

Raft Building

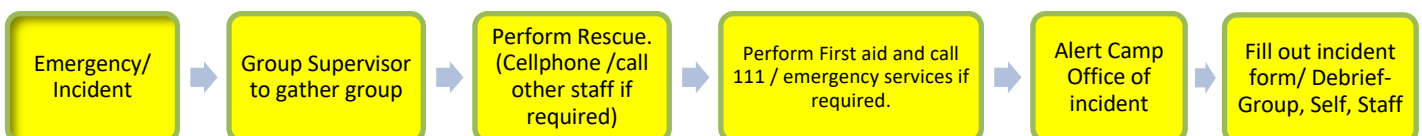


Standard Operating Procedure

This form in conjunction with the SMS describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed. This SOP is to be used each time the activity is conducted. Any changes or suggestions to be raised in activity debriefs and meetings.

| | | | |
|--|---|---|-----------------------------------|
| Activity: | Raft Building | | |
| Location of Activity: | Mission Point, Lake Taupo OR end of Heuheu Parade, Tauranga-Taupo river | | |
| Site: | Taupo | Area: | Activities |
| Reviewed By: | Christy Breetvelt | Version: | 3.1 |
| Position: | Instructor | Approved: | 24/04/2024. Stephen Fox. Manager. |
| Date Reviewed: | 24/04/2024 | Location of Hard copy: | Camp Office |
| Number of Participants: | Max Ratio: | 1 Instructor / 10 Participants (+1 Adult Assistant when required) Note: Adult assistant is required to work with schools and with the group when deemed necessary. Note: Ratio adjusted with changes in risk levels | |
| Instructor Competence: | Site-specific induction and assessment of internal competencies. | | |
| Participant & Assistant Equipment & Clothing Requirements: | MiCamp Supplied: PFDs, Raft Building equipment (Ropes, Inner Tubes, Bamboo) Participant Supplied: (suggested) Water bottle, Hat, Sunblock, Appropriate swimming clothes, Towel & change of warm clothing. | | |
| Instructor Equipment & Clothing Requirements: | Throw Bag, Whistle, PFD and Rescue Knife Cell phone (for emergency, communication and weather forecast). Suggested: Water bottle, Hat, Sunblock and Appropriate Clothing. | | |
| Other Equipment Requirements: | Marker buoy (when needed), First aid kit. | | |
| Communication Procedures: | Use the instructor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner/driver to office | | |
| Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents: | Maritime NZ: Safety guidelines: commercial kayaking and canoeing operations Kayak qualifications from NZOIA, SKOANZ, Skills Active. Met Service Lake Taupo recreational marine forecast. Health and safety at work (Adventure Activities) Regulation 2016. Flatwater Floating and Padding Good Practice Guide 2018. | | |

Emergency Procedures



Operating Procedures

Pre-activity Check

| | | |
|---|--|--|
| 1 | Check weather Forecast for the day. | |
| 2 | Communicate with MiCamp Manager and/or Lead Instructor to highlight safety considerations for the day. | |
| 3 | Re-familiarise with the SOP. | |
| 4 | Visual check of vehicle (Warrant, Rego, Trailer) and equipment as per equipment check. | |
| 5 | Communicate with the group leader (about location, times, equipment & clothing for the day). | |

Setup

| | | |
|---|--|--|
| 1 | Drive to location and check the area for hazards and wind/wave conditions, contact office (& group) if location needs to change. | |
| 2 | Set up equipment for participant arrival. | |
| 3 | Select appropriate location. | |

Instructor Brief to Adult Assistants

| | | |
|---|--|--|
| 1 | Communicate with the adult assistant about the expectation of their role. | |
| 2 | If there are participants requiring higher supervision or assistance separate adults need to work with them. | |
| 3 | Assistants are to assist with group management as needed. | |

Instructor Brief to Participants

| | | |
|---|---|--|
| 1 | Gather participants and show them the general area. *Disclose and discuss key risks. | |
| 2 | Give clear instructions of what you expect from them and what they can expect from the session. | |
| 3 | When the whistle is blown, they must stop and look to the instructor for instructions. | |

Operating Instructions

| | | |
|---|---|--|
| 1 | The group is to create a raft out of the materials provided. | |
| 2 | Distribute and fit PFD's. Instructor to check everyone's PFD before they can go into the water. | |
| 3 | Use raft to manoeuvre around course (for example: marker buoy in water & back). | |
| 4 | Deconstruct raft and return equipment. | |
| 5 | Count group members often to ensure that no one is missing, and all have returned. | |

Debrief suggestions (when possible)

| | | |
|---|--|--|
| 1 | Ask participants what they learnt, what challenges they faced and what they want to practice more. | |
| 2 | Reflect on any techniques they learnt (knots or lashings etc). | |
| 3 | Get feedback from the group. Note down any relevant information. | |

Closing Down the Activity

| | | |
|---|---|--|
| 1 | Gather all gear and check that it is all returned. Note any broken or damaged gear. | |
| 2 | Get the last group of the day to help pack up the equipment. | |
| 3 | Walk the area for lost property and rubbish. | |
| 4 | Park the trailer/vehicle behind the workshop and unload any equipment. | |

