

# WAIMARINO'S SAFETY MANAGEMENT SYSTEM

Tier One		Tier Two		Tier Three
Fundamental Principles		SOP/Operational Manual		Activity Management Plans

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

- 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**

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

### **➤ Tier Three**

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

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 – Aniwheenua
- Whitewater kayaking – Tarawera
- Stand Up Paddleboarding


## Activity Management Plan - Waimarino

Activity Description:	Behaviour/Medical issues	Location/Trip:		Waimarino Adventure park	
		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. Refer to Safety Management System emergency management plan in the event of a major emergency				
Previous Incidents:	Clients/students with medical issues that Waimarino have not been informed about such as allergy to bees/wasp etc. Behavioural issue with students not listening/disregarding Adventure park rules and instructor directions, leading to a flipped pedallo, and other students getting upset.				


### Safety Management

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 prior to arrival. We can staff accordingly, give extra instructors/specific instructors to specific groups, or adapt/change the programme to suit the needs of the individuals/groups, to ensure the programme is run safely. It is the responsibility of the accompanying adult/teacher to ensure behaviour of students/clients is respectful and appropriate.

Hazard <i>(for serious harm in bold)</i>	<i>(Potential)</i>	Management Strategy	<i>(Minimising strategies unless otherwise specified)</i>		
Un notified Allergic reaction		Cease activity and attempt to get a better understand of the severity of the reaction from them/accompanying adult/teacher. Depending on severity perform first aid, if Student/client has EPY pen use it, call 111/ take to emergency room.			
Students/Clients disregarding rules and instructions		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 accompanying adult/teacher explain the situation and have them removed from the activities. if assistance is needed Radio for onsite Manager.			
Un notified recent injuries		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.			
Inappropriate/aggressive behaviour		Cease activity and explain that this behaviour is not acceptable within Waimarino and if it continues they will be asked to sit out/leave the premises. speak to accompanying adult/teacher as it is their responsibility. <b>Do not</b> at any time engage with client/student physically.			
Approved by	Blair Anderson	date	01.09.2022 (v2.0)	Review In	1 year
		from date of approval	Signed		


Activity Management Plan - Waimarino						
Activity Description:	Adventure park 'On Point', Tarzan swing, high & low dive, gladiator pole	Location/Trip:		Waimarino Adventure park		
		Water:	Yes	Toilets:	Yes	
Entry & Egress - 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:	Megaphone, Rescue tube & Radio	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			
Emergency Response:	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:	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					
Safety Management 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. <b>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</b>						
Hazard for serious harm in bold)	(Potential	Management Strategy (Minimising strategies unless otherwise specified)				
Kayak slide landing zone		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				
Drowning		Instruct all clients that they must be able to swim to enter the water, use swim test to assess childrens swimming ability, B.A.'s to be worn at all times if unsure.				
Tide / current		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				
River debris		Be aware of floating or submerged debris, remove or dislodge as necessary.				
Uncontrolled activity		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.				
Sunburn		Ensure that all clients are aware of the risk & have sunblock to hand.				
Wet & slippery surfaces		Enforce the 'no running' rule.				
Approved by	Blair Anderson	date	01.09.2022 (V2.0)	Review in	1 year	from date of approval
				Signed		

