



Kayaking

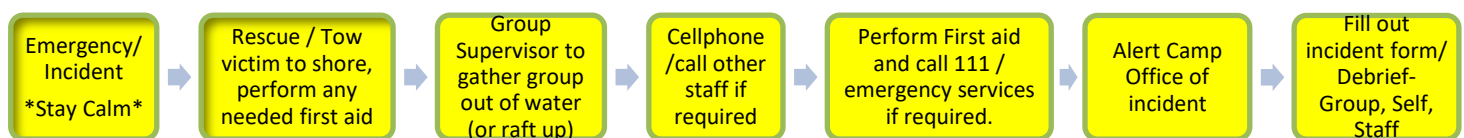


Standard Operating Procedure

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 debriefs and meetings.

Activity:	Kayaking		
Location of Activity:	Beach area next to the kayak shed.		
Site:	Whakamaru	Area:	Activities
Reviewed By:	Joana Acebey	Version:	3.2
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 / 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).		
MiCamp Equipment	<ul style="list-style-type: none"> ○ Kayaks ○ Paddles ○ PFD's ○ Instructor's Cell phone (emergency communication and weather forecast) ○ Throw bag ○ First aid kit ○ Tow Lines ○ Whistle ○ River Knife 		
Participant Clothing Requirements:	<ul style="list-style-type: none"> ○ Water bottle ○ Appropriate swimming clothes ○ Sunblock ○ Hat ○ Towel ○ Change of warm clothing 		
Communication Procedures:	Use the 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.		

Emergency Procedures



Operating Procedures		
Pre-activity Check		
1	Check weather Forecast for the day.	
2	Communicate with Lead Instructor to highlight safety considerations for the day.	
3	Re-familiarise with the SOP.	
4	Communicate with the group leader about times, equipment and clothing for the day.	
Setup		
1	Wheel out the PFD rack.	
2	Unload kayaks and set up equipment before the group arrives.	
Instructor Brief to Adult Assistants		
1	Communicate with the adult assistant about the expectation of their role.	
2	If there are participants that may need extra assistance, the assistant can carry a spare tow line.	
3	Assistants must assist with group management if needed.	
Instructor Safety Brief to Participants		
1	Stay within 25 meters of the instructor.	
2	All participants must wear a PFD and must not adjust them after being checked by the instructor.	
3	If a participant falls into the water, they must stay calm and hold on to their kayak and paddle and listen to the instructor for instructions.	
4	Participants must not flip their kayak over while in the water or climb on top of an up-side-down kayak.	
5	Participants must not try to climb back into their kayak without the instructor's consent.	
6	When whistle is blown, stop and look at instructor for instructions.	
7	Be aware of other boats and give way when necessary.	
Operating Instructions		
1	Gather the group together and facilitate group introductions.	
2	Disclose the hazard/risks and explain the rules above.	
3	(Optional) Create group and individual goals, challenges and accomplishments.	
4	Show how paddles are used, stroke motions, how to turn and stop. Observe them practicing on land.	
5	Distribute and fit PFDs. Instructor must check everyone's PFD before they can go into the water.	
6	Instructor must get in the water first while adults help participants.	
7	Conduct session as per industry good practice with participant needs and goals in mind.	
8	Monitor weather and group condition throughout session.	
9	Return to shore 5-10 mins before the end of the rotation and reset the equipment for the next session.	
10	Count group members often. Ensure that no one is missing, and all have returned.	
Debrief suggestions		
1	Ask participants what they learnt, what challenges they faced and what they want to practice more.	
2	Reflect on session goals.	
3	Get feedback from group (Note down relevant information). Thank the participants and supervisors.	
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.	
Pause Points		
1	Pause the activity if participants get separated – (i.e. 25 meters away from instructor).	
2	Pause the 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.	
6	Cancel the activity immediately if conditions deteriorate. Alert camp office and emergency services if necessary.	

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	
		Managed	Unmanaged
Wind and currents	Check weather forecast and change location or cancel if wind is above 15km. Disclose risk to group and consistently monitor group to ensure they stay together (25m rule).	Low	High
Other boat traffic	Participants are instructed not to run around the lakefront, boat ramp or roadside area and not to paddle around other boats in the water. The instructor must keep group together away from risks.	Low	High
Long hours in the sun (Supervisors and Participants)	Apply sunscreen before activity. Bring water bottles. Program breaks. Participants can wait in shaded areas under supervision.	Low	Medium
Trees near water and underwater	Instructor must make themselves familiar with area before group arrives and disclose any tree risks before and during activity.	Low	Medium
Distraction from other groups	Instructor must manage the group. Remind supervisors of other groups if necessary. Use positive communication.	Low	Medium
Change in weather	Ensure everyone has appropriate clothing. Supervisor must halt activity at any time if weather compromises safety. Weather risk must be assessed continuously.	Low	Medium
Water/wind-chill	Instructor must monitor participants behaviour. Call off the activity when signs of hypothermia are recognised. First aid kit must be in the camp vehicle. the whole group must be brought to shore if first aid is required.	Low	Medium
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 must ensure kayaks are loaded and unloaded appropriately, tell participants to move away once they have taken their kayaks to trailer.	Low	Medium
Activity Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Unmanaged
Participant unable to keep head above water	PFD (Personal Floatation Device) must always be worn by all in the water. Instructor must check that PFDs are fitted correctly before leaving shore. Instructor must ensure group stays close so they can assist anyone quickly. Instructor is trained to perform rescues.	Low	Extreme
Participant behaviour compromises group safety	Give safety brief. Staff or Supervisor can remove participant from the activity area or deny participation if the safety of others is compromised.	Low	High
Participants using paddles in close proximity	Instructor must use appropriate group management, warning them about this when gathering the group together.	Low	Medium
Shallow water and rocks	Instructor must be aware of areas of risk and play appropriate games for the conditions and water depth (use sandy shallows or deeper water), instruct the participants that 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 the shore or sheltered areas. When in doubt get out.	Low	High

Equipment Check		
1	Check Kayaks are in good working order.	
2	Ensure PFDs are organized and in good repair.	
3	All equipment is accounted for and in good order.	

**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.**



Kayaking

Supervisor Instructions



Supervisor Responsibility:

- The supervisor must organise the group leaving site and ensure they arrive at the kayaking site on time. The instructor will meet you there.
- The supervisor must ensure the group is ready with suitable clothing and gear before leaving site. E.g. Togs or wetsuits, towels, sunblock, hats.
- Please be available if the instructor asks for an adult assistant to be involved in the kayaking rotation.
- On arrival, the supervisor is to assist the kayak instructor in keeping the group together and listening to the instructions.
- The supervisor should let the instructor know of anyone that may need special attention in the group.
- The supervisor should assist the group getting in and out of their kayaks and so be last to get in a kayak and the first out.
- The instructor may give the supervisor a towline if they deem necessary.

Rules and Safety:

- All participants must be fitted with PFDs (Personal Floatation Devices) and checked by the instructor.
- All participants must stay within 25 meters of the instructor.
- If anyone falls out of your kayak, get the instructor's attention. They must listen to the instructions. Do not flip over the kayak or try and get back in yourself.

Pack Up:

- Participants help put their kayaks, paddles and PFDs back.
- Gather any rubbish/lost property.
- Inform the Instructor of any damaged equipment or any incidents/near misses.
- Please be available if the instructor asks you to assist packing the kayaks onto the shed at the end of the day.