Pause activity if

| | | |
|---|--|--|
| 1 | Participant gets separated from their group or starts struggling. | |
| 2 | Beware of temperature and the symptoms of cold/hypothermia or heat. | |
| 3 | Halt activity at any time conditions or people become unsafe (Including emotional safety!) | |
| 4 | Pause activity if anyone gets Injured. | |

| Hazards and Risk Identification | | | | |
|---|--|-------------|-----------|----------------------|
| This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. | | | | |
| *All Risks must be continually monitored throughout the activity* | | | | |
| New hazards/ risks must be reported or resolved appropriately as soon as possible. | | | | |
| Environment Specific Risks | Risk Management Strategy | Risk Level* | | Hierarchy of Control |
| | | Managed | Unmanaged | |
| Slippery surfaces, participants running, structure hazards | No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually. | Low | High | ADMIN |
| Long hours in the sun (Supervisors & Participants) | Apply sunscreen before the activity. Bring water bottles. Program breaks/ Supervisor & Instructor rotations. Participants are to wait in shaded areas. | Low | Medium | PPE |
| Distraction from other groups | Supervisors to use good group management. Disclose risk to supervisors. Remind supervisors of other groups if necessary. Use positive communication. | Low | Medium | ADMIN |
| Wildlife | Instruct participants to watch wildlife only and not to chase any. | Low | Medium | ADMIN |
| Other boating traffic | Participants are instructed not to run around lakefront, boat ramp, or roadside areas and not to swim around boats in the water. | Low | High | ADMIN |
| Trees / other obstructions | The instructor is to make themselves familiar with the area before the group arrives and to disclose any tree risks before and during the activity | Low | Medium | ADMIN |
| Winds and currents | Participants are to stay in the area the instructor has marked out for them. Call off activity if conditions deteriorate. The instructor is to go out and assist or use the throw bag. | Low | High | ADMIN |
| Change in weather | Ensure everyone has appropriate clothing. Supervisor to halt activity at any time if weather compromises safety (e.g. Electrical storm, high wind). Weather Risk is to be assessed continuously. | Low | Medium | ADMIN |
| Activity Specific Risk | Risk Management Strategy | Risk Level | | |
| | | Managed | Unmanaged | |
| Participant unable to keep head above water | PFDs are to be worn at all times in the water. Instructor to check that PFDs are fitted correctly before leaving shore. Instructor to ensure the group stays close so you can assist anyone quickly. | Low | Extreme | PPE |
| Participant behaviour compromises group safety | Give safety brief. Staff or Supervisor can remove participants from the activity area or deny participation if the safety of others is compromised | Low | High | ADMIN |
| Shallow water and rocks causing trips and falls | Instructor to be aware of risk areas and water depth. Instruct participants that they are only allowed to jump or dive in the water where the instructor permits. | Low | Medium | ADMIN |
| Entanglement in equipment | The instructor is to go out and assist. They may use a rescue kayak. Adults only are to come to the aid of the instructor. All participants are to be taken off the water immediately. | Low | Medium | PPE |
| Waves or activity causing the raft to capsize | Activity site based on weather conditions and forecast. Disclose to group. Brief the risk of capsizing and how to get back on the raft safely. | Low | Medium | ADMIN |

| Equipment Specific Risks | Risk Management Strategy | Risk Level | | Hierarchy of Control |
|--|---|------------|-----------|----------------------|
| | | Managed | Unmanaged | |
| Participant caught under or tangled in equipment | Use the water rescue hierarchy: 1, Tell how to self rescue. 2, Reach if close enough with object (kayak paddle). 3, Throw : use throw bag 4, Row use emergency kayak to Go or Tow entrapped person. Last : Call 111 | Low | High | PPE |
| Towing trailer and turning on and off SH 1 | Driver to ensure that they only turn in big gaps in the traffic and pull over to the side of the road to let other vehicles pass until it is safe to turn. | Low | High | ADMIN |
| Equipment on the water that floats away, capsizes or sinks | The instructor is in charge of distributing the equipment and keeping an eye on it while it is in water. The participants are instructed to take responsibility for the equipment while on the water. | Low | Medium | ADMIN |
| Pause Activity if: | Risk Management Strategy | Risk Level | | Hierarchy of Control |
| | | Managed | Unmanaged | |
| Participant falls in the water and cannot swim | All participants to wear PFDs while in the water. Participants instructed on how to help others get back on the raft. | Low | High | PPE |
| Participants is injured/cold | Safety equipment to be worn at all times, first aid kit to be available and stocked properly. Whole group to be brought ashore if someone requires first aid. Use available shelter/ warm environment. | Low | Medium | PPE |
| Participant does not wish to continue | If unable to encourage participant to continue assist participant to shore (using supervisor if necessary) | Low | Medium | ADMIN |
| Weather/water level changes | All participants to come ashore if the instructor is uncomfortable with the weather or water level. Weather is to be continually monitored. | Low | Medium | ADMIN |

This Standard Operating Procedure (SOP) is approved for use at sites operated by MiCamp Trust. As of the time of approval, this SOP meets all known regulations (Adventure Activity Regulations, Safety Audit Standards etc) and current industry good practice.

| Equipment Check | |
|-----------------|---|
| 1 | Vehicle Check: warranted and registered, trailer properly connected to vehicle, lights working. |
| 2 | All equipment is accounted for. |
| 3 | All equipment is in good order. |
| 4 | PFDs are in good order. |