



Dinghies



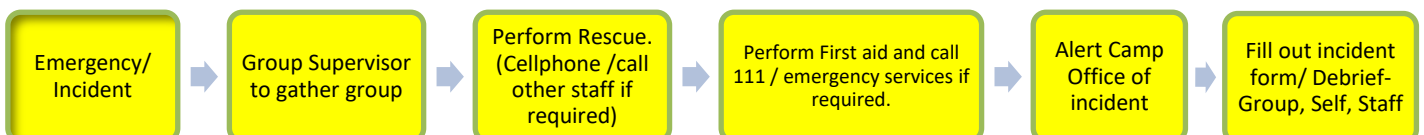
Standard Operating Procedure

This form 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:	Dinghies		
Location of Activity:	In the Lagoon/swimming area		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Joana Acebey	Version:	2
Position:	Lead Instructor	Approved:	30/06/2025. HJvR. Manager.
Date Reviewed:	30/06/2025	Location of Hard copy:	Office
Number of Participants:	Max Ratio:	1 Instructor or Supervisor / 5 Participants per Boat. Note: Ratio adjusted with changes in risk levels.	
Instructor Competence:	Site-specific induction and assessment of internal competencies.		
Supervisor Competence:	<ul style="list-style-type: none"> ○ Competent swimmer and Competent rower. ○ 16 years or older. ○ Able to perform rescue. 		
MiCamp Equipment:	<ul style="list-style-type: none"> ○ PFDs ○ Dinghies ○ Oars 	<ul style="list-style-type: none"> ○ Rescue Kit: ○ Lifebuoy by water 	
Participant Equipment & Clothing Requirements:	<ul style="list-style-type: none"> ○ Water bottle ○ Hat ○ Sunblock 	<ul style="list-style-type: none"> ○ Appropriate swimming clothes ○ Towel ○ Change of warm clothing 	
Communication Procedures:	Use the supervisor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office.		
Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:	Met Service Lake Whakamaru recreational marine forecast. www.maritimenz.govt.nz Health and safety at work (Adventure Activities) Regulation 2016. Flatwater Floating and Padding Good Practice Guide 2018. Maritime NZ: Safety guidelines: commercial kayaking and canoeing operations.		

Emergency Procedures



Operating Procedures	
Pre-activity Check	
1	Attend training and safety briefing with staff.
2	Familiarise with SOP/equipment location.
Setup (Staff)	
1	Check area for hazards and wind/wave conditions/current flow.
2	Check over dinghies and check the bung is in and no excess water is on board.
3	Unlock and set out the dinghies.
MiCamp Brief to Supervisor (Staff)	
1	Go over the SOP.
2	Conduct training as per "Activity supervisor training and acknowledgement form".
3	Ensure supervisor is aware of emergency procedures.
4	1 Supervisor to a maximum of 4 participants per Dinghy.
5	Discuss and determine the appropriate location/boundaries for participants ability.
Supervisor Safety Brief to Participants	
1	One supervisor must be in the Dinghy with the participants.
2	All participants must wear a PFD and must not adjust them after being checked by the Supervisor.
3	Do not lean outside of the boat. Everyone must remain seated while in the Dinghy.
4	If a powered boat comes into the area, the rower must stop and allow the boat to past.
5	When a whistle is blown, they must stop and look to the supervisor for instructions.
Operating Instructions	
1	Gather participants and show them the general area. Disclose and discuss key risks.
2	Inform participants about the risk if capsizing and what to do in that situation.
3	Disclose the hazard/risks and explain the rules above.
Closing Down the Activity	
1	Empty boats of water. Tie boats back up with the ores inside.
2	Make sure all PFDs have been returned and put away.
3	Take any rubbish and/or lost property back up to camp.
Pause Points	
1	Pause the activity if a participant falls out of the boat or boat tips.
2	Pause activity if a participant shows symptoms of cold/hypothermia or heat exhaustion.
3	Pause the activity at any time conditions become unsafe.
4	Pause the activity if participant behaviour compromises group safety.
5	Pause the activity if anyone gets injured.

**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.**

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 activity. Bring water bottles. Program breaks. Participants can wait in shaded areas under supervision.	Low	Medium	PPE
Distraction from other groups	Supervisors are 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 instructed not to row around boats in the water.	Low	Medium	ADMIN
Trees / other obstructions	Supervisor to make themselves familiar with the area before the group arrives and to disclose any tree risks before and during activity	Low	Medium	ADMIN
Winds and currents	Participants are to stay in the area the supervisor has marked out for them. Call off activity if conditions deteriorate.	Low	Medium	ADMIN
Change in weather	Ensure everyone has appropriate clothing. The supervisor is to halt the activity at any time the weather compromises safety (e.g. Electrical storm, high wind). Weather Risk is to be assessed continuously.	Low	Medium	ADMIN
Running over swimmers or swimmers hanging off the side of the dinghy causing it to flip or sink	The supervisors are to be aware of the surroundings. If there is a group Swimming, guide the dinghy away from where they are. Supervisors to ensure that no one is hanging off the side of the dinghy.	Low	High	ADMIN
Activity Specific Risk	Risk Management Strategy	Risk Level		
		Managed	Unmanaged	
Man overboard/Head under water causing drowning	PFDs to be fitted properly. The group supervisor is to hall them into their own boat or recue with rescue tubes immediately.	Low	Extreme	PPE
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisors can remove participants from the activity area or deny participation if the safety of others is compromised.	Low	High	ADMIN
Other Boating traffic/collision	'5 knot' boating safety signs in place in lagoon area. All powered boats to give way to non-powered boats. Advise participants to be aware of other boats and follow safety brief	Low	High	ADMIN
Shallow water and rocks causing trips and falls	The supervisor is to be aware of risk areas and water depth. Explain to the participants that they are not allowed to jump or dive out of the dinghy as this can cause the dinghy to flip or sink.	Low	Medium	ADMIN
Waves or activity causing the boat to sink or capsize	Activity site based on weather conditions and forecast. Disclose to group. Brief the risk of capsizing and how to get back land safely.	Low	Medium	ADMIN
Participants is injured/cold	PAUSE: 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