WAIMARINO'S SAFETY MANAGEMENT SYSTEM

Tier One Fundamental Principles



Tier Two
SOP/Operational Manual



Tier Three
Activity Management Plans

accordance with the following legislations: of our comprehensive 3 tier safety management system, designed to be user friendly, Informative and in significant risks highlighted so that they can be learned from and avoided. The following is a breakdown Safety comes first at Waimarino. We believe in fostering a strong conservative safety culture with all

- Health and safety at work general risk & workplace management regulations 2016
- Health and Safety at work Adventure Activities Regulations 2016
- Bay of Plenty Regional Navigational safety bylaw 2017.
- Ministry of social development approvals framework (Level 3)
- New Zealand transport Agency Land Transport act 1998
- Land Transport (Road User) Amendment Rule [2013] (Child restraints)
- Ministry of education Education outside the classroom Guidelines
- Injury Prevention, Rehabilitation, and Compensation Act 2001

Waimarino is proud to be accredited with OUTDOORSMARK





Our Safety Management System is broken down into 3 tiers

Tier One

Fundamental Principles: A generic document outlining our key fundamental safety principles (Available on request)

> Tier Two

System" (SMS) in support of this document are our Standard Operating Procedures (SOP's). Safety Management System Manual: This is our central document our "Safety Management (Available on request)

> Tier Three

and strategies to avoid or manage these hazards, (replacing the old RAMS forms) (See below) Activity Management Plans (AMP): A detailed look into each activity with real insight into hazards

In this document you will find Tier 3 of our safety management systems.

On site school programme AMP's

- Adventure park & on point AMP
- Adventure Based Learning
- Water trampoline
- Warm pool slip n Slide
- Kayak & mat slide
- Low ropes course
- The Blob
- Climbing wall
- Te Waka daytime

Offsite school AMP's

- Open water kayaking Daytime
- Open water kayaking Nighttime
- Waimarino river safety programme (River Hop)
- Wairoa River kayak Trip
- Sea kayaking
- Vehicle Driving
- Whitewater kayaking Aniwhenua
- Whitewater kayaking Tarawera
- Stand Up Paddleboarding

Activity Management Blant-Waimaring

The state of the s	County mail	The state of the s	allia lic
Activity Description:	Roberto Modical include	Location/Trip:	Waimarino Adventure park
receiving peacemperon.	Deliayloui/Medical Issues	Water:	Yes Tollets: Yes
Access Permission Required?	N/A	Instructor requirements:	16yrs or older,Current 1st aid, Life guard & spine board training, Knowledge of SMS,policies & competencies, competency sign off
Other resources and notes:	Refer to Staff training syllabus, Staff competencies & SOP's	Client competencies:	Good swimming & fitness level
Equipment:	N/A	Specific Policies:	N/A
Emergency Response:	Use radio to summon help in the first instance,	provide first aid as needed.R	Use radio to summon help in the first instance, provide first aid as needed.Refer to Safety Management System emergency management plan in the event of a major emergency
	Clients/students with medical issues that Waimarino have not been	marino have not been inforn	informed about such as allergy to bees/wasp etc. Behavioural issue with

Safety Management

Previous Incidents:

When a programme is booked clients are to receive information regarding our terms and conditions, this includes asking them to notify us of any medical or behavioural issues individuals/groups, to ensure the programme is run safely. It is the respsonsiblity of the acompanying adult/teacher to ensure behaviour of students/clients is respectful and prior to arrival. We can staff acourrdingly, give extra instructors/specific instructors to specific groups, or adapt/change the programme to suit the needs of the appropriate.

students not listening/disregarding Adventure park rules and instructor directions, leading to a flipped pedallo, and other students getting upset.

Approved by Blair Anderson		Inappropriate/aggressive behaviour	Un notified recent injuries	Students/Clients disregarding rules and intructions	Un notified Allergic reacion	Hazard (Potential for serious harm in bold)
date		Cease action out/leave the client/stude	Ensure duri any recent i	Go over and rules and if adult/teache	Cease active Depending	Management Strategy
01.09.2022 (v2.0) Review In		Cease activity and explain that the out/leave the premises, speak to client/student physically.	ng all briefings instruc njuries (concussions,	d explain rules again they continue they will reach they will reach the situation a	ty and attempt to get and serverity perform fi	nt Strategy
Review in		nis behaviour is acompanying	tors mention v	o students/clie I not be able to and have then	a better under	
1 year		s not acceptat adult/teacher :	which activities fractures or c	ents, if disregal o participate in o removed fror	stand of the se ent/client has	(Minimising
from date of approval	:	Cease activity and explain that this behaviour is not acceptable within Waimarino and if it continiues they will be asked to sit out/leave the premises. speak to acompanying adult/teacher as it is their repsonsibility. Do not at any time engage with client/student physically.	Ensure during all briefings instructors mention which activities are high impact activities (Blob and Hydro slide) and if they have had any recent injuries (concussions, broken bones, fractures or dislocations) they should avoid these activities.	Go over and explain rules again to students/clients, if disregard for rules/instructions continues warn them that they breaking the rules and if they continue they will not be able to participate in the activities, if behaviour continues speak to acommpaning adult/teacher explin the situation and have them removed from the activities. if assistance is needed Radio for onsite Mnager.	Cease activty and attempt to get a better understand of the serverity of the reaction from them/acompanying adult/teacher. Depending on serverity perform first aid, if Student/client has EPY pen use it, call 111/ take to emergancy room.	(Minimising strategies unless otherwise specified)
Signed		continiues the	b and Hydro these activi	ues warn the ntinues spea needed Rad	em/acompar to emergand	pecified)
El holden		ey will be asked to sit ne engage with	o slide) and if they have had ties.	on that they breaking the k to acommpaning dio for onsite Mnager.	າying adult/teacher. ວy room.	

			Activity Management Plan - \	anement	Plan - Waimarino	rino		
Antivity Donosintion:	Adventure park	On Point', Ta	Adventure park 'On Point', Tarzan swing, high & low	Locat			Waimarino Adventure park	e park
הכנואונץ בפסכווסנוסוו.		dive, gladiator pole	or pole	W	Water:	Yes	Toilets: Y	Yes
Entry & Egress - Access Permission Required?		N/A		Instructor	Instructor requirements:	Current 1st SMS,policies	aid, Life guar & competen	rd & spine board training, rcies, competency sign off
Other resources and notes:		iining syllabus SOP's	Refer to Staff training syllabus, Staff competencies & SOP's	Client co	Client competencies:	Good swi	Good swimming & fitness level	ess level
Equipment:	Megapho	ne, Rescu	Megaphone, Rescue tube & Radio	Specific	Specific Policies:	Swim test for all children, buddy system for younger children, 8yrs & under actively supervised by an adult, bouyancy aids correctly fitted, no running in the park, promote sun safe behavior, be aware that the upstream side of the blob & ufo are out of sight. During busy periods when the blob is closed, a second 'On point' member of staff is to be positioned on the blob tower	ystem for young ystem for young locy aids correctly ware that the ups when the blob to be positioned	ler children, 8yrs & under actively fitted, no running in the park, stream side of the blob & ufo are is closed, a second 'On point' on the blob tower
Emergency Response:	Use radio to su	mmon help	in the first instance, p	provide first a	rst aid as needed.R the event of a major	Use radio to summon help in the first instance, provide first aid as needed.Refer to Safety Management System emergency management plan in the event of a major emergency	System emer	gency management plan in
Previous Incidents:	Clients from surfaces, Falli	kayak slic	Clients from kayak slide colliding with clients in the water, Clients rfaces, Falling from the gladiator platform, Clients landing 'flat' fro reception area, clients being wa	in the water lients landing lrea, clients t	Clients swingir y'flat' from the h peing washed up	Clients from kayak slide colliding with clients in the water, Clients swinging back towards land on the Tarzan swing, Falling due to slippery surfaces, Falling from the gladiator platform, Clients landing 'flat' from the high dive, Kayak pushed over the top of the kayak slide & falling into reception area, clients being washed up against upstream side of UFO	Tarzan swing the top of the), Falling due to slippery e kayak slide & falling into
Staff are to assess environmental & weather conditions prior to and throughout the activity, dyna changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the staff	nmental & weath lients & staff at ri	er conditionsk. Staff s	ns prior to and throug pecifically have the a	hout the actinuthority to	vity, dynamically halt the activity	Staff are to assess environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if staff are to assess environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if name to clients or name in the staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or name in the staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or name in the staff at risk.	modifying or er there is a	cancelling the activity if risk of harm to clients or
Hazard for serious harm in bold)	(Potential	anagemei	Management Strategy		(Minimising s	(Minimising strategies unless otherwise specified)	pecified)	
Kayak slide landing zone		be run by a aimarino staf	To be run by a responsible supervisor who has been brief Waimarino staff to operate when busy - refer to slide AMP	o has been brie fer to slide AMF	fed by Waimarino st	To be run by a responsible supervisor who has been briefed by Waimarino staff, ensure landing site is clear before client slides, use clear hand signals. Waimarino staff to operate when busy - refer to slide AMP	ore client slides,	use clear hand signals,
Drowning	īn	struct all clier	Instruct all clients that they must be able to swim to enter the water,	swim to enter	the water, use swim	use swim test to assess childrens swimming ability, B.A.'s to be wom at all times if unsure	g ability, B.A.'s to	be wom at all times if unsure.
Tide / current	B _r	e aware at all at lighter clier	Be aware at all times of the tide, Keep all freedom hire craft upstrea that lighter clients could be washed up against the upstream side of	reedom hire cra	aft upstream of the gam side of the UFO	Be aware at all times of the tide, Keep all freedom hire craft upstream of the gladiator pole at all times, use megaphone in a polite manner as required. Be aware that lighter clients could be washed up against the upstream side of the UFO during a strong outgoind tide	aphone in a polit	te manner as required. Be aware
River debris	В	e aware of flo	Be aware of floating or submerged debris, remove or dislodge as necessary	remove or dislo	odge as necessary.			
Uncontrolled activity	In er	structor to ke	Instructor to keep a vigilant watch at all tine ensure the water can still be seen.	ies, scanning th	ne waters edge for d	Instructor to keep a vigilant watch at all times, scanning the waters edge for danger or difficulties, never sit on point with back to water, if speaking to clients ensure the water can still be seen.	int with back to	water, if speaking to clients
Sunburn	Е	sure that all	Ensure that all clients are aware of the risk & have sunblock to hand	ς & have sunblo	ck to hand.			
Wet & slippery surfaces	Е	nforce the 'no	Enforce the 'no running' rule.					
Approved by Blair Anderson	nderson	date	01.09.2022 (V2.0)	Review in	1 year	from date of approval	Signed	Maria