## Activity Management Plan - Waimarino


Activity Description:		Adventure Based Learning Activities		Location/Trip:		Waimarino Adventure Park											
				Water:	Yes	Toilets:	Yes at Waimarino										
Access Permission Required?	N/A	Refer to Activity Park staff training syllabus, ABL staff competency & SOP's	Specific Policies:	Instructor requirements:	16 yrs & over, Current first aid, Knowledge of SMS, policies & competencies, competency sign off												
Other resources and notes:				Client competencies:	Moderate level of fitness and mobility												
Equipment:	Megaphone, Rescue tube & Radio. Refer to park SOP's for dry activities																
Emergency Response:	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 injuries (cuts & bruises) due to clients lack of attention & overenthusiasm.																
Staff Client Ratios	Recommended 1:6 Secondary, 1:4 Primary. Over 32 clients 1 extra instructor required, 1 instructor plus school staff maintain the ratio. Max group size 45 students																
<b>Safety Management</b>																	
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. <b>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</b>																	
<b>Hazard</b> (Potential for serious harm in bold)	<b>Management Strategy</b>	(Minimising strategies unless otherwise specified)															
<b>Water, tides</b>	Ensure all clients are briefed on water safety requirements iaw Waimarino activity guidelines. Refer to <b>Kayaking AMPS</b>																
Slippery & uneven surfaces	No running and ensure clients are wearing suitable footwear																
Poor decision making	Instructor or supervisor to manage teams decisions and stop activity if clients are in danger of injury																
<b>Wasp &amp; Bee stings (anaphylaxis)</b>	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 clients make use of shaded areas and are aware of availability of water on site. Staff to provide sunscreen for all participants. Staff to rotate off the activity periodically																
Approved by	Blair Anderson	date	01.09.2022 (V2.0)	Review in	1 year	from date of approval	Signed 										



### Activity Management Plan - Waimarino


<b>Activity Description:</b>	<b>Inflatable Water Trampoline (UFO)</b>		<b>Location/Trip:</b>		Waimarino Adventure Park (Lower Waitoa River)			
<b>Access Permission Required?</b>	N/A	<b>Water:</b>	Yes		<b>Toilets:</b>	Yes		
		<b>Instructor requirements:</b>		16yrs or older, Current 1st aid, Life guard & spine board training, Knowledge of SMS, policies & competencies, competency sign off				
		<b>Client competencies:</b>						
<b>Other resources and notes:</b>	Refer to Park Activities staff training syllabus, staff competency & SOP's	<b>Specific Policies/Client ratios:</b>	6 persons maximum on activity at all times					
<b>Equipment:</b>	Instructor : Megaphone, PFD, Radio, Rescue tube							
<b>Emergency Response:</b>	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							
<b>Previous Incidents:</b>	Sliding off the blob and going under the tramp, getting stuck on upstream side of UFO & out of sight of point, bouyancy aids loose or not worn.							
<b>Safety Management</b>								
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. <b>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</b>								
<b>Hazard</b>			<b>Management Strategy</b>					
<b>Drowning &amp; Impact injury</b>			Guides to ensure that all clients using the water trampoline are wearing a correctly fitting bouyancy aid.					
Slippery water ladders			Caution clients before they use the water tramp.					
<b>Clients swimming under Tramp</b>	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	Instructor is to ensure that the area around the water tramp is clear, water craft are not to come within 5m.							
Floating debris	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.							
<b>Approved by</b>	Blair Anderson	<b>date</b>	01.09.2022 (V2.0)	<b>Review in</b>	1 year	<b>from date of approval</b>	<b>Signed</b>	

## Activity Management Plan - Waimarino


Activity Description:		Warm pool & slip n slide		Location/Trip:		Waimarino adventure park	
				Water:	Yes	Toilets:	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 competency & SOP's			Client competencies:		Moderate level of fitness and mobility	
Equipment:	Radio, sunscreen, sunhat						
Emergency Response:	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 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.						
Safety Management							
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. <b>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</b>				Management Strategy			
Hazard							
Drowning	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 person on the slide at a time, exit slide immediately and walk up path NOT SLIDE						
Missing child under water	No whirlpools in the warm pool, <b>Ensure all children under the age of 8 years old are actively supervised when in pool area</b>						
Sunburn, Heatstroke	Staff to ensure that clients make use of shaded areas periodically and are aware of availability of water on site. Staff to remind all participants to apply sunscreen. Staff to rotate off the activity periodically.						
Approved by	Blair Anderson	date	01.09.2022 (V2.0)	Review in	1 year	from date of approval	Signed 




