

# Raft Building



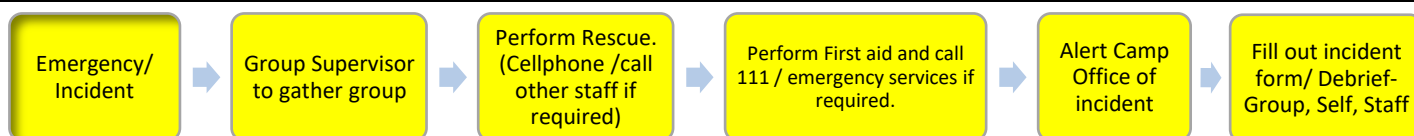
## Standard Operating Procedure

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.

<b>Activity:</b>	<b>Raft Building</b>		
<b>Location of Activity:</b>	Edge of the island, in the lagoon.		
<b>Site:</b>	<b>Whakamaru</b>	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Joana Acebey	<b>Version:</b>	3.1
<b>Position:</b>	Lead Instructor	<b>Approved:</b>	23/06/2025. HJvR. Manager.
<b>Date Reviewed:</b>	30/06/2025	<b>Location of Hard copy:</b>	Office
<b>Number of Participants:</b>	<b>Max Ratio:</b>	1 Instructor / 10 Participants (+1 Adult Assistant) Note: Adult assistant is required working with schools and with group when deemed necessary. Note: Ratio adjusted with changes in risk levels.	
<b>Instructor Competence:</b>	Site-specific induction and assessment on internal competencies.		
<b>MiCamp Equipment:</b>	<ul style="list-style-type: none"> <li>○ Raft Building equipment:                             <ul style="list-style-type: none"> <li>○ Ropes, Inner Tubes, Bamboo</li> <li>○ PFD's</li> <li>○ Instructor's Cell phone</li> <li>○ (emergency communication and weather forecast)</li> </ul> </li> <li>○ Throw bag</li> <li>○ First aid kit</li> <li>○ Whistle</li> <li>○ Rescue Knife</li> <li>○ Marker buoy</li> </ul>		
<b>Participant Clothing Requirements:</b>	<ul style="list-style-type: none"> <li>○ Water bottle</li> <li>○ Appropriate swimming clothes</li> <li>○ Sunblock</li> <li>○ Hat</li> <li>○ Towel</li> <li>○ Change of warm clothing</li> </ul>		
<b>Communication Procedures:</b>	Use the instructor's cell phone to contact emergency services and /or other staff. Alternative communication; Send runner to office.		
<b>Related Documents - Qualifications/ Legislation / Guideline / Permits / Consents:</b>	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



**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**

<b>Operating Procedures</b>	
<b>Pre-activity Check</b>	
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 location, times, equipment and clothing for the day.
<b>Setup</b>	
1	Check the area for hazards and wind/wave conditions.
2	Set up equipment before the group arrives.
3	Select appropriate location and placement for the activity.
<b>Instructor Brief to Adult Assistants</b>	
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 must help with group management as needed.
<b>Instructor Safety Brief to Participants</b>	
1	All participants must wear a PFD and must not adjust them after being checked by the instructor.
2	When the whistle is blown, they must stop and look to the instructor for instructions.
<b>Operating Instructions</b>	
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	Teach and demonstrate how to tie useful knots for building a raft.
5	Split the group into teams, and distribute the equipment (optional: by relay race)
6	Give the group time to build their rafts (approx. 15 mins)
7	Distribute and fit PFDs. Instructor must check everyone's PFD before they can go into the water.
8	The group tries to use their raft to manoeuvre around a course (example: around the marker buoy and back).
9	Ask participants to deconstruct the raft and return all equipment.
10	Count group members often to ensure that no one is missing, and all have returned.
<b>Debrief suggestions</b>	
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).
<b>Closing Down the Activity</b>	
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. Walk the area for lost property and rubbish.
<b>Pause Points</b>	
1	Pause activity if a participant gets separated from the group or starts struggling.
2	Pause activity if a participant shows symptoms of cold/hypothermia or heat.
3	Pause the activity at any time conditions become unsafe.
4	Pause the activity if participant behaviour compromises group safety.
5	Pause activity if anyone gets Injured.