Activity Management Plan - Waimarino

	Caramon	Control management in an	- walliallio		
		Location/Trip:		Waimarino Adventure Park	dventure Park
Activity Description: Advent	Adventure Based Learning Activities	Water:	Yes	Toilets:	Yes at Waimarino
Access Permission		Instructor requirements:		over, Current fin	16 yrs & over, Current first aid, Knowledge of SMS,policies & competencies, competency sign off
Required?	N. A.	Client compe	etencies:	Moderate lev	Moderate level of fitness and mobility
Other resources and notes: syllabus	Refer to Activity Park staff training syllabus, ABL staff competency & SOP's	Specific Policies:	Clients must sign custor for younger children, 8 aids correctly fitted	ner declaration, yrs & under acti no running in th	lients must sign customer declaration, Swim test for all children, buddy system for younger children, 8yrs & under actively supervised by an adult, bouyancy aids correctly fitted,no running in the park, promote sun safe behavior
Equipment:	Mega	Megaphone, Rescue tube & F	& Radio. Refer to park SOP's for dry activities	s for dry activit	ties
Emergency Response: Use rac	dio to summon help in the first insta	nce, provide first aid as the event	irst aid as needed.Refer to Safety the event of a major emergency	Management S	Use radio to summon help in the first instance, provide first aid as needed.Refer to Safety Management System emergency management plan in the event of a major emergency
Previous Incidents:	Minor inju	Minor injuries (cuts & bruises) due	e to clients lack of attention & overenthusiasm	on & overenthu	siasm.
Staff Client Ratios Recom	Recommended 1:6 Secondary, 1:4 Primary. Over 32 clients 1 extra size	y. Over 32 clients 1 extr	xtra instructor required, 1 i size 45 students	nstructor plus so	instructor required, 1 instructor plus school staff maitain the ratio. Max group 45 students
Strawing ment					
Staff are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if chain hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff	eather conditions prior to and throug. Staff specifically have the autho	hout the activity, dynam	at any time if they cor	ards and modify sider there is a	Staff are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff
Hazard (Potential for serious harm in bold)	Management Strategy	(Minimising strategies	s unless otherwise specified)	ified)	
Water, tides	Ensure all clients are briefed on water safety requirements iaw Waimarino activity guidelines. Refer to Kayaking AMPS	ater safety requirements	iaw Waimarino activity	guidelines. Refe	er to Kayaking AMPS
Slippery & uneven surfaces	No running and ensure clients are wearing suitable footwear	wearing suitable footwo	ear		
Poor decision making	Instructor or supervisor to manage teams decisions and stop activity if clients are in danger of injury	teams decisions and s	top activity if clients are	in danger of inju	JIY
Wasp & Bee stings (anaphylaxis)	Clients informed to bring epi-pen or adrena the vicinity of the climbing wall, & to halt ac wall during the summer season.	line with them to activity if the tivity & inform the operations	y have a severe allergy to wa manager so that nests can bo	sp or bee stings. St removed. Weekly	Clients informed to bring epi-pen or adrenaline with them to activity if they have a severe allergy to wasp or bee stings. Staff to monitor the presence of wasps or bees in the vicinity of the climbing wall, & to halt activity & inform the operations manager so that nests can be removed. Weekly inspection of known nest sites at top of climbing wall during the summer season.
Sunburn, Heatstroke	Clients briefed to wear a hat & skin covering clothing. Staff to ensure that sunscreen for all participants. Staff to rotate off the activity periodically	g clothing. Staff to ensure the off the activity periodically		areas and are awar	clients make use of shaded areas and are aware of availabilty of water on site. Staff to provide
Approved by Blair Anderson	date 01.09.2022 (V2.0)	Review in 1 year	from date of approval	Signed 2	S. A. A. Salaman

			Activity M	Activity Management	Plan -	Waimarino			
		I		Locat	Location/Trip:	<	Vaimarino	Adventure	Waimarino Adventure Park (Lower Wairoa River)
Activity Description:	Inflatable V	Vater Tra	Inflatable Water I rampoline (UFO)	Water:		Yes		Toilets:	Yes
Access Permission		N/A		Instru	Instructor requirements:		yrs or old	er,Current 1 f SMS,polic	16yrs or older,Current 1st aid, Life guard & spine board training, Knowledge of SMS,policies & competencies, competency sign off
Required?				C	Client competencies:	etencies:	Abili	ty to swim,	Ability to swim, good level of fitness and mobility
Other resources and notes:	Refer to Park Ac staff co	tivities st	Refer to Park Activities staff training syllabus, staff competency & SOP's	Polici	Specific Policies/Client ratios:		6 perso	ns maximu	6 persons maximum on activity at all times
Equipment:				Instructor	: Megapho	Instructor : Megaphone, PFD, Radio, Rescue tube	Rescue t	ube	
Emergency Response:	Use radio to sur	nmon he	lp in the first instance,	provide first	aid as nee event of a	eded.Refer to Safel a major emergency	fety Mana cy	gement Sys	Use radio to summon help in the first instance, provide first aid as needed.Refer to Safety Management System emergency management plan in the event of a major emergency
Previous Incidents:	Sliding off the	e blob ar	Sliding off the blob and going under the tramp, getting stuck on u	np, getting st	uck on ups	tream side of UI	FO & out	of sight of p	pstream side of UFO & out of sight of point, bouyancy aids loose or not worn.
Safety Management				8 R 8 T 1					
Staff are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if chazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff	ntal & weather cor at risk. Staff spec	nditions p	prior to and throughout nave the authority to	the activity, chalt the activ	dynamically vity at any	y assessing the l	hazards a	nd modifyin ere is a risl	Staff are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff
Hazard	Mar	nagemer	Management Strategy						
Drowning & Impact injury	Gu	ides to e	Guides to ensure that all clients using the water trampo	sing the wate	r trampolin	line are wearing a correctly fitting bouyancy aid	correctly t	itting bouya	ancy aid.
Slippery water ladders	Саи	ition clier	Caution clients before they use the water tramp	water tramp	٠				
Clients swimming under Tramp		ruct clien y periods	Instruct clients to not swim under tramp, they may get jubusy periods an extra point position on the blob tower is	ramp, they m n on the blob	ay get jum tower is to	ped on and its h	ard to sup aff on peda	ervise them alo dock to	Instruct clients to not swim under tramp, they may get jumped on and its hard to supervise them, use grab lines on side of tramp. During busy periods an extra point position on the blob tower is to be manned, staff on pedalo dock to supervise upstream side of UFO.
Kayaks, water craft & swimmers		tructor is	Instructor is to ensure that the area around the water tramp is clear, water craft are not to come within 5m	a around the	water tram	np is clear, water	r craft are	not to come	e within 5m.
Floating debris	Pad	dle arou	Paddle around he water tramp & dislodge water tramp at all times during operation.	islodge and r ration.	emove any	logs , sticks or	other deb	ris. Keep a	Paddle around he water tramp & dislodge and remove any logs , sticks or other debris. Keep a lookout for debris floating towards the water tramp at all times during operation.
Approved by Blair Anderson		date	01.09.2022 (V2.0)	Review in	1 year	from date of approval	pproval	Signed	8 Marketine

		Activity M	Activity Management Plan	1	Waimarino			
		g .	Loca	Location/Trip:			Waimarino	Waimarino adventure park
Activity Description:	Warm poo	Warm pool & slip n slide	Water:		Yes		Toilets:	Yes
			Instr	Instructor requirements:		16yrs or old	er,Current 1	16yrs or older,Current 1st aid, Life guard & spine board training, Knowledge of SMS policies & competencies, competency sign off
Access Permission Required?		N/A	0	Client competencies:	etencies:		Moderate	Moderate level of fitness and mobility
Other resources and notes:	Refer to Staff to compete	Refer to Staff training syllabus, staff competency & SOP's	Specific Clie	Specific Policies/ Client ratios: w	lo standing o directly sup rarm pool, pl	on Slip N Slic ervised.1 strus us additiona	le, No whirk aff member teacher / p 15 clien	No standing on Slip N Slide, No whirlpools in warm pool, children uner 8yrs to be directly supervised.1 staff member to supervise both activities positioned by Client ratios: warm pool, plus additional teacher / parent supervision during busy periods. Max 15 clients at any time
Equipment:				Radio, su	sunscreen, sunhat	nhat		
Emergency Response:	Use radio to summ	on help in the first instance	provide first	aid as need event of a	aid as needed. Refer to Safe event of a major emergency	Safety Mana Jency	agement Sy	Use radio to summon help in the first instance, provide first aid as needed. Refer to Safety Management System emergency management plan in the event of a major emergency
Previous Incidents:	Kids colliding on slid	e, Falling while running, Stu	ıbbed toes, E)islocated sh head injury	slocated shoulder from stand head injury from falling over.	standing on over.	slide, front t	Kids colliding on slide, Falling while running, Stubbed toes, Dislocated shoulder from standing on slide, front teeth knocked out due to standing on slide, head injury from falling over.
TANK Inagement								
Staff are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if or hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff	ntal & weather condi at risk. Staff specifi	tions prior to and throughou cally have the authority to	t the activity, halt the act	dynamically ivity at any	assessing t	ne hazards a	ere is a ris	Staff are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff
Hazard	Manag	Management Strategy						
Drowning	Staff ard enforce each pe	Staff are to clearly brief clients on what is and is not permissible whe enforce safe behaviour. Staff to ensure no whirlpools or bombs pool each person exits the slide	and is not permi	issible when us ombs pool is to	ing the warm po	ool & hydro slid baking' only. St	e. Staff to supo aff to ensure o	Staff are to clearly brief clients on what is and is not permissible when using the warm pool & hydro slide. Staff to supervise client behaviour throughout the activity & enforce safe behaviour. Staff to ensure no whirlpools or bombs pool is to be used for 'soaking' only. Staff to ensure only one person at a time on the hydro slide &that each person exits the slide
Slips, Trips & Falls	One p	One person on the slide at a time, exit slide immediately and walk up path NOT SLIDE	exit slide im	mediately ar	nd walk up pa	ath NOT SLI	DE	
Missing child under water	No wh	No whirlpools in the warm pool, Ensure all children u	nsure all ch	ildren unde	r the age of	8 years old	are active	nder the age of 8 years old are actively supervised when in pool area
Sunburn, Heatstroke	Staff to	Staff to ensure that clients make use of shaded areas periodically and an participants to apply sunscreen. Staff to rotate off the activity periodically.	ise of shaded taff to rotate	d areas perio	odically and a	are aware of	availabilty o	Staff to ensure that clients make use of shaded areas periodically and are aware of availabilty of water on site. Staff to remind all participants to apply sunscreen. Staff to rotate off the activity periodically.
Approved by Blair Anderson	lerson date	e 01.09.2022 (V2.0)	Review in	1 year	from date of approval	approval	Signed	Col Andrews

