



# 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 debrief and meetings.

<b>Activity:</b>	<b>Raft Building</b>		
<b>Location of Activity:</b>	At the edge of the island, in the lagoon		
<b>Site:</b>	<b>Whakamaru</b>	<b>Area:</b>	Activities
<b>Reviewed By:</b>	Chris & Keziah Muir	<b>Version:</b>	3.1
<b>Position:</b>	Site Managers	<b>Approved:</b>	Ted Muir (20/12/22)
<b>Date Reviewed:</b>	20/12/22	<b>Location of Hard copy:</b>	Office
<b>Number of Participants:</b>	<b>Max Ratio:</b>	1 Instructor / 10 Participants (+1 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	
<b>Instructor Competence:</b>	Site specific induction and assessment on internal competencies.		
<b>Participant &amp; Assistant Equipment &amp; Clothing Requirements:</b>	MiCamp Supplied: PFD's, Raft Building equipment (Ropes, Inner Tubes, Bamboo) Participant Supplied: (suggested) Water bottle, Hat, Sunblock, Appropriate swimming clothes, Towel & change of warm clothing.		
<b>Instructor Equipment &amp; Clothing Requirements:</b>	Throw Bag, Whistle, PFD and Rescue knife Cell phone (for emergency, communication and weather forecast). Suggested: Water bottle, Hat, Sunblock and Appropriate Clothing.		
<b>Other Equipment Requirements:</b>	Marker buoy (when need), First aid kit.		
<b>Communication Procedures:</b>	Use 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.		

## 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 | Re-familiarise with SOP.   |  |
| 4 | Communicate with group leader (about location, times, equipment & clothing for the day).               |  |

### Setup

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|---|---|--|
| 1 | Check area for hazards, lake level and wind conditions. |  |
| 2 | Set up equipment for participant arrival.               |  |
| 3 | Select appropriate location.                            |  |

### Instructor Brief to other Adult Assistants

- |   |   |  |
|---|---|--|
| 1 | Communicate with Adult assistant the expectation of their role.   |  |
| 2 | If there are participants requiring higher supervision or assistance separate adults need to work with them |  |
| 3 | Assistants are to assist with group management as needed.   |  |

### Instructor Brief to Participants

- |   |  |  |
|---|--|--|
| 1 | Gather participants and show them the general area. *Disclose and discuss key risks.           |  |
| 2 | Give clear instructions of what you expect from them and what they can expect from the session |  |
| 3 | When the whistle is blown, they must stop and look to the instructor for instructions          |  |

### Operating Instructions

- |   |   |  |
|---|---|--|
| 1 | Group to create a raft out of the materials provided  |  |
| 2 | Distribute and fit PFD's. (Instructor to check of everyone's PFD before they can go into the water. |  |
| 3 | Use raft to manoeuvre around course (for example: marker buoy in water & back)                      |  |
| 4 | Deconstruct raft and return equipment.  |  |
| 5 | Count group members often ensure that no one is missing and all have returned.                      |  |

### Debrief suggestions

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|---|---|--|
| 1 | Ask participants what they learnt, what challenges they faced and what they want to practice more |  |
| 2 | Reflect on any techniques learnt (knots or lashings etc)  |  |
| 3 | Get feedback from group. Note down any pertinent information.                                     |  |

### Closing Down the Activity

- |   |   |  |
|---|---|--|
| 1 | Gather all gear up 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 activity if

- |   |   |  |
|---|---|--|
| 1 | Participant gets separated from their group, or starts struggling in the water                |  |
| 2 | Beware of temperature and the symptoms of hypothermia.  |  |
| 3 | Halt activity at any time if conditions or people become unsafe (Including emotional safety!) |  |
| 4 | Pause activity if anyone get Injured.   |  |

Hazards and risk Identification				
This section describes some reasonably foreseeable risk, its potential level and suggested management strategies.				
<b>*All Risk must be continually monitored throughout the activity*</b>				
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 swim around boats in the water.	Low	High	ADMIN
Trees / other obstructions	Instructor 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. Instructor to assist with throw bag or safety boat when necessary	Low	High	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
Activity Specific Risk	Risk Management Strategy	Risk Level		
		Managed	Unmanaged	
Participant unable to keep head above water	PFD to be worn 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 you can assist anyone quickly.	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
Shallow water and rocks causing trips and falls	Instructor to 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	ADMIN
Entanglement in equipment	Adults only are to come to the aid of the instructor. All participants to get out of the water immediately. Rescue Knife.	Low	Medium	PPE
Waves or activity causing the raft 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 on the raft safely.	Low	Medium	ADMIN

Equipment Specific Risks	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Equipment on the water that floats away, capsizes or sinks	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	ADMIN
Pause Activity if:	Risk Management Strategy	Risk Level		Hierarchy of Control
		Managed	Unmanaged	
Participant falls in the water and cannot swim	All near water to wear PFD. Participants instructed on how to help others get back on the raft.	Low	High	PPE
Participants is injured/cold	Safety equipment to be worn at all times, 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
Participant does not wish to continue	If unable to encourage participant to continue assist participant to shore( using supervisor if necessary)	Low	Medium	ADMIN
Weather/water level changes	All participants to come ashore if the instructor is uncomfortable with the weather or water level. Weather is to be continually monitored	Low	Medium	ADMIN

\*For Risk Level see: MiCamp SMS Section 5

**Emergency Procedures**



**Equipment Check**

<b>Equipment Check</b>	
1	All equipment is counted and none are missing.
2	Equipment are in good order.
3	PFD's are in good order.

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 "***