### Activity Management Plan - Waimarino

Activity Description:		Kayak & Mat slide		Location/Trip:		Waimarino Adventure Park	
Entry & Egress - Access Permission Required?	N/A	Instructor requirements:	Water:	Yes	Toilets:	Yes	
			16yrs or older, Current 1st aid, Life guard & spine board training, Knowledge of SMS, policies & competencies, competency sign off				
Other resources and notes:	Adventure Park training syllabus, staff competency & SOP's		Client competencies:	Good swimming & fitness level			
Equipment:	Client equipment: Slide kayak or mat, Bouyancy aid. Instructor equipment: rescue tube, radio		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			
Emergency Response:	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:	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.						
<b>Safety Management</b>							
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. <b>Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or</b>							
Hazard <i>for serious harm in bold</i>	<i>(Potential)</i>	Management Strategy <i>(Minimising strategies unless otherwise specified)</i>					
Drowning		Staff are to ensure that all clients in a kayak are wearing a correctly fitted buoyancy aid before commencing the activity					
Drowning		Instruct all clients that they must be able to swim to enter the water, conduct swim test with children.					
Sunburn, Heatstroke		Clients briefed to wear a hat & skin covering clothing. Staff to ensure that clients make use of shaded areas and are aware of availability of water on site. Staff to rotate off the activity periodically					
Tide / current		Be aware of tide direction relating to safe exit from the water, ie if the tide is strong outgoing, avoid using the kayak & use the downstream ladder for mat sliders.					
Water traffic		When slide is in operation ensure all water traffic is well clear of landing zone.					
Distractions		Ensure that supervising adult is focussed solely on slide safety & not on other activities.					
Landing zone		Supervise landing area - ensure it is clear before clients start sliding, with clear signalling (refer to stations map)					
Approved by	Blair Anderson	date	01.09.2022 (V2.0)	Review in	1 year	from date of approval	
		Signed					

### Activity Management Plan - Waimarino


<b>Activity Description:</b>		<b>Low ropes Course</b>		<b>Location/Trip:</b>		Low Ropes Course / Waimarino Adventure Park	
				<b>Water:</b>	Yes	<b>Toilets:</b>	Yes
<b>Access Permission Required?</b>		N/A		<b>Instructor requirements:</b>		16yrs or older, Current 1st aid, Life guard & spine board training, Knowledge of SMS, policies & competencies, competency sign off	
<b>Other resources and notes:</b>		Refer to Staff training syllabus, staff competency & SOP's		<b>Client competencies:</b>		Moderate level of fitness and mobility	
<b>Equipment:</b>		Client: Appropriate clothing, Instructor: radio					
<b>Emergency Response:</b>		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					
<b>Previous Incidents:</b>		Broken arm, kid fell off top of cargo net on to ground, bumps and bruises from slipping off elements					
<b>Staff Client Ratios</b>		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					
<b>Safety Management</b>							
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. <b>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</b>							
<b>Hazard</b>		<b>Management Strategy</b>					
<b>Overloading</b>		follow policies listed above					
<b>Falling off activities</b>		Brief clients on correct spotting techniques					
<b>Sunburn, Heatstroke</b>		Clients briefed to wear a hat & skin covering clothing. Staff to ensure that clients make use of shaded areas and are aware of availability of water on site. Staff to rotate off the activity periodically					
<b>Wasp &amp; Bee stings (anaphylaxis)</b>		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.					
<b>Approved by</b>	Blair Anderson	<b>date</b>	01.09.2022 (V2.0)	<b>Review in</b>	1 year	<b>from date of approval</b>	<b>Signed</b>
							