6/10/10	Signed	from date of approval	1 year	Review in	01.09.2022 (V2.0)	date	Blair Anderson		Approved by
		with clear signalling (refer to stations map)		r before clients s	Supervise landing area - ensure it is clear before clients start sliding.	Supervise lar		æ	Landing zone
		on other activities.		soley on slide s	Ensure that supervising adult is focussed soley on slide safety & not	Ensure that s			Distractions
		,w	lear of landing zone	er traffic is well c	When slide is in operation ensure all water traffic is well clear of land	When slide is			Water traffic
wnstream ladder for mat sliders.	ak & use the do	tide is strong outgoing, avoid using the kayak & use the downstream ladder for mat sliders.		exit from the wa	Be aware of tide direction relating to safe exit from the water, ie if the	Be aware of t			Tide / current
/ailabilty of water on site. Staff to	are aware of av	that clients make use of shaded areas and are aware of availabilty of water on site. Staff to	iff to ensure that cliv	ing clothing. Sta	Clients briefed to wear a hat & skin covering clothing. Staff to ensure rotate off the activity periodically	Clients briefe rotate off the		ıtstroke	Sunburn, Heatstroke
	3	conduct swim test with children.		to swim to ente	Instruct all clients that they must be able to swim to enter the water,	Instruct all cli			Drowning
	activity	Staff are to ensure that all clients in a kayak are wearing a correctly fitted buoyancy aid before commencing the activity	a correctly fitted but	/ak are wearing	nsure that all clients in a kay	Staff are to e			Drowning
	pecified)	(Minimising strategies unless otherwise specified)	(Minimising		Management Strategy	Managem	(Potential	rm in bold)	for serious harm in bold)
cancelling the activity if	modifying or er there is a	Staff are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or	ivity, dynamicall halt the activit	ghout the acti	ions prior to and throus	veather condit at risk. Staff	onmental & v clients & staff	to assess Envir	Staff are changes in h
								gement	Service lanagement
eleaning back in the kayak, own hill into reception area.	injuries from le & falling de	Clients colliding with swimmers in the water, Sprains from holding on to mat when entering water, Back injuries from leaning back in the kayak, cuts & scrapes to hands from holding on to the sides of the slide. Kayak pushed over the back of the slide & falling down hill into reception area.	าolding on to ma slide. Kayak pu	prains from he sides of the	immers in the water, S from holding on to the	lliding with swapes to hands	Clients co	Previous Incidents:	Previous
rgency management plan in	System emer	Use radio to summon help in the first instance, provide first aid as needed.Refer to Safety Management System emergency management plan in the event of a major emergency	irst aid as needed.Refer to Safet the event of a major emergency	provide first the	lp in the first instance,	to summon he	Use radio t	Emergency Response:	Emergenc
for younger children, 8yrs & bouyancy aids correctly ote sun safe behavior	uddy system d by an adult ∍ park, promo	Swim test for all children, buddy system for younger children, 8yrs under, actively supervised by an adult, bouyancy aids correctly fitted,no running in the park, promote sun safe behavior	Specific Policies:	Specifi	Client equipment: Slide kayak or mat, Bouyancy aid. Instructor equipment: rescue tube, radio	ipment: Slide kay	Client equ	Equipment:	Equi
less level	Good swimming & fitness level	Good swi	Client competencies:	Client co	Adventure Park training syllabus, staff competency & SOP's	Park training syllab SOP's		Other resources and notes:	Other resour
rd & spine board training, ncies, competency sign off	aid, Life gua	16yrs or older, Current 1st aid, Life guard & spine board training, Knowledge of SMS, policies & competencies, competency sign off	requirements:	Instructor requirem	A	N/A		Entry & Egress - Access Permission Required?	Entry & Eg Permissio
Yes	Toilets:	Yes	Water:	*	at since	rayar & mat silue		Activity Description.	Activity .
re Park	Waimarino Adventure Park	Waimar	Location/Trip:	Locat		Kayat 9 N		Description.	Activity [
		arino	Activity Management Plan - Waimarino	nagement	Activity Mar			:	

		Activity N	Activity Management Plan	∃ : 1.	Waimarino	ō		
			Loca	Location/Trip:		Low Rop	es Course /	Low Ropes Course / Waimarino Adventure Park
Activity Description:	Low	Low ropes Course	Water:		Yes		Toilets:	Yes
Accord Dormicaion			Inst	Instructor requirements:	irements:	16yrs or ol Knowledge	der,Current of SMS,poli	16yrs or older, Current 1st aid, Life guard & spine board training, Knowledge of SMS, policies & competencies, competency sign off
Required?		N/A	0	Client competencies:	etencies:		Moderate	Moderate level of fitness and mobility
Other resources and notes:	Refer to Staf	Refer to Staff training syllabus, staff competency & SOP's	Specific	Specific Policies:	Weight res	triction appli	s (for use b	Weight restriction applies (for use by customers < 90kg), explain/domonstrate 'spotting' technique, promote sun smart behaviour
Equipment:			Client:	Appropriate	clothing, Ir	Client: Appropriate clothing, Instructor: radio	ō	
Emergency Response:	Use radio to sum	Use radio to summon help in the first instance, provide first aid as needed. Refer to Safety Management System emergency management plan in the event of a major emergency	, provide first	t aid as need event of a	aid as needed. Refer to Safe event of a major emergency	o Safety Mar gency	agement Sy	stem emergency mar
Previous Incidents:		Broken arm, kid fell off top of cargo net on to ground, bumps and bruises from slipping off elements	off top of carg	o net on to	ground, burr	າps and bruis	es from slip	ping off elements
Staff Client Ratios	One per	One person on any obstacle at a time, one person waiting on any platform at a time, one member of staff or school staff supervising	, one person	waiting on	any platform	at a time, o	ne member	of staff or school staff
- Inagement								
Staff are to assess Environmer clients &	tal & weather conditi	Staff are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff	activity, dynar o halt the acti	nically asses	sing the haza	rds and modi	ying or cance is a risk of h	lling the activity if changarm to clients or staff
Hazard	Man	Management Strategy						
Overloading	follov	follow policies listed above						
Falling off activities	Brie	Brief clients on currect spotting techniques	echniques					
Sunburn, Heatstroke	Client the ac	Clients briefed to wear a hat & skin covering clothing. Staff to ensure the activity periodically	ing clothing. Sta		ıt clients make	use of shaded	areas and are	that clients make use of shaded areas and are aware of availabilty of water on site. Staff to rotate off
Wasp & Bee stings (anaphylaxis)		Clients informed to bring epl-pen or adrenaline with them to activity if they have a severe allergy to wasp or bee stings. Staff to monitor the presence of wasps or bees in the vicinity of the climbing wall, & to halt activity & inform the operations manager so that nests can be removed. Weekly inspection of known nest sites at top of climbing wall during the summer season.	naline with them activity & inform	to activity if the	y have a seve manager so th	re allergy to wa	sp or bee stings removed. We	they have a severe allergy to wasp or bee stings. Staff to monitor the presence of wasps or bees in ons manager so that nests can be removed. Weekly inspection of known nest sites at top of climbing
	Blair Anderson d	date 01.09.2022 (V2.0)	Review in	1 vear	from data of annual			

Ap	- III			*	(0	<			Co F		Safet				Ot.	Acc			
Approved by	Entrapment	Landing on the bl	Floating debris	Kayaks, water craft & swimmers	Slippery water ladders	Water surface	Double Jumpers	Drowning & Impact injury	Hazard for serious harm in bold)	Guide/s are to asse	Safety Management	Previous Incidents:	Emergency Response:	Equipment:	Other resources and notes:	Access Permission Required?	Activity Description:		
Blair Anderson		blob		& swimmers	ers			ct injury	bold) (Potential	ss Environmental & put clients & staff a						Required?	tion:		
date	Monitor client	Brief clients to	Paddle aroun	Instructor is to	Caution client	Minimise imp	Ensure client	Instructors		weather conditions p		ck Injuries due to wel	radio to summon h	nt: Impact vest bouyancy aid, Helmet w protection. Staff: bouyancy aid, radio	to Staff training syllabu SOP's	N/A	The Blob		
01.09.2022 (V2.0)	s on the blob to ensure tha	o land "on their bum not the	d the blob & dislodge and	Instructor is to ensure that landing area is clear prior to blobbing taking place	Caution clients prior to blobbing.	Minimise impact by ensuring there isnt a large weight difference brief clients to try and break the water surface with limbs rather	Ensure clients are well trained to step off tower together at the have demonstated good technique on previous blobs.	Instructors to ensure that all clients using the Blob	Management Strategy	prior to and throughout tally have the authority		ight mismatch between Broken nose due to jum ins	elp in the first instance	Cllient: Impact vest bouyancy aid, Helmet with ear protection. Staff: bouyancy aid, radio	Refer to Staff training syllabus, staff competency & SOP's	Α	Blob	ACTIVITY Man	A ALLES AND
Review in	t they do not fall off the	eir feet". Inform them th	emove any logs , sticks	is clear prior to blobbing		ı large weight difference ırface with limbs rather	ner at the		n	ne activity, dynamica to halt the activity a		jumpers & blobbers, pers colliding, Jumpe tructions, client falling	e, provide first aid a in the eve	Specific Policies:	Client competencies:	Instructor requ	Water	Activity Management Plan -	
1 year	side & slip betv	at if they get thi	or other debris	g taking place.		between blobb than torso.	same time, ensu	are wearing a	Minimising st	lly assessing t		Jumpers land ers sprained/bi g between the	first aid as needed. Refer to Safe in the event of a major emergency	licies:	tencies:	irements:	.:	waimarino Trin:	
from date of approval	Monitor clients on the blob to ensure that they do not fall off the side & slip between the blob & the stabilising floats	Brief clients to land "on their bum not their feet". Inform them that if they get this wrong twice they will not be allowed to continue.	Paddle around the blob & dislodge and remove any logs , sticks or other debris. Keep a lookout for debris floating towards the blob at all times during operation.			Minimise impact by ensuring there isnt a large weight difference between blobber & jumper. Ensure clients wear impact vest B.A's & helmets with ear protection, brief clients to try and break the water surface with limbs rather than torso.	same time, ensure that weight restrictions are observed. Only allow double blobbing for clients who	are wearing a correctly fitting buoyancy aid & helmet	(Minimising strategies unless otherwise specified)	Guide/s are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff		Back Injuries due to weight mismatch between jumpers & blobbers, Jumpers landing on each other due to poor technique & failure to follow instructions, Slipping on Blob tower, Broken nose due to jumpers colliding, Jumpers sprained/broken joints from poor landings due to poor technique & failure to follow instructions, client falling between the blob & the stabilising float	Ę.	Jumping technique explained & demonstrated to clients before jumping, x2 jumps with wrong technique disqualifies client, bouyancy aids & helments correctly fitted. Promote sun safe behaviour, watch for client falling between blob & stabiliser, monitor activity on upstream side of UFO	Good swi	16yrs or older, Current 1st aid, Life guard & spine board training, Knowledge of SMS, policies & competencies, competency sign off	Yes		
Signed	ats	wed to continue.	g towards the blob at al			impact vest B.A's & he	served. Only allow dout	aid & helmet	specified)	cancelling the activity of harm to clients of		technique & failure t s due to poor technic	t System emergen	explained & demonstrated to clients befon disqualifies client, bouyancy aids & heirr behaviour, watch for client falling betweer monitor activity on upstream side of UFO	Good swimming & fitness level	t aid, Life guard & sp s & competencies, c	Toilets: Yes	ripo Adventuro Dor	
Shappen and the state of the st			Il times during operation.			lmets with ear protection,	le blobbing for clients who			y if changes in hazards		o follow instructions, tue & failure to follow	cy management plan	before jumping, x2 jumps helments correctly fitted. tween blob & stabiliser, UFO	vel	ine board training, ompetency sign off			

