



Dinghy



Standard Operating Procedure

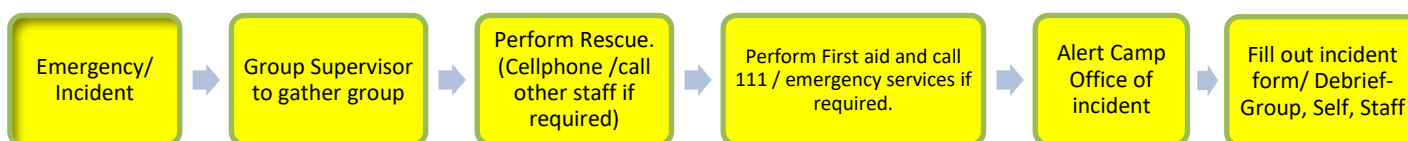
This form in conjunction with the SMS describes the details, Operational Procedures, Risks and Emergency Procedures for the activity listed

This SOP is to be used each time the activity is conducted. Any changes or

Activity:	Dinghy		
Location of Activity:	In Lagoon / swimming area		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Chris & Keziah Muir	Version:	2
Position:	Site Managers	Approved:	Ted Muir (20/12/22)
Date Reviewed:	20/12/22	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 on internal competencies.		
Supervisor Competence:	Competent swimmer & Competent rower Able to perform rescue.		
Equipment & Clothing Requirements:	MiCamp Supplied: PFD's, Dinghies & Oars. Rescue Kit: Life buoy by water. Participant Supplied: (suggested) Water bottle, Hat, Sunblock, Appropriate swimming clothes, Towel & change of warm clothing.		
Communication Procedures:	Use Supervisors 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.		

suggestions to be raised in activity debrief and meetings.

Emergency Procedures



Operating Procedures

Pre-activity Check

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| 1 | Attend training and safety briefing with staff. | |
| 2 | Familiarise with SOP/ equipment location. | |
| 3 | Activity area is checked for risks (if necessary walk to location prior to starting activity) | |

Setup

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| 1 | Check area for hazards and wind/wave conditions/Current flow. | |
| 2 | Check over dinghies and check bung is in and no excess water on board. | |
| 3 | 1 Supervisors to a maximum of 5 participants per Dinghy. | |
| 4 | Select appropriate location/boundaries for participants ability. | |

Supervisor Brief to Participants

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| 1 | Gather participants and show them the general area. *Disclose and discuss key risks. | |
| 2 | Give clear instructions of what you expect from them. | |
| 3 | No bumper boats and they must remain seated while in the Dinghy. | |
| 4 | Do not lean far outside of the boat. | |
| 5 | Inform participants that if a powered boat comes into the area, the rower must stop and allow the boat to past. | |
| 6 | Inform participants about the risk if capsizing and what to do in that situation. | |
| 7 | When the whistle is blown, they must stop and look to the supervisor for instructions. | |

Operating Instructions

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| 1 | Supervisor to be watching at all times. | |
| 2 | Supervisor is to be in the Dinghy with the participants. | |
| 3 | Everyone is to be correctly wearing a PFD. | |

Closing Down the Activity

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| 1 | Make sure all boats a tied back up with ores inside. | |
| 2 | Make sure all life jackets have been returned and put away. | |
| 3 | Take any rubbish and/or lost property back up to camp. | |
| 4 | Empty boats of water. | |

Pause activity if

- | | | |
|---|--|--|
| 1 | Participant's fall out of boat or boat tips. Rescue participants. | |
| 2 | Beware of temperature and the symptoms of cold/hypothermia or heat. | |
| 3 | Halt activity at any time if conditions or people become unsafe. (Including emotional safety!) | |
| 4 | Pause activity if anyone gets Injury. | |

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

"I confirm that employees, subcontractors, suppliers and visitors have been shown and advised of all the Risks and controls in the operational procedure and they fully understand and acknowledge their requirements and are competent to fulfil their role "

Hazards and risk Identification				
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. *All Risk must be continually monitored throughout the activity* New hazards/ risk 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 prior to activity. Bring water bottle. Program breaks/ Supervisor & Instructor rotations. Participants 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 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 to stay in the area the instructor has marked out for them. Call off activity if conditions deteriorate.	Low	Medium	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 assessed continuously.	Low	Medium	ADMIN
Running over Swimmers or Swimmers hanging off the side of the dinghy causing it to flip or sink	Supervisors 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 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	PFD's to fitted properly. Group supervisor 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 Supervisor can remove participant from activity area or deny participation if 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 & follow safety brief	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 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