### Activity Management Plan - Waimarino


Activity Description:		The Blob		Location/Trip:		Waimarino Adventure Park	
		Water:		Yes		Toilets: 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 competency & SOP's		Client competencies:		Good swimming & fitness level	
Equipment:		Client: Impact vest buoyancy aid, Helmet with ear protection. Staff: buoyancy aid, radio		Specific Policies:		Jumping technique explained & demonstrated to clients before jumping, x2 jumps with wrong technique disqualifies client, buoyancy aids & helmets correctly fitted. Promote sun safe behaviour, watch for client falling between blob & stabiliser, monitor activity on upstream side of UFO	
Emergency Response:		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:		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					
Safety Management							
Guides 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. <b>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</b>							
Co de	Hazard for serious harm in <b>bold</b>	(Potential)	Management Strategy (Minimising strategies unless otherwise specified)				
	<b>Drowning &amp; Impact Injury</b>		Instructors to ensure that all clients using the Blob are wearing a correctly fitting buoyancy aid & helmet				
	<b>Double Jumpers</b>		Ensure clients are well trained to step off tower together at the same time, ensure that weight restrictions are observed. Only allow double blobbing for clients who have demonstrated good technique on previous blobs.				
	Water surface		Minimise impact by ensuring there isn't 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.				
	Slippery water ladders		Caution clients prior to blobbing.				
	Kayaks, water craft & swimmers		Instructor is to ensure that landing area is clear prior to blobbing taking place.				
	Floating debris		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.				
	<b>Landing on the blob</b>		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.				
	<b>Entrapment</b>		Monitor clients on the blob to ensure that they do not fall off the side & slip between the blob & the stabilising floats				
Approved by		Blair Anderson		date	01.09.2022 (V2.0)	Review in	1 year
				from date of approval		Signed	



### Activity Management Plan - Waimarino


Activity Description:		Top rope climbing - (artificial wall)		Location/Trip:		The rock wall Waimarino Adventure Park	
Entry & Egress - Access Permission Required?		N/A		Water:		Yes	
Other resources and notes:		Refer to Top rope climbing & Adventure park SOP's		Instructor requirements:		16yrs or older, Current 1st aid, Knowledge of SMS, policies & competencies, competency sign off	
Staff /Client Ratios		Maximum group size – 8 clients per instructor Belaying – Minimum 1 staff member supervising 2 ropes.		Client competencies:		Moderate level of fitness & ability.	
Equipment:		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		Specific Policies:		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	
Emergency Response:		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:		Hair trapped in GriGri, losing haul cord, sprained knee					
<b>Safety Management</b>							
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. <b>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</b>							
<b>Hazard for serious harm in bold</b>		<i>(Potential)</i>		<b>MITIGATING MEASURES</b>			
<b>Fall from height</b>				<i>(Minimising strategies unless otherwise specified)</i>			
		All climbing equipment must be CE rated. All climbing equipment must be fit for purpose and properly maintained. All harnesses must be correctly fitted.					
<b>Fall From Height</b>		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.					
Uncontrolled slip		Regular inspection and maintenance of climbing wall. Pre-use visual inspection of climbing wall before use. Tools kept on hand to tighten loose holds.					
Sunburn, Heatstroke		Clients briefed to wear a hat & skin covering clothing. Staff to ensure that clients make use of shaded areas and are aware of availability of water on site. Staff to rotate off the activity periodically					
Hair & clothing entrapment		Staff to ensure any long hair is tied back or controlled under a hat. Staff to ensure loose clothing is secured or removed. Clients are briefed to keep their hands clear of potential pinch points					
<b>Wasp &amp; Bee stings (anaphylaxis)</b>		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.					
Approved by		Blair Anderson		date		01.09.2022 (V2.0)	
				Review in		1 year	
				from date of approval		Signed	
							

### Activity Management Plan - Waimarino


Activity Description:	Big Kanu/Te Waka	Location/Trip:		Wairoa River & any other calm waterway
		Water:	Toilets:	Yes - at Waimarino    Yes - at Waimarino
Entry & Egress - Access Permission Required?	No	Instructor requirements:	Lead guide 18yrs & over, second 16yrs & over, Current first aid, Te Waka rescue training, Knowledge of Waimarino SMS, policies & competencies, Waka competency signed off, P licence (as required), assessed as safe to drive & tow	
Other resources and notes:	Big Kanu/Te Waka SOP & Competency documents, SLMKT, SLRKT & WRT tour docs	Client competencies:	Suitable for all levels of fitness	
Equipment:	Waka with paddles, buoyancy aids, Guide specific: Buoyancy aid