



Kayaking



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 debrief and meetings.

Activity:	Kayaking		
Location of Activity:	Beach area next to the kayak shed		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Chris & Keziah Muir	Version:	3.1
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 / 10 Participants (+1 to 2 Adult Assistant when required) Note: Adult assistant is required working with schools and with group when deemed necessary. Note: Ratio adjusted with changes in risk levels	
Instructor Competence:	Site specific induction and assessment on internal competencies. (Kayaking (induction) for MiCamp Whakamaru)		
Participant & Assistant Equipment & Clothing Requirements:	MiCamp Supplied: Kayaks, Paddles, PFD's Participant Supplied: (suggested) Water bottle, Hat, Sunblock, Appropriate swimming clothes, Towel & change of warm clothing.		
Instructor Equipment & Clothing Requirements:	Kayak, Paddle, PFD, Whistle, Throw Bag, River Knife, Tow Line. Cell phone (for emergency, communication and weather forecast). Suggested: Water bottle, Hat, Sunblock and Appropriate Clothing.		
Other Equipment Requirements: (Can access if need)	First aid kit, Spare tow Lines		
Communication Procedures:	Use instructor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner 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 Whakamaru recreational marine forecast. Health and safety at work (Adventure Activities) Regulation 2016. Flatwater Floating and Padding Good Practice Guide 2018.		



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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	Communicate with group leader (about location, times, equipment & clothing for the day).	
Setup		
1	Check for new or changed risks.	
2	Set up equipment for participant arrival.	
Instructor Brief to other Supervisors / Assistants		
1	Communicate with Adult assistant the expectation of their role.	
2	If there are participants that may need extra assistance, the assistant can carry spare tow line.	
3	Supervisors are to assist with group management if needed	
Instructor Brief to Participants		
1	Gather participants and show them the general area.	
2	Explain what equipment is needed and why.	
3	Give clear instructions: what you expect from them and what they can expect from the session (goals).	
4	Distribute and fit PFD's.	
5	Show how paddles are used, stroke motions, how to turn and stop. Observe them practicing on land.	
6	When whistle is blown, stop and look at instructor for instructions.	
7	Never paddle further than 25m from the instructor.	
8	Explain what they should do if they fall in: Stay calm and hold on to your kayak and listen to the instructors for instruction.	
9	Give way to any other boats (if needed gather group together and stop moving till they pass).	
10	Disclosed any other risks.	
Operating Instructions		
1	Instructor to check off everyone's PFD (participants and assistants) before they can go to their boats.	
2	Instructor to get in the water first while adults help participants.	
3	Conduct session as per industry good practice with participant needs and goals in mind.	
4	Monitor weather and group condition throughout session.	
5	Return to shore 5-10 mins before the end of the rotation and put away equipment, ensure it is all returned before group leaves.	
6	Count group members often ensure that no one is missing and all have returned.	
Debrief suggestions (when possible)		
1	Gather group together and see what they learnt, what was challenging, what do they want to practice.	
2	Reflect on session goals.	
3	Get feedback from group (Note down relevant information). Thank the participants and supervisors.	



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Closing Down the Activity		
1	Get last group of the day to help pack up equipment, do a count check to ensure it is all returned and make a note of any damage. Note any broken or damaged gear	
2	Visually check equipment and record any incidents, damage, or wear	
3	walk the area for any lost property and rubbish	
Pause Point:		
1	Children get separated – (i.e. 25m away from instructor)	
2	Halt activity at any time if conditions or people become unsafe	
3	Beware of temperature and symptoms of cold/hyperthermia	
4	Cancel any activity immediately if participant or weather conditions deteriorate. Make sure all participants are safe and supervised. Alert camp office and emergency services if necessary.	
5	If someone gets injured.	

Equipment Check	
1	PFDs are in good working order – all straps and buckles works well. Pass the annual float test.
2	All equipment is counted and none are missing
3	Kayaks are in good order - no holes, leaks, handles are in tact
4	Paddles are in good order - blades and shafts are intact



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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	
		Managed	Unmanaged
Wind and currents	Disclose Risk to group and consistently monitor group to ensure they stay together (25m rule)	Low	Extreme
Other boat traffic	Participants instructed not to paddle around other boats in the water. Instructor to keep group together away from Risks	Low	High
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
Trees near waters edge and underwater	Instructor to make themselves familiar with area before group arrives and disclose any tree Risks before and during activity	Low	Medium
Distraction from other groups	Supervisors to use good group management. Disclose risk to supervisors. Remind supervisors, use positive communication.	Low	Medium
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
Water/ wind-chill	Instructor to monitor participant behaviour. call off activity when signs of cold are recognised	Low	Medium
Activity Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Participant unable to keep head above water	PFD (Personal Floatation Device) to be worn by all at all times in the water. Instructor to check that PFD's are fitted correctly before leaving shore. Instructor to ensure group stays close so they can assist anyone quickly	Low	Extreme
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
Participants using paddles in close proximity	Instructor to use appropriate group management. Participants to be informed of risk and to keep some distance from each other.	Low	Medium
Shallow water and rocks	Instructor to be aware of Risk areas and play appropriate games for the conditions and water depth (use sandy shallows or deeper water), instruct participants they are only to jump in when the instructor permits	Low	Medium
Dangerous Waters	Stay within 100 meters of the shoreline. If conditions change move closer to shore or sheltered Area. When in doubt get out.	Low	Medium

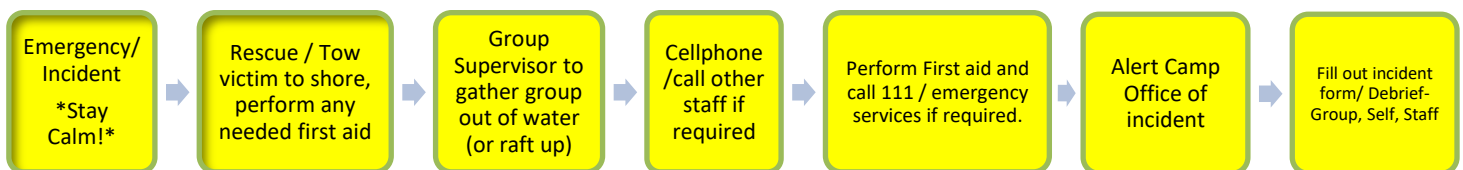


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Equipment Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Equipment taken out on water	Instructor is in charge of distributing equipment and keeps an eye on it while on the water. Participants are instructed to take responsibility for their own equipment while on the water	Low	Medium
Heavy kayaks	Instructor to ensure kayaks loading and unloading appropriately, tell participants to move away once they have taken their kayaks to trailer	Low	Medium
Hold Points	Risk Management Strategy	Risk Level	
Participant falls in water and is unable to help themselves	Group instructed on what to do if they fall out. Instructor trained to do rescues.	Low	High
Weather changes causing boats to be separated or blown into lake	All participants to shore if wind is above a manageable level (>15km/h)	Low	High
Participant is injured/cold	Safety equipment to be worn by all, first aid kit is in kayak shed. Whole group must be brought to shore if first aid required	Low	High
Participant does not wish to continue	If unable to encourage participant to continue assist participant to shore (using supervisor if necessary)	Low	Medium

Emergency Procedures



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, visitors will be shown and advised of all Risks and controls in the operational procedure and they fully understand and acknowledge their requirements and are competent to fulfil their role "