Shipping .	Signed	from date of approval	1 year	Review in	01.09.2022 (V2.0)	date	derson	Blair Anderson	Approved by
monitor the presence of wasps or ly inspection of known nest sites at	stings. Staff to r emoved. Week!	Clients informed to bring epi-pen or adreanline with them to activity if they have a severe allergy to wasp or bee stings. Staff to monitor the presence of wasps or bees in the vicinity of the climbing wall, & to halt activity & inform the operations manager so that nests can be removed. Weekly inspection of known nest sites at top of climbing wall during the summer season.	to activity if they have inform the operation	anline with them to halt activity asson.	Clients informed to bring epi-pen or adreanline bees in the vicinity of the climbing wall, & to haltop of climbing wall during the summer season.		aphylaxis)	Bee stings (anaphylaxis)	Wasp & Be
are briefed to keep their hands	moved. Clients	taff to ensure loose clothing is secured or removed. Clients are briefed to keep their hands	der a hat. Staff to en	or controlled un	Staff to ensure any long hair is tied back or controlled under a hat. S clear of potential pinch points	Staff to ensur clear of poter		gentrapment	Hair & clothing entrapment
vailabilty of water on site. Staff to	are aware of av	that clients make use of shaded areas and are aware of availabilty of water on site. Staff to	aff to ensure that clie	ring clothing. Տե	Clients briefed to wear a hat & skin covering clothing. Staff to ensure rotate off the activity periodically	Clients briefe rotate off the		tstroke	Sunburn, Heatstroke
to tighten loose holds.	ls kept on hand	inspection of climbing wall before use. Tools kept on hand to tighten loose holds	e-use visual inspection	limbing wall. Pr	Regular inspection and maintenance of climbing wall. Pre-use visual	Regular inspe		slip	Uncontrolled slip
ellhood of an uncontrolled descent.	reduce the like	Staff to be trained & assessed as competent belayers before working with clients. Use of GriGri belay devices to reduce the likelihood of an uncontrolled descent. Client belayers to be closely supervised & backed up until they have proven competence.	fore working with clivil they have proven c	tent belayers be backed up unt	Staff to be trained & assessed as competent belayers before working Client belayers to be closely supervised & backed up until they have	Staff to be tra		deight	Fall From Height
s must be correctly fitted.	d. All hamesses	All climbing equipment must be CE rated. All climbing equipment must be fit for purpose and properly maintained. All hamesses must be correctly fitted.	uipment must be fit	l. All climbing ec	quipment must be CE rated	All climbing e		eight	Fall from height
	e specified)	(Minimising strategies unless otherwise specified)	(Minimisin		MITIGATING MEASURES	MITIGATIF	(Potential	rm in bold)	for serious harm in bold)
tivity if changes in hazards will	ncelling the act	Staff are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff	ically assessing the	ctivity, dynami halt the activi	s Environmental & weather conditions prior to and throughout the activity, dynamically asses put clients & staff at risk. Staff specifically have the authority to halt the activity at any t	onditions prior	al & weather co	sess Environment put clients & s	Staff are to assess Env
								romont.	THE PERSON OF TH
		Hair trapped in GriGri, losing haul cord, sprained knee	n GriGri, losing h	air trapped ir	I			Previous Incidents:	Previous
anagement plan in the event of	mergency ma	Refer to Safety Management System emergency management plan in the event of or emergency		vide first aid a	Use radio to summon help in the first instance, provide first aid as needed.	summon help	Use radio to	Emergency Response:	Emergenc
Staff are to check correct fitting of harnesses, attachment to rope end, correct setup of anchor system & GriGri, instruct & monitor client belayers, complete gear check & fill out logs, promote sun safe behaviour	t fitting of harne chor system & () gear check & safe behaviour	Staff are to check correct end, correct setup of anch client belayers, complete s	Specific Policies:		Rope, GriGri, 2 x steel screwgates (rope end) 2 x steel screwgates & Sling (ground anchor) 1 x snaplink & short sling (staff attachment), 2 x prussiks, Harnesses for staff & clients, Radio	i, 2 x steel screwgates Sling (ground anchor chment), 2 x prussiks clients, Radio	Rope, GriGri screwgates & sling (staff atta	Equipment:	Equi
					group size – 8 clients per instructor Minimum 1 staff member supervising 2 ropes.	Maximum group size – 8 clients per instructor Belaying – Minimum 1 staff member supervis	Maximum grou Belaying – Min	Ratios	Staff /Client Ratios
ss & ability.	Moderate level of fitness & ability.	Moderate	Client competencies:	Client co	Refer to Top rope climbing & Adventure park SOP's	p rope climbing	Refer to To	Other resources and notes:	Other resour
vledge of SMS,policies &	er,Current 1st aid, Knowledge of SN competencies, competency sign off	16yrs or older,Current 1st aid, Knowledge of SMS,policies competency sign off	Instructor requirements:	Instructor	A	N/A		Entry & Egress - Access Permission Required?	Entry & Eg Permissio
The rock wall Waimarino Adventure Park	Waimarino A Toilets:	The rock wall Yes	Location/Trip: Water:	Loca	Top rope climbing - (artificial wall)	rope climbing	Торг	Activity Description:	Activity [
		arino	Activity Management Plan - Waimarino	nagement	Activity Mar				

W. Kalendar	Signed	from date of approval	1 year	Review in	01.09.2022 (V2.0)	date	Blair Anderson	Blair	Approved by
	ls & staff	to provide Sunscreen and water bottles for all clients & staff		ng clothing, Gui	Clients briefed to wear a hat & skin covering clothing, Guides	Clients briefer		atstroke	Sunburn, heatstroke
	ide of the Waka	to brief clients not to 'dangle' their limbs over the side of the Waka	Staff to brief clients	iting the waka. 5	Guides to help clients when entering & exiting the waka. Staff		Entry & exit of Waka, Limb entrapment	of Waka, Lim	Entry & exit
		Ensure a full and detailed weather assessment is made prior to the trip - metvuw, Wairoa river flow guage.	rior to the trip - met	ment is made p	and detailed weather assess	Ensure a full a			Floods
		ite clearance to known hazards	equate clearance to	& to ensure ad	Guides to follow maritime navigation rules & to ensure adequa	Guides to folk			Collision
with Operations Manager if	orces & confirm	Guides to ensure that the weather is within the clients capabilities prior to departure, refer to several weather souorces & confirm with Operations Manager if marginal.	pabilities prior to de	n the clients cap	sure that the weather is within	Guides to ens marginal.			Wind
			ng bouyancy aids	ng correctly fittir	Guides to ensure that all clients are wearing correctly fitting bouyancy aids	Guides to ens			Drowning
	pecified)	(Minimising strategies unless otherwise specified)	(Minimising		Management Strategy	Managem	(Potential	arm in bold)	Co Hazard de for serious harm in bold)
activity if changes in hazards ents or staff	cancelling the of harm to cli	Guide/s are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff	amically assessin	activity, dyna halt the activ	ssess Environmental & weather conditions prior to and throughout the activity, dynamic will put clients & staff at risk. Staff specifically have the authority to halt the activity	her conditions p	onmental & weat ts & staff at risk.	will put clien	Guide/s are to
								ient	Sallety Management
		20 clients (depending on which waka)		2 instructors to 15 or	2 ins			Staff Client Ratios	Staff CI
			None					ncidents:	Previous Incidents:
	.s & grid refs	Carry Client - guide incapacitated flow chart. Refer to tour maps for contact No.s & grid refs	flow chart. Refe	ncapacitated	Carry Client - guide ir			Response:	Emergency Response:
emonstrate correct entry & safe behaviour	∋ctly fitted, de γromote sun	Ensure bouyancy aids correctly fitted, demonstrate correct entry & exit technique, promote sun safe behaviour	c Policies:	Specific P	Waka with paddles, bouyancy aids, Guide specific: Bouyancy aid with knife, throw bag (50m), whistle, 1st aid kit, 1 other means of communication, spare paddles, Tour map	h paddles, bouyand d with knife, throw leans of communion	Waka wit Bouyancy ali kit, 1 other m	ment:	Equipment:
of fitness	Suitable for all levels of fitness	Suitable f	Client competencies:	Client co	Big Kanu/Te Waka SOP & Competency documents, SLMKT, SLRKT & WRT tour docs	I/Te Waka SOP & Competency do SLMKT, SLRKT & WRT tour docs		es and notes	Other resources and notes:
& over, Current first aid, Te /aimarino SMS, policies & igned off, P licence (as to drive & tow	cond 16yrs and wiwdge of Womentency single-	Lead guide 18yrs & over, second 16yrs & over, Current first aid, To Waka rescue training, Knowlwdge of Waimarino SMS, policies & competencies, Waka competency signed off, P licence (as required), assessed as sefe to drive & tow	Instructor requirements:	Instructor	_	No		ss - Access Required?	Entry & Egress - Access Permission Required?
calm waterway Yes - at Waimarino	& any other c։ Toilets: Y	Wairoa River & any other calm waterway Yes - at Waimarino Toilets: Yes - at Waima	ation/Trip: Water:	Location Wate	Te Waka	Big Kanu/Te Waka		scription:	Activity Description:
		ino	lan - Waimarino	gement Pi	Activity Management Plan				

