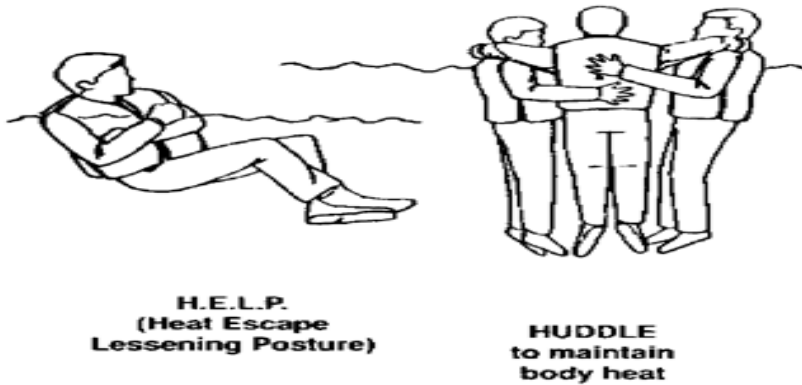
RESCUES

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; Decide to return injured person back to camp in Mana iti, and move rafters to shore as to not leave them without boat supervision
2. High winds, participants unable to return or scattered
 - i. Stay in sheltered area near shore if possible or go on shore, **contact base** and have participants walk back or picked up if on wrong side of lake.
3. Thunder and lightning
 - i. Return to base ASAP, or if not possible to shore and contact base. Have participants walk back to camp ASAP

SUPPLEMENTARY INFORMATION
SAFE BOATING COURSE:

1. Teach correct use of PFD's and Lifejackets
2. Teach group about communication on the water (cell phone, distress signals,; lowering and raising arms, flares, whistle, horn, torch
3. Teach about other objects you can use as a raft to stay afloat (chilly bin, gum boots, buckets, etc)

4. Hypothermia: Teach group what effect the water and wind can have.
5. How to conserve heat in water; HELP, "*Heat escape lessening position*" for individuals and the huddle position as a group.



Equipment list Mana Iti	Location	Notes
1 Kg Fire extinguisher (1A, 30B, E):	Under dash in bow	Inspected annually
flare (battery operated)	Under dash in box	
Lifejackets (2X) + spare on board for emergencies	In Boatshed Lifejacket storage	Jackets to be removed from vessel when moored to prevent theft
First Aid kit	Under dash in sealed drum	
Fire Bucket	Under dash	
Anchor/ Warp / Chain	Designated area bow	
Paddles (2x)	Back quarters	
Mooring rope	Attached to stem and stern	
Cell phone	On person	All operators have to wear cell phone on their person
Tool kit	Under dash in sealed drum	Basic set including knife
Chart/ emergency procedures/ equip list	In dash locker	
Throw Rope	Under Dash	
Boat Hook	Stern	

HAZARD REGISTER

Activity		Rafting		Supervision category	FP Instructor required X
Area	Lake Karapiro zone 12			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 have to wear lifejackets which are checked by the instructor or supervising adults	FP staff
Weather	Hypothermia	environment	High	In case of cold water or if preferred pre-assembled frame rafts are used to keep participants out of the water and dry where possible. Participants are advised to wear wetsuits, other wind breakers or poly props if available. In warmer months other less buoyant rafts can be used and participants do get wet. Safety boat rotates continuously between groups to make sure everyone is doing all right. If someone is suspected of hypothermia, person is taken of raft and put into the boat and taken care of according to first aid practises.	FP staff
Cold water	Cramp	environment	Medium	Participants are informed to have a hand signal if they are struggling so safety boat can identify and pick if necessary.	FP staff
Electric fence	Electric shock	equipment	Low	Participants are advised not to touch fences when making their way to the raft site	FP staff/ Participants
Path to get to rafting spot	Prickles in foot	environment	Low	Paths are maintained throughout the year to control, weeds like gorse and black berry. Participants are advised to wear shoes.	FP staff/ Participants
Path to get to rafting spot	Rolled ankle	environment	Medium	See above	FP staff
Safety boat	Boat propeller hit	equipment	High	Only the instructor skippers the vessel and care is taken never to approach a raft group whilst backing the boat up to the group. Approaching a group is done as slow as possible and engine is shut off as soon as group is within meters of the boat. Outboard will not be started unless area around boat is completely clear.	FP staff
weather	Sun burn	environment	Medium	Participant are advised to wear sun block at all times on exposed skin	Supervising adults and participants
Weather	Wind	environment	Medium	If winds above 20km/h are encountered a senior staff member with higher skipper qualification will instruct the activity. Decisions are made with the participant's supervisor to cancel the activity or carry on as normal. This depends on temperature, age group, wind, and other factors.	FP staff

VERSION			
Version	Date	Changes	Authorized by
1.0	18 Feb 2016	Implemented version graph	Gus
1.1	22 Feb 2016	Small changes added in "Weather, Supervision structure, and safety issues.	Gus
1.2	3 Nov 2016	Pre activity checks added lagoon in case of rough weather or younger children	Gus
1.3	11 July 2017	Changes made to emergency procedures	Gus
1.4	27 June 2018	Additional changes to participant instructions.	Gus
1.5	24 Oct 2018	Changes made to supervision structure	Gus
1.6	12 August 2019	Removed wording around bamboo, twine, yellow, buoys. Added gear list Mana Iti. Added to rules	Gus
1.7	6 Dec 2019	Missing vessel response added	Gus
1.8	10 March 2020	Changes made to min age, max numbers, first aid certificate for instructors	Gus
1.9	7 th Aug 2020	Added confident in water and able to swim	Gus
2.0	2 July 2024	Created new SOP	Kowie