<b>Equipment Check</b>	
1	All equipment is counted, in good repair and order.

<b>Hazards and Risk Identification</b>			
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies. <b>*All risks must be continually monitored throughout the activity*</b> New hazards/ risks must be reported or resolved appropriately as soon as possible.			
<b>Environment Specific Risks</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>	
		Managed	Unmanaged
Slippery surfaces, participants running, structure hazards	No running. Ensure appropriate footwear. Disclose risks and hazards as appropriate. Monitor continually.	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
Distraction from other groups	Supervisors must use good group management. Disclose risk to supervisors. Remind supervisors of other groups if necessary. Use positive communication.	Low	Medium
Wildlife	Instruct participants to watch wildlife only; not chase it.	Low	Medium
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
Trees and other obstructions	The instructor must make themselves familiar with the area before the group arrives and must disclose any tree risks before and during the activity.	Low	Medium
Winds and currents	Participants must stay in the area the instructor has marked out for them. Call off activity if conditions deteriorate. The instructor must go out and assist or use the throw bag.	Low	High
Change in weather	Ensure everyone has appropriate clothing. Supervisor must halt activity at any time the weather compromises safety (e.g. Electrical storm, high wind). Weather Risk must be assessed continuously.	Low	Medium
<b>Activity Specific Risk</b>	<b>Risk Management Strategy</b>	<b>Risk Level</b>	
		Managed	Unmanaged
Participant unable to keep their head above water	PFDs must be worn at all times in the water. Instructor must check that PFDs are fitted correctly before leaving shore. Instructor must ensure the group stays close so they can assist anyone quickly.	Low	Extreme
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
Shallow water and rocks causing trips and falls	Instructor must 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
Entanglement in equipment	The instructor must go out and assist using a rescue kayak. Adults only should come to the aid of the instructor. All participants must be taken out of the water immediately.	Low	Medium
Waves or activity causing the raft to capsize	Activity site based on weather conditions and forecast. Disclose risks and situation to group. Brief the risk of capsizing and how to get back on the raft safely.	Low	Medium
Participant does not wish to continue	If unable to encourage participant to continue assist participant to shore (using supervisor if necessary)	Low	Medium

Equipment Specific Risks	Risk Management Strategy	Risk Level	
		Managed	Managed
Participant gets caught under or gets tangled in equipment	Use water rescue hierarchy: 1. <b>Tell</b> how to self-rescue. 2. <b>Reach</b> if close enough, with an object (kayak, paddle) 3. <b>Throw</b> Use the throw bag 4. <b>Row</b> Use emergency Kayak to tow person  Cal 111 if necessary	Low	High
Equipment on the water that floats away, capsizes or sinks	The instructor is in charge of distributing equipment and keeping an eye on it while it is in water. Participants are instructed to take responsibility for equipment while on the water.	Low	Medium



# Raft Building

## Supervisor Instructions



### Adult Supervisor Responsibility:

- The supervisor must ensure the group is ready with suitable clothing and gear before the beginning of the rotation. E.g. Togs or wetsuits, towels, sunblock, hats.
- On arrival, the supervisor must assist the raft building instructor in keeping the group together and listening to the instructions.
- The supervisor should let the instructor know if anyone in the group may need special attention.
- The supervisor may help in the building of the raft only if the instructor allows. Try help as little as possible.

### Rules and Safety:

- All participants must be fitted with PFDs (Personal Floatation Devices) and checked by the instructor before going onto the rafts.
- Participants must be careful around others when transporting the bamboo sticks.
- The tyre tube valves must be faced downwards when building the raft.

### Pack Up:

- Participants return all the equipment.
- Gather any rubbish/lost property.
- Inform the Instructor of any damaged equipment or any incidents/near misses.