Approved by B	Entrapment	Collision	Slips, trips & falls	High Winds	Sunburn, heatstroke	Hypothermia	Drowning	Hazard (Potential for serious harm in bold)	Guide/s are to assess En will put c	Staff client Ratios	Previous Incidents:	Emergency Response:	Equipment:	Other resources and notes:	Access Permission Required?	Activity Description:		
Blair Anderson								rm in bold)	vironmental & weather lients & staff at risk. St				Instructor: B.A kit, Paddle fl waterproof c					
date	Guides to ensu	Clients briefed adequate clear	Guides to mon exiting kayaks	In strong winds	Clients briefed throughout the	Provide clients Staff to superv	Clients to wear	MITIGATIN	conditions praff specifical		ze - (Top heav	guide incapac 4860 SI	. with knife, whis loat, pump, head ase, 1 other form	o Staff training syllabu competency & SOP's	ın by Tga City C 21 376 202 / 07 se Otaramarae	ter Kayaking RT, Te Waka, I		
01.09.2022 (V2.0)	Guides to ensure that clients practice spraydeck release before active conduct the activity in a manner that will minimise the risk of capsize	Clients briefed to stay with the group at al adequate clearance to known hazards.	Guides to monitor the state of launching & exit points clearing debris exiting kayaks as the ground may be slippery. Guides to place kayak	s hug the bays close to sho	Clients briefed to wear a hat & skin covering clothing Guides to provide Sunsithroughout the activity. Guides to make use of natural shade where available.	Provide clients with suitable clothing and gear for the con- Staff to supervise client behaviour throughout the activity.	Clients to wear correctly fitting buoyancy a behaviour throughout the activity.	MITIGATING MEASURES	ssess Environmental & weather conditions prior to and throughout the activity, dynamically aswill put clients & staff at risk. Staff specifically have the authority to halt the activity at any	ē.	y, lack of instruction, we	incapacitated flow chart & Refer to SOP. Nearest AED's 4860 SLMKT - Lake McLaren Park Information centre, D	Instructor: B.A. with knife, whistle & tow line, 1st aid kit, Paddle float, pump, head torch,cell phone in waterproof case, 1 other form of communication. Tour map	Refer to Staff training syllabus, staff competency & SOP's	SLMKT - Park run by Tga City Council. Park Ranger - Chris Barker - 021 376 202 / 07 543 3382 SLRKT - Only use Otaramarae boat ramp to launch at lake Rotoiti	Open Water Kayaking - Daytime (SLRKT, SLMKT, WRT, Te Waka, Recreational Kayaks)		Activity Management Plan - W
Review in	aydeck release by	times. Guides to	ເ exit points clear ery. Guides to pl	re, Winds gusting	ng clothing Guide	gear for the condi	aids at all times w		activity, dynar		ather condition pools as the	r to SOP. Near ark Information	Specific	Client competenc	Instructor r	Wa	Locati	agement P
1 year	efore activity begi	monitor group &	ing debris & remo	over 20Kts are	es to provide Sun de where availabl	tions. Clients to k	hen on the water	(Minimi	nically assessir	1:10	s), leaky boats, e minerals can	est AED's - SLI centre, Dial 07	Specific Policies:	npetencies:	Instructor requirements:	Water:	Location/Trip:	
from date of approval	Guides to ensure that clients practice spraydeck release before activity begins. Guides to be proficient in rescue techniques for capsized kayaks. Guides to conduct the activity in a manner that will minimise the risk of capsize	Clients briefed to stay with the group at all times. Guides to monitor group & ensure adequate clearance from other water craft. Guides to ensure that groups give adequate clearance to known hazards.	Guides to monitor the state of launching & exit points clearing debris & removing bird waste as necessary. Clients briefed to take special care when entering & exiting kayaks as the ground may be slippery. Guides to place kayaks on shore away from slippery areas.	In strong winds hug the bays close to shore, Winds gusting over 20Kts are considered too strong for this tour.	Clients briefed to wear a hat & skin covering clothing Guides to provide Sunscreen (&water bottles on SLRKT) for all clients & staff to supervise client behaviour throughout the activity. Guides to make use of natural shade where available.	Provide clients with sultable clothing and gear for the conditions. Clients to kayak in very stable double sea kayaks Staff to supervise client behaviour throughout the activity.	Clients to wear correctly fitting buoyancy aids at all times when on the water, Clients to kayak in very stable double sea kayaks, Staff to supervise client behaviour throughout the activity.	(Minimising strategies unless otherwise specified)	Guide/s are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff		Clients capsize - (Top heavy, lack of instruction, weather conditions), leaky boats, rudder failure, fatigued clients, Inform clients to remove jewellery at the hot	Carry Client - guide incapacitated flow chart & Refer to SOP. Nearest AED's - SLRKT West Rotoiti Fire station Dial 111, Lake rotoiti holiday park, Dial 07 362 4860 SLMKT - Lake McLaren Park Information centre, Dial 07 577 7000. Refer to tour map for contact No.s & grid refs.	Ensure clients have suital bouyancy aids are correctly fit used), weather has been ches	Moderate le		Yes: Waimarino, Visitor centre, & hot pools	Wairoa river (lower se	aimarino
Signed	techniques for	her water craft.	its briefed to tak		or all clients & s	aks	ıble sea kayaks	ise specified	cancelling the		Inform clients	al 111, Lake r r contact No.s	able clothing for t itted,spraydeck n ecked, client decl smart behaviour	vel of fitness	second16 yr & competen ed), Assesse	Toilets:	ction), Lake	
Share	capsized kayaks. Guides to	Guides to ensure that groups give	ke special care when entering &		staff to supervise client behaviour		s, Staff to supervise client	9	e activity if changes in hazards llents or staff		to remove jewellery at the hot	rotoiti holiday park, Dial 07 362 & grid refs.	Ensure clients have suitable clothing for the prevailing conditions, bouyancy aids are correctly fitted, spraydeck release has been practised (if used), weather has been checked, client declaration signed, promote sun smart behaviour	Moderate level of fitness and mobility	Lead guide 18yrs & over, second16 yrs & over, Current first aid, Knowledge of SMS,policies & competencies, competency sign off, P endorsement (as required), Assessed as safe to drive & tow	Yes: Waimarino, Visitor centre, Otaramarae carpark & hot pools	Wairoa river (lower section), Lake McLaren, Lake Rotoiti,	

from date of approval Signed	Review in 1 year	date 01.09.2022 (V2.0) F		Approved by Blair Anderson
Maximise night vision by not using white light, use head torches for crossing powerstation outflow, use lamp at van for loading. Rotoiti kayaks to have white lights fitted	it, use head torches for crossing	imise night vision by not using white ligh	Maxii fitted	Darkness
Guides to ensure that clients practice spraydeck release before activity begins. Guides to be proficient in rescue techniques for capsized kayaks. Guides to conduct the activity in a manner that will minimise the risk of capsize.	deck release before activity beging imise the risk of capsize.	Guides to ensure that clients practice spraydeck release before activic conduct the activity in a manner that will minimise the risk of capsize.	Gui	Entrapment
group & ensure adequate clearance from other water craft. Guides to ensure that groups give	mes. Guides to monitor group &	Clients briefed to stay with the group at all times. Guides to monitor adequate clearance to known hazards.	Clie	Collision
Guides to monitor the state of launching & exit points clearing debris & removing bird waste as necessary. Clients briefed to take special care when entering & exiting kayaks as the ground may be slippery. Guides to place kayaks on shore away from slippery areas.	xit points clearing debris & remo y. Guides to place kayaks on sh	Guides to monitor the state of launching & exit points clearing debri exiting kayaks as the ground may be slippery. Guides to place kaya	Gui	Slips, trips & falls
ients to kayak in very stable double sea kayaks.	ditions. Cl	Provide clients with suitable clothing and gear for the conditions. Cl Staff to supervise client behaviour throughout the activity	Pro Sta	Hypothermia
Clients to wear correctly fitting buoyancy aids at all times when on the water, Clients to kayak in very stable double sea kayaks, Staff to supervise client behaviour throughout the activity.	s at all times when on the water	Clients to wear correctly fitting buoyancy aid behaviour throughout the activity.	Clie beh	Drowning
(Minimising strategies unless otherwise specified)	(Minimising	Management Strategy	(Potential Ma	Hazard for serious harm in bold)
Guide/s are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff	activity, dynamically assessin	ditions prior to and throughout the appecifically have the authority to h	ental & weather constaff at risk. Staff	de/s are to assess Environme will put clients &
	1:7			Staff Client Ratios
Distress caused by darkness & confined space in canyon. Clients ending up the power station.		Guide capsize, Clients capsize (leaning on a rock that wasn't there), in front of	Guide capsize, C	Previous Incidents:
pacitated flow chart & Refer to SOP. Nearest AED's - SLRKT West Rotoiti Fire station Dial 111, Lake rotoiti holiday SLMKT - Lake McLaren Park Information centre, Dial 07 577 7000. Refer to tour map for contact No.s & grid refs.	SOP.	Client - guide incapacitated flow chart & Refer to Dial 07 362 4860 SLMKT - Lake McLaren Park	Carry Client - guide inca park, Dial 07 362 4860	Emergency Response:
Ensure clients have suitable clothing for the prevailing conditions, torches are issued, bouyancy aids are correctly fitted, spraydeck release has been practised (if used), weather has been checked, client declaration signed	Specific Policies:	Instructor: B.A. with knife, whistle & tow line, 1st aid kit, Paddle float, pump, head torch, cell phone in waterproof case 1 other form of communication. Tour map	Instructor: B.A. wikit, Paddle float, waterproof case	Equipment:
Moderate level of fitness and mobility	Client competencies:	Refer to Staff training syllabus, staff competency & SOP's	Refer to Staff train	Other resources and notes:
Lead guide 18yrs & over, second16 yrs & over, Current first aid, Instructor requirements: Knowledge of SMS,policies & competencies, competency sign off, P endorsement (as required), Assessed as safe to drive & tow	nstructor requirements:	ark Ranger - at lake Rotoiti	SLMKT - Park run by Tga City Council. Pa Chris Barker - 021 376 202 / 07 543 3382 SLRKT - Otaramarae boat ramp to launch	Access Permission Required?
Yes Waimarino, Visitor centre, & hot pools Toilets: Yes Waimarino, Visitor centre, Otaramarae carpark	Water:	Open Water kayaking Night-time SLRKT, SLMKT, Waka	Open Water k	Activity Description:
Lake McLaren / Glow Worm tour/SLRKT				
arino	Activity Management Plan - Waimarino	Activity Mana		

from date of approval Signed	1 year	Review in	01.09.2022 (V2.0)	date	derson	Blair Anderson	Approved by
group, head count made after each obstacle.	at rear of group, hear	tructor or adults	Lead instructor to keep in contact with instructor or adults at rear of	Lead instruct			Separation
Don't spend too much time in the shade, be aware of your exits at all times - see activity map for emergency exits.	r exits at all times - se	be aware of you	loo much time in the shade, I	Don't spend t		nment	Canyon environment
Ensure all participants are aware of different terrain and appropriate ways of dealing with them to avoid falling over, check suitability of footwear.	ppropriate ways of de	ent terrain and a	rticipants are aware of different	Ensure all pa	:	ces	Slippery surfaces
Lead instructor is to ensure that the pre-trip checklist is completed & signed off, including a full weather and rainfal assessment - river levels go to: http://monitoring.boprc.govt.nz/MonitoredSites/cgi-bin/hydwebserver.cgi/points/details?point=698 Trip not to be run on release dates or if levels are above 700mm (see attachment and google calender for flow dates)	ompleted & signed off webserver.cgi/points/	ip checklist is co Sites/cgi-bin/hyd if levels are abo	Lead instructor is to ensure that the pre-trip checklist is completed & signed off, including a full whitp://monitoring.boprc.govt.nz/MonitoredSites/cgi-bin/hydwebserver.cgi/points/details?point=698 Trip not to be run on release dates or if levels are above 700mm (see attachment and go	Lead instruct http://monitor			Floods
adequate appropriate clothing, carry extra warm clothing.		participants are	Keep group moving and active, ensure all participants are wearing	Keep group n		ent	Cold environment
a correctly fitting buoyancy aid & helmet.	correctly fitting bu	re wearing a	Guides to ensure that all clients are wearing	Guides to		pact injury	Drowning & Impact injury
(Minimising strategies unless otherwise specified)	(Minimising st		Management Strategy	Managem	(Potential	m in bold)	for serious harm in bold)
Guide/s are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff	mically assessing i	e activity, dyna halt the activ	orior to and throughout the ally have the authority to	er conditions p	ental & weath	assess Environm will put clients &	Guide/s are to
						ement	* inagement
1:10, minimum of 2 Waimarino instructors per group	n of 2 Waimarino	:10, minimum	1			Staff Client Ratios	Staff Cili
Burst eardrum from flip off rock, Cold clients due to inappropriate gear/slow trips/cold weather, Bumps & scraches from slippery surfaces.	oropriate gear/slo	due to inapp	lip off rock, Cold clients	rdrum from f	Burst ea	Previous Incidents:	Previous
Carry Client - guide incapacitated flow chart & Refer to SOP. Nearest AED's - Lake McLaren Park Information centre, Dial 07 577 7000. Refer to tour map for contact No.s & grid refs.	nap for contact N	Refer to SOP. Near to tour map for	apacitated flow chart &	nt - guide inca	Carry Clier	Emergency Response:	Emergency
Check the day before trip to make sure there will be no dam release. Call 0800 878787 & press 1. Cancel or rearrange trip if a release is planned for the next day.	Specific Policies:	Specifi	Client: Helmet, wetsuit (shorts over top), poly pro's, Buoyancy Aids. Instructor: Backpack, 1st aid kit, Throw bag, B.A with knife & whistle, Cell ph (waterproof), Warm clothing, High energy snacks, thermos with hot drink	net, wetsuit (shads. Instructor: Bds. Instructor: Bknife & whistle, gh energy snacl	Client: Helr Buoyancy Air bag, B.A with clothing, Hi	Equipment:	Equi
Good swimming & fitness level	Client competencies:	Client co	http://www.watersafety.org.nz/resources-and-safety-tips/safety-info-tips/rivers/safety-and-hydrology/be-river-safe-toolbox/	watersafety. /safety-info-t	http://www safety-tips hydi	Other resources and notes:	Other resour
	ments:	Instructor require	Call Jeanette Miller for Land access to mid-way point 1549 SH29 - ph: 07 543 1092 / 021 767 759	tte Miller for L SH29 - ph: 07	Call Jeane point 1549 (Access Permission Required?	Access F
Upper Wairoa River (Rollercoaster to McLarens falls) & Poripori Rd area Carry water bottles Toilets: Long drop, Mclarens falls	Location/Trip: L		Waimarino River Safety Programme - (River Hop)	River Safety I Hop)	Waimarino	Activity Description:	Activity D
rino	Plan - Waimarino	agement l	Activity Management Plan -				

			Activity Man	Management Plan	lan - Waimarino	rino		
Activity Description:	Wairoa River To	ur - kayaking ir	Wairoa River Tour - kayaking in recreational kayaks and	Locati	rip	Lower Wairoa River (Omanawa stream)	River (Omana	awa stream)
Total Property	sea kayal	ks, day trip duri	sea kayaks, day trip during daylight hours.	Wa	Water:	Must be carried	Toilets: At	At Waimarino only
Entry & Egress - Access Permission Required?	On the left past around the come	t Belk Rd (SH29). The n r Just past the Omanaw No permission required	On the left past Belk Rd (SH29). The meeting point is around the comer Just past the Omanawa stream bridge. No permission required	Instructor r	Instructor requirements:	Sea kayak 1, Skoanz or relevant experience, Guide 16 years or over, Current 1st aid, Knowledge of Waimarino SMS, policies & competencies, Signed off as competent to lead WRT, P licence (as required), Assessed as safe to drive & tow	levant experi wledge of Wa competent to ssed as safe t	ence, Guide 16 years or imarino SMS, policies & lead WRT, P licence (as o drive & tow
Other resources and notes:	See maps & tidal https://monitorbin/hydweb	charts on staff ing.boprc.govt. server.cgl/point	See maps & tidal charts on staff notice board river flows - https://monitoring.boprc.govt.nz/MonitoredSites/cgi-bin/hydwebserver.cgi/points/details?point=698	Client competenc	npetencies:	Good level of fitness, listened to & understood full pre-trip briefing	ed to & under	stood full pre-trip briefing
Equipment:	Kayak & paddle Paddle float, Split for weather, Gan decks & paddle	ss, Cell phone in paddle, Bilge propaddle, Bilge propaddl	Kayak & paddles, Cell phone in waterproof case, B.A. Paddle float, Split paddle, Bilge pump, Appropriate clothing for weather, Games equipment for school groups, Spray decks & paddle jackets only in wet & cold weather. Tour map	Specific	Specific Policies:	Before departure ensure full padle briefing given, bouyancy aids correctly fitted, clients are aware of emergency contact info on tour map & methods of contacting Waimarino, promote sun safe behaviour, check all elements on the WRT checklist are packed	all padle briefi ware of emerg cting Waimar	ng given, bouyancy aids yency contact info on tour ino, promote sun safe RT checklist are packed
Emergency Response:			Carry client 'incapacitated guide' card,	pacitated guid		refer to tour map for contact no's & grid refs	grid refs.	
Previous incidents:			Capsize at pontoor	ו when exiting	, Waiting at en	Capsize at pontoon when exiting, Waiting at end of trip for assisstance, fatigued clients	ued clients	
Staff Client Ratios				_	1:10 for guided to	uided tours only		
- Inagement								
Guide/s are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff	ental & weather of staff at risk. Star	conditions pri	ssess Environmental & weather conditions prior to and throughout the activity, dynamically as will put clients & staff at risk. Staff specifically have the authority to halt the activity at any	activity, dynau	nically assessing	sessing the hazards and modifying or cancelling the activity if cha	ancelling the a of harm to clie	ctivity if changes in hazards
Hazard for serious harm in bold)	(Potential	Management Strategy	nt Strategy		(Minimising s	(Minimising strategies unless otherwise specified)	oecified)	
Shallow rocks, logs & other obstacles		Guide is to posi comprehensive	Guide is to position His/herself between pacomprehensive pre-trip briefing.	articipants and h	azards where poss	Guide is to position His/herself between participants and hazards where possible. On unguided trips guides are to include avoidance & emergency advice in the comprehensive pre-trip briefing.	o include avoidan	ice & emergency advice in the
Muddy / slippery banks		ensure clients contoon at Wai	Ensure clients are aware of the slippery terrain and not to exit the rive pontoon at Waimarino, Assisst clients with entry into kayaks at put in.	errain and not to entry into kayal	exit the river (exce	Ensure clients are aware of the slippery terrain and not to exit the river (except in an emergency) until they reach the rowing club (06 838 4485) or the last pontoon at Waimarino, Assisst clients with entry into kayaks at put in.	the rowing club	(06 838 4485) or the last
Take out at Waimarino pontoon		Tour arrivals tak	ke precedence over school	group clients, e	nsure guides are k	Tour arrivals take precedence over school group clients, ensure guides are keeping an eye out for arrival of clients	S.	
Cold weather conditions		Spray decks & I	Spray decks & paddle jackets to be provided during cold weather per	led during cold w		iods, ensure clients have appropriate clothing for adverse weather conditions	g for adverse we	ather conditions.
Boats traffic		3rief clients abo	out, and inform harbour ma	ster of fast traffic	over 5 knots. (Jer	Brief clients about, and inform harbour master of fast traffic over 5 knots. (Jennifer Roberts 0800 884 880)		
Road traffic, crossing SH29		ndicate & slow	Indicate & slow down prior to crossing SH29, tap brakes & use hand	29, tap brakes &		signals if required for following traffic		
Approved by Blair Anderson	derson	date	01.09.2022 (V2.0)	Review in	1 year	from date of approval	Signed	St. Markey Street

val Signed What	from date of approval	1 year f	Review in	01.09.2022 (V2.0)	son date	Blair Anderson	Approved by
nd effect of the strong currents in the harbour, Stay clear of all harbour entrances	ffect of the strong cu		he direction,	Ensure clients are well aware of the direction, timing a	Ensure cli		Tide
W	Met service / Tauranga harbour web cam / Met Vuw	anga harbour	ervice / Taur	Recommended sources - Met s	Recomme		Weather
Guides to ensure that clients practice spraydeck release before activity begins. Guides to be proficient in rescue techniques for capsized kayaks. Guides to conduct the activity in a manner that will minimise the risk of capsize	egins. Guides to be profi	before activity b	aydeck release	Guides to ensure that clients practice spraydeck release activity in a manner that will minimise the risk of capsize	Guides to en activity in a r		Entrapment
group & ensure adequate clearance from other water craft. Guides to ensure that groups give	p & ensure adequate clea		Il times. Guides	Clients briefed to stay with the group at all times. Guides to monitor adequate clearance to known hazards	Clients briefs adequate cle		Collision
Guides to monitor the state of launching & exit points clearing debris & removing bird waste as necessary. Clients briefed to take special care when entering & exiting kayaks as the ground may be slippery. Guides to place kayaks on shore away from slippery areas.	emoving bird waste as ne	earing debris & re kayaks on shore :	& exit points cle uides to place I	Guides to monitor the state of launching & exit points clearing debris & removing bird waste as neckayaks as the ground may be slippery. Guides to place kayaks on shore away from slippery areas.	Guides to make as the	l ls	Slips, trips & falls
Clients briefed to wear a hat & skin covering clothing Guides to provide Sunscreen and water bottles for all clients & staff Staff to supervise client behaviour throughout the activity. Guides to make use of natural shade where available	unscreen and water bott	ides to provide S ilable	ing clothing Gu nade where ava	Clients briefed to wear a hat & skin covering clothing Guides t activity. Guides to make use of natural shade where available	Clients briefe activity. Guic	troke	Sunburn, heatstroke
double sea kayaks	to kayak in very stable d	nditions. Clients t	gear for the con	Provide clients with suitable clothing and gear for the conditions. Clients to kayak in very stable double sea kayaks Staff to supervise client behaviour throughout the activity	Provide clier Staff to supe		Hypothermia
Clients to wear correctly fitting buoyancy aids at all times when on the water Clients to kayak in very stable double sea kayaks Staff to supervise client behaviour throughout the activity	ater Clients to kayak in ve	s when on the wa	aids at all times	ar correctly fitting buoyancy le activity	Clients to wear correct throughout the activity	1	Drowning
				Management Strategy	Managem		Hazard
Staff are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff	assessing the haza	, dynamically tivity at any	ut the activity halt the activity	Staff are to assess Environmental & weather conditions prior to and throughout the activity, dynami hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at	ત્રી & weather condition risk. Staff specifical l	ess Environmenta clients & staff at	Staff are to assess Er hazards will put client
. 10 (0 x goude kayaks), will ill full to of guides per tout. 2 guides	o A double hayans),	וונומווט ו. וט ני	ito, Otali/Cite	willillall group size. 2 chelle, clamchell fatto		mont los	MARKANINE TO THE
Ninimum po of guidos por form 2 guidos	far away to ensure they are not pulled towards the channel.	nsure they are	ar away to e	num group size: 2 clies	Mini	nt Ratios	Staff Client Ratios
pull towards the exit channel at Anzac Bay, Bowenton & position groups sufficiently	towards the exit cha		of the out go	Sunburnt clients, blisters on hands, Be aware of the out going tides	unburnt clients, blister	Previous Incidents:	Previo
Carry client 'incapacitated guide' card, refer to tour map for contact no.s & grid refs	refer to tour map fo	d guide' card,	incapacitate	Carry client		Emergency Response:	Emergen
B.A. with knife, whistle & tow line, 2 waterproof maps, 1st aid kit, spare paddle, Paddle float, pump, repair items, led head torch, VHF radio & waterproof case, cell phone in waterproof case, spare clothing, emergency food & drink, emergency shelter.	oare paddle, Paddle are clothing, emerge	, 1st aid kit, sp roof case, sp	rproof maps, ne in waterp	istle & tow line, 2 wate aterproof case, cell pho	B.A. with knife, wh	Equipment:	
Be prepared to change plans if situation changes, keep clients & waimarino informed of any changes, err on the side of caution in descision making. Call Waimarino when 'off water' at end of tour	Be prepared to chainformed of any chain	Specific Policies:	Specifi	ing syllabus, staff y & SOP's	Refer to Staff training syllabus, staff competency & SOP's	es and notes:	Other resources and notes:
Moderate level of fitness and mobility	etencies:	Client competencies:					
Lead guide18 yrs & over, Second 16yrs & over, Current 1st aid, Knowledge of SMS, policies & competencies / local harbour knowledge, P endorsement as required & assessed as safe to drive & tow		Instructor requirements:		Access Permission Many private land owners around Harbour, stay below high tide mark	any private land owners around l below high tide mark	s Permission M	Acces
ps Toilets: Yes - At Waimarino & boat ramps	Yes - At Waimarino & boat ramps		Water:	uranga harbour	Sea kayaks in Tauranga harbour	Par Control	
Tauranga Harbour		Location/Trip:		Sea Kayak hire & Sea Kayak tours in decked	a Kayak hire & Sea	Activity Description: Se	Activity
	Waimarino	Activity Management Plan - Waimarino	Managem	Activity I			

