

Standard Operating Procedure

Activity: Swimming other than pools

APPLICABLE FP POLICY, LEGISLATION, INDUSTRY STANDARDS

H&S at work act

ACTIVITY OVERVIEW (INSERT)

Swimming or floating in natural water under supervision at night time

LOCATION

Pokai whenua, out camp location. Lake Karapiro

SUPERVISION REQUIREMENTS

COMPETENCY INSTRUCTOR

- Supervision category: FP instructed activity X (when organised by FP) or Adult supervised activity (when organised by visiting group)
- Min supervision age: 18 years or older
- Min Qualification/ Competency: First aid, must be fit and confident swimmer, able to pull someone from the water
- Min experience: Experience instructing activities like rafting, and/ or be an experienced swimmer

COMPETENCY ADULT (ONLY STATE IF VISITING ADULTS SUPERVISES ACTIVITY)

As above

EQUIPMENT

- Cell phone
- First Aid kit (groups are required to supply their own first aid needs, however FP does have supplies available)
- VHF radio (if off site at areas like the Out Camp site)
- Light source (head torch and glow stick)

PARTICIPANT REQUIREMENTS

COMPETENCY

- Minimum age: 12 years or older
- Minimum level of competency: Must be able to swim

EQUIPMENT

- Clothes: Swim gear and / or wet suit. **Must** wear life jacket or PFD
- Foot wear: none
- Other: Sun block
- Personal light source (head torch and/or glow stick)
- Paddleboards and inner tubes.

SUPERVISION STRUCTURE

NUMBERS

2 separate groups of 15 people total in each (only 1 group in river at any given time)

RATIOS

1:8

SUPERVISION POSITION

Instructor should be placed in the water with participants at the front, with competent adult helpers at the back.

RATIO SUPERVISION CHANGES

Ratios must change if numbers change or competency level changes.

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

Adult helpers must be able to swim and assist participants in 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 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:

- Stop the activity immediately

- 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 stream and back toward camp ASAP
- Report to senior staff ASAP and account for all staff and participants.

Fire:

- Move group away from imminent danger ASAP and assemble all people on site
- Report to senior staff ASAP and account for all staff and participants.
- Contact emergency services

HAZARD REGISTER

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	All participant must wear a life jacket which is checked by an FP instructor. All participants will have a light source to be clearly seen, and quickly provide assistance. Where possible information is collected about the competency in and around water for participants. Where this information is not available FP staff will first check with the participants and their water confidence. Areas with lake weed are avoided.	FP staff/ Adult supervisors
Water/cold	Hypothermia	environment	High	Swimming in the stream normally only happens in summer. Participants are constantly monitored by FP staff or other supervising adults. Sufficient warming up options will be readily available (e.g., fire, warm drink)	FP staff/ Adult supervisors
Flooding	Drowning, and other injuries	environment	High	If or when the stream is in flood swimming will not be an option. Prior to the activity the forecast will be checked and a plan made accordingly. The lake is controlled by a dam and flow is minimal.	FP staff/ Adult supervisors
Collision with water craft	Death, major injuries	People	High	Care is taken to select sites and times away from water crafts. The lake is lower risk than the Pokai stream as vessels do not usually come near the banks. If a vessel approaches, all participants must be removed from the water, or taken to the side, and instructor will liaise with boat driver, the safest method of passing.	
Losing Participant	Hypothermia, other injuries	People, environment	High	Participants will be instructed to stay together as one group in full view of supervisors and adult helpers. All participants are counted at the start, and all have a light source to be easily identified in the water. A competent adult helper will be at the end stage, with a light source to clearly see if any participants drift passes the end zone, and will have the necessary skills and equipment to retrieve participants.	
Stick or branches in water	Cuts and / or impalement	Environment	High	Specific area for jumping into the stream are identified and shown to the participants prior to the session. Areas suitable for jumping are checked for sticks prior to the session.	FP staff/ Adult supervisors
Water borne disease	Stomach bugs	environment	Medium	The Pokai whenua stream and Lake Karapiro are water tested by Waikato regional council annually. The last test was carried out 2013 – 2017. FP staff will check for updates on an annual basis	FP staff
Collision/impact with gorge walls	Drowning, concussion, bruises, cuts, and other injuries	Environment	High	Participants on paddleboards will be instructed to sit down only. Participants will also be instructed to stay in the water, and not attempt to make contact or climb the gorge walls.	FP staff/ Adult supervisors.

VERSION

Version	Date	Changes made	Authorised by
1.0	14th Nov 2018	Created SOP	Gus
1.1	19 th of Feb 2019	Changed to swimming other than pools	Gus
1.2	20 th of February 2020	Review, added water craft hazard	Gus
1.3	3 July 2024	Created new SOP	Kowie