			Activity Management Plan -	anamant F	olan - Waimarino	rino		
Activity Description:		Vahiala D		Locati			Public & private roads	ads
Activity Description.		weilige Driving	Sulfa	W	Water:	No II	Toilets: No	0
Entry & Egress - Access Permission Required?	Permission to be	requested when	Permission to be requested when required for private land access	Instructor r	Instructor requirements:	Current first aid, Knowledge of SMS,policies & competencies, valid appropriate drivers licence, P endorsement or class 1,2,3,4 (as required). Assessed as safe to drive & tow	of SMS,polic P endorsemed as safe t	cies & competencies, valid nent or class 1,2,3,4 (as to drive & tow
Other resources and notes:	Dr	Driving SOP's, NZ road code	Z road code	Client cor	Client competencies:	Passengers under 15yrs must wear a seat belt & use child/booster seat if applicable. Passengers over 15 must be advised to wear a seatbelt at all time when the vehicle is moving.	t wear a seas s over 15 m when the ve	at belt & use child/booster ust be advised to wear a hicle is moving.
Equipment:	Drivers licenc required), 1st aid Child & booste spare wheel	e, endorsement kit, motion sick er seats if requir , Incapacitated	Drivers licence, endorsement ID card, Log book (as required), 1st aid kit, motion sickness kit for long journeys Child & booster seats if required, Cargo straps, trailer spare wheel, Incapacitated driver chart in vehicle	Specific	Specific Policies:	Check the following before driving EVERY time: Boats properly tied on to roof racks & trailers, trailers properly attached to tow bar with electrics & safety chain attached, towing attachment firmly attached to trailer draw bar, trailer/roofrack structure is sound & free of defects, complete daily vehicle checks - inform Ross if oil or coolant needs filling	ng EVERY tin perly attache ichment firm! d & free of de s if oil or cool	ne: Boats properly tied on to d to tow bar with electrics & y attached to trailer draw bar, fects, complete daily vehicle lant needs filling
Emergency Response:	Pullover & st Emergenc	top the vehic y services &	Pullover & stop the vehicle, assist passengers to exit the vehicle & Emergency services & Waimarino as required, collect information details. DO NOT ACCEPT LIAB	passengers to exit the vehing as required, collect informulations. DO NOT ACCEPT		ullover & stop the vehicle, assist passengers to exit the vehicle & move to a place of safety, provide any immediate first aid required, contact Emergency services & Waimarino as required, collect information from any other drivers involved & witnesses, provide own & waimarino's details. DO NOT ACCEPT LIABILTY AT THE SCENE OF AN INCIDENT	immediate nesses, prov IT	first aid required, contact vide own & waimarino's
Previous Incidents:	Reversing int	to other vehi	cles and permanent st	ructures, fen , jockey whee	der benders, lo el, trailer unhitcl	Reversing into other vehicles and permanent structures, fender benders, losing boats & other large items from trailers & roof rack, mis-fuelling, not retracting jockey wheel, trailer unhitching (hitch not properly attached).	from trailers d).	s & roof rack, mis-fuelling,
Staff client Ratios			Maximum n	mber of pas	sengers for each	Maximum number of passengers for each vehicle must not be exceeded	ed	
Management Management			- Harman					
Drivers are to assess environmental & weather conditions prior to and throughout the journey, dynamically assessing the hazards and modifying or cancelling the trip if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff	nental & weath	er conditions sk. Staff spe	s prior to and througho cifically have the autho	out the journe ority to halt th	y, dynamically are activity at any	are to assess environmental & weather conditions prior to and throughout the journey, dynamically assessing the hazards and modifying or cancelling the trip if on the considerity in the considerity of the considerity in the considerity of th	difying or ca	ancelling the trip if changes n to clients or staff
Hazard for serious harm in bold)	(Potential	Management Strategy	nt Strategy		(Minimising s	imising strategies unless otherwise specified)	ecified)	
Excessive speed / Extreme weather		Always drive be	Always drive below the speed limit and adjust for Extreme weather	ust for Extreme		and poor road conditions		
Loss of control		Driver is to focu	is on one thing only, DRIVII	NG, not the pass	sengers in the vehi	Driver is to focus on one thing only, DRIVING, not the passengers in the vehicle or passing scenery, pull over to deal with issues that may arise	al with issues t	that may arise.
Mechanical Failure		Vehicles are to	kept in good working order	with current rele	evanr W.O.F or C.C	Vehicles are to kept in good working order with current relevanr W.O.F or C.O.F, and defects are to be reported to the management immediately.	the manageme	ent immediately.
Over loading		Driver to ensure	e that vehicles do not caryy	more passenge	ers or cargo than st	Driver to ensure that vehicles do not caryy more passengers or cargo than stated limits allow & that all loads are securely fastened	curely fastene	ä
Long / heavy vehicles		Driver must be	trained & signed off to tow	railers, keep ex	tra distance betwee	Driver must be trained & signed off to tow trailers, keep extra distance between yourself & other vehicles when towing	ng.	
Other road users		Driver to be aw	Driver to be aware of other roadusers behaviour & try to anticipate their actions	wiour & try to ar	nticipate their action	S.		
Busy park area		Drive at walking	Drive at walking pace, be ready to stop at any time, drive slowly down the hill.	any time, drive s	slowly down the hill			
Injury due to not wearing a seatbelt		Driver is to ens	Driver is to ensure that all passengers und setbelt at all times when vehicle is moving.	er 15 wear a se	atbelt & use approv	Driver is to ensure that all passengers under 15 wear a seatbelt & use approved child or booster seat if applicable. Passengers 15 & over advised to wear setbelt at all times when vehicle is moving.	Passengers 15	5 & over advised to wear a
Approved by Blair Anderson	derson	date	01.09.2022 (V2.0)	Review in	1 year	from date of approval	Signed	61 Marine

md 16yrs & over, cui MS, policies & comp nce (as required), as completed a minimur with basic k with basic k ents have suitable clot s are correctly fitted,sp veather has been chec sun smar t. Refer to tour map t t. Refer to tour map t consider there is a new consider there is a new consider there is a collents. Clients briefed of the end of each rapid techniques and to never techniques and to never techniques and to never sign	01.09.2022 (V2.0) Review in 1 year from date of approval Sig	changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff d MITIGATING MEASURES (Minimising strategies unless otherwise specified) Instructors manage these hazards closely and when practical stay between the hazard and the clients briefed on both avoidance and what to do if you vater Ensure all paddlers are dressed appropriately for the conditions, paddlers without kayak roll should wear a wetsuit or dry suit, spare warm clothing kept at take out Instructors must stay in sight of clients at all times, ensuring all paddlers are accounted for at the end of each rapid Paddlers are briefed on river safety including the white water float position throw her rescue techniques and to never stand up in the river	Staff Client ratios Guide /client ratio 1-4, Maximum group size – negotiable with client, Minimum number of staff -2 Guide/s are to assess Environmental & weather conditions as well as river flow prior to and throughout the activity dynamically assess to be boards and modificing as possible the posticity if	Cold clients	Refer to Safety Management System, Carry Client - guide incapacitated flow chart. Refer to tour map for contact No.s & grid refs.	Bouyancy aids, kayaks, helmets, paddles, spray decks. Guide specific: bouyancy aid with knife, whistle & cows tail, spare paddle, tour map, repair kit, first aid kit, communications, spare clothing, head torch, emergency food & drink ensure clients have suitable clot bouyancy aids are correctly fitted,spriver level & weather has been ched sun smar	Refer to Staff training syllabus, staff Client competencies: Must have completed a minimur with basic k	Public access, don't park past the power station gate. Lock all vehicles and hide valuables Kayak 1 or relevant industry exp over, second 16yrs & over, cui over, second 16yrs & compail vehicles and hide valuables Instructor requirements: Waimarino SMS, policies & composition of the compail of the compail of the composition of the compail of the composition of the composition of the compail of the compail of the compail of the composition of the compail of the	Grade 2 White Water Kayaking Water: Camp ground and put in Toile	Vaimarino
over, second 16yrs & over, current first aid cert, Knowle de valuables (de valuables) over, second 16yrs & over, current first aid cert, Knowle de valuables (de valuables) over, second 16yrs & over, current first aid cert, Knowle (de valuables) specific bouyancy ald with knife, to competencies; why competencies, paddles, spray specific bouyancy ald with knife, to communications, spare addels, spray it, communications, spare activiting, carry Client - guide incapacitated flow chart. Refer to tour map, paddles, share swith as seen checked, river signals explained bouyancy aids are correctly fitted spraydeck release has been inver flower	Signed	y time if they consider there is a risk of harm to cli y strategies unless otherwise specified) hazard and the clients. Clients briefed on both avoidance ar hazard roll should wear a wetsuit or dry suit, spare warm c ut kayak roll should wear a wetsuit or dry suit, spare warm c	negotiable with client, Minimum number of staff –2	-	d flow chart. Refer to tour map for contact No.s	ensure clients have suitable clothing for the prevailing conditions, bouyancy aids are correctly fitted,spraydeck release has been practised, river level & weather has been checked, river signals explained promote sun smart behaviour	Must have completed a minimum of a full day of basic river safety with basic kayaking skills	Kayak 1 or relevant industry experience/quals, lead guide 18yrs & over, second 16yrs & over, current first aid cert, Knowledge of Waimarino SMS, policies & competencies, WW competency signed off, Plicence (as required), assessed as safe to drive & tow	Camp ground and put in Toilets: At power station put in and	

Access Permission Required? Pable access at Waterhouse Street. Lock all vehicles and Required? Pable access at Waterhouse Street. Lock all vehicles and Required? Pable access at Waterhouse Street. Lock all vehicles and Required? Pable access at Waterhouse Street. Lock all vehicles and Required? Pable access at Waterhouse Street. Lock all vehicles and Regulared? Pable access at Waterhouse Street. Lock all vehicles and Regulared? Pable access at Waterhouse Street. Lock all vehicles and Regulared? Pable access at Waterhouse Street. Lock all vehicles and Regulared? Pable access at Waterhouse Street. Lock all vehicles and Regulared? Pable access at Waterhouse Street. Lock all vehicles and Regulared? Refer to Staff training syllabus, staff competencies: Refer to Staff training syllabus, staff competencies. With Competencies. With Competencies. With Competency standard and with the security of Required), assessed as safe to drive & tow with basic axyaking skills becompleted a minimum of a full day of basic river sefety with basic axyaking skills. Specific Politices. Previous Incidents: Staff Client ratios Staff at relevant industry experience/funcy specified pomote sun smart behaviour map for contact No.s & grid refs. Previous Incidents: Staff Client ratios Staff Client ratios as a selection, expedience sund and the clients. Minimum number of staff -2 Cold clients Staff Client ratios Staff Client rat	down steep bank	Carry boats down grassy banks, clients to wear river gear while walking down steep bank	down grassy banks, clients to		Blair Anderson	River Access Approved by
Refer to company aid whistle & cown kit, first aid k head to assess Environmental & weather ges in hazards will put clients & staff for serious harm in bold)	s are accounted for at the end of each rapid tion, throw bag rescue techniques and to never stand up in the river	all times, ensuring all paddlers	nust stay in sight of clients at	Instructors a		Separation Entrapment
Refer to burces and notes: Bouyancy aid decks. Guide whistle & cown kit, first aid k head to assess Environmental & weather ges in hazards will put clients & staff for serious harm in bold)	ers without kayak roll should wear a wetsuit or dry suit, spare warm clothing kep	tely for the conditions, paddler	addlers are dressed appropria	Ensure all p		Cold Water
white water kayaking Course Public access at Waterhouse Street. Lock all vehicles and hide valuables Refer to Staff training syllabus, staff competency & SOP's Bouyancy aids, kayaks, helmets, paddles, spray decks. Guide specific: bouyancy aid with knife, whistle & cows tail, spare paddle, tour map, repair kit, first aid kit, communications, spare clothing, head torch, emergency food & drink Donse: Refer to Safety Management System, Carry Client - guide incapacita colors will put clients & staff at risk. Staff specifically have the authority to halt the activity, drawing in bold) MITIGATING MEASURES Water: Water: Client competencies: Specific Policies: Cold clients: Cold clients: Amaximum group size – negot got will put clients & staff at risk. Staff specifically have the authority to halt the activity, drawing in bold) MITIGATING MEASURES	veen the hazard and the clients. Clients brief on both avoidance and what to do	and when practical stay between	nanage these hazards closely strainer.	Instructors up against a		Strainers
public access at Waterhouse Street. Lock all vehicles and hide valuables Refer to Staff training syllabus, staff competency & SOP's Bouyancy aids, kayaks, helmets, paddles, spray decks. Guide specific bouyancy aid with knife, whistle & cows tail, spare paddle, tour map, repair kit, first aid kit, communications, spare clothing, head torch, emergency food & drink Onse: Refer to Safety Management System, Carry Client - guide incapacita colors. Guide /client ratio 1-4, Maximum group size – negot swill put clients & staff at risk. Staff specifically have the authority to halt the activity, dat at the sectivity, dat at the sectivity at a staff at risk. Staff specifically have the authority to halt the activity at at the sectivity at a staff at risk.	nimising strategies unless otherwise specified)	(Min	NG MEASURES		serious harm in L	Hazard (Potential for
Public access at Waterhouse Street. Lock all vehicles and hide valuables Refer to Staff training syllabus, staff competency & SOP's Bouyancy aids, kayaks, helmets, paddles, spray decks. Guide specific: bouyancy aid with knife, whistle & cows tail, spare paddle, tour map, repair kit, first aid kit, communications, spare clothing, head torch, emergency food & drink onse: Refer to Safety Management System, Carry Client - guide incapacita Cold clients. Guide /client ratio 1-4, Maximum group size – negot	ity, dynamically assessing the hazards and modifying or cancelling the y at any time if they consider there is a risk of harm to clients or st	o and throughout the activit	as well as river flow prior to fixed the sum of the sum	ental & weather conditions t clients & staff at risk. Sta	o assess Environme s in hazards will put	Guide/s are to change
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mission d? Refer to Staff training syllabus, staff competency & SOP's Bouyancy aids, kayaks, helmets, paddles, spray decks. Guide specific: bouyancy aid with knife, whistle & cows tail, spare paddle, tour map, repair kit, first aid kit, communications, spare clothing, head torch, emergency food & drink Refer to Safety Management System, Carry Client - guide incapacita	clients	Cold			s Incidents:	Previous
mission And notes: Refer to Staff training syllabus, staff competency & SOP's Bouyancy aids, kayaks, helmets, paddles, spray decks. Guide specific: bouyancy aid with knife, whistle & cows tail, spare paddle, tour map, repair kit, first aid kit, communications, spare clothing, head torch, emergency food & drink Water: Water: Water: Water: Water: Client competencies: Specific Policies: kit, first aid kit, communications, spare clothing, head torch, emergency food & drink	Qο	arry Client - guide incapa		Refer to Safety	y Response:	Emergeno
mission Public access at Waterhouse Street. Lock all vehicles and hide valuables Refer to Staff training syllabus, staff competency & SOP's Water: Water Nayaking Course Water: Water: Water: Water: Client competencies:		Specific Policies:	helmets, paddles, spray ouyancy aid with knife, paddle, tour map, repair ications, spare clothing, lency food & drink	Bouyancy aids, kayaks, decks. Guide specific: whistle & cows tail, spark kit, first aid kit, commur head torch, emer	ipment:	Equi
Public access at Waterhouse Street. Lock all vehicles and hide valuables Water: Water: Water: Water:			iing syllabus, staff y & SOP's	Refer to Staff train competen	and	Other resources
White Water Rayaking Course Water: Firmin Lodge Toilets:		Instructor requiremen	Street. Lock all vehicles and	Public access at Waterhouse hide valuables		Access Req
	Toilets:	Water:	yaking Course	White Water K	Description:	Activity
	Tarawera River (Kawerau) / Grade 2	Location/Trip:				

St. Marie	Signed	from date of approval	1 year	Review in	01.09.2022 (V2.0)	erson date	Blair Anderson	Approved by
		Indicate & slow down prior to crossing SH29, tap brakes & use hand signals if required for following traffic	& use hand signals	129, tap brakes	ow down prior to crossing SH	Indicate & s	Road traffic, crossing SH29	Road traffic,
		knots. (Jennifer Roberts 0800 884 880)		aster of fast traf	Brief clients about, and inform harbour master of fast traffic over 5	Brief clients		Boats traffic
		er conditions.	ne prevailing weath	te clothing for th	Guide is to ensure clients have appropriate clothing for the prevailing weather conditions	Guide is to	conditions	Cold weather conditions
		the water	ed after getting off the water	to the kayak sh	Ensure paddleboards are carried directly to the kayak shed after g	Ensure pade	Take out at Waimarino pontoon	Take out at W
ıb (06 838 4485) or the last	h the rowing clu	river (except in an emergency) until they reach the rowing club (06 838 4485) or the last paddleboards.		terrain and not t h launching & re	Ensure clients are aware of the slippery terrain and not to exit the pontoon at Waimarino, Assisst clients with launching & recovering	Ensure cile pontoon at \	ry banks	Muddy / slippery banks
hazards where possible.	articipants and	Guide is to point out known hazards & to indentify new ones to clients, guide is to position His/herself between participants and hazards where possible	nes to clients, guide	indentify new or	oint out known hazards & to		Shallow rocks, logs & other obstacles	Shallow rocks,
	pecified)	(Minimising strategies unless otherwise specified)	(Minimising		Management Strategy	(Potential Managen		Hazard for serious harm in bold
activity if changes in hazards lients or staff	cancelling the of harm to cl	assessing the hazards and modifying or cancelling the activity if changes in hazards ny time if they consider there is a risk of harm to clients or staff		e activity, dyna halt the acti	Guide/s are to assess Environmental & weather conditions prior to and throughout the activity, dynamically will put clients & staff at risk. Staff specifically have the authority to halt the activity at a	ntal & weather conditions taff at risk. Staff specific	assess Environmer will put clients & s	Guide/s are to
							ement	* I Will I hagement
parent helpers in kayaks are also used to maintain ratios	yaks are also	Qο	er group), school staff	nstructors pe	instructor to 10 clients (min 2 Waimarino instructors per group)	1 instructor to 10 cli	Staff Client Ratios	Staff Clie
		nts getting cold	students getti				Previous Incidents:	Previous
	grid refs.	Carry client 'incapacitated guide' card, refer to tour map for contact no.s & grid refs	ide' card, refer t	pacitated gu	Carry client 'inca		Emergency Response:	Emergency
sure: boards are correctly inflated & paddles correctly adjusted, B.A's correctly fitted & adjusted, Boards are to be carried not gged, sroe out of direct sunlight, consider delatin boards slightly for long drives in hot sun	correctly inflated & paddle ed & adjusted, Boards are direct sunlight, consider of for long drives in hot sun	Ensure: boards are correctly inflated & paddles correctly adjusted, B.A's correctly fitted & adjusted, Boards are to be carried not dragged, sroe out of direct sunlight, consider delatin boards slightly for long drives in hot sun	Specific Policies:	Specifi	paddles, bouyancy aids, ither, games equipment for ic: Bouyancy aid with knife, st aid kit, communications, ap, leash, blue pump	Stand Up Paddleboards, paddles, bouyancy aids, appropriate clothing for weather, games equipment for school groups. Guide specific: Bouyancy aid with knife, throw bag (50m), whistle 1st aid kit, communications, spare paddle, Tour map, leash, blue pump	Equipment:	Equip
of fitness	Suitable for all levels of fitness	Suitable f	ompetencies:	Client competen	Refer to Staff training syllabus, staff competency & SOP's	Refer to Staff training syllabu	Other resources and notes: F	Other resource
Guide 16 years or over, Current 1st aid, Knowledge of Waimarino MS, policies &competencies, Paddleboard competency signed off, P licence (as required), Assessed as safe to drive & tow	ırrent 1st aid es, Paddlebo), Assessed	()	requirements:	Instructor require	0	No	Entry & Egress - Access Permission Required?	Entry & Egr Permission
Lower Wairoa River (Omanawa stream), Lakes ar Waimarino Toilets: Yes - at Waimarino	/er (Omanaw Toilets: \	Lower Wairoa Riv Yes - ar Waimarino	_ocation/Trip: Water:		Stand Up Paddleboarding - Educational trust & river tour.	tand Up Paddleboarding -	Activity Description: s	Activity D
		arino	Plan - Waimarino	agement	Activity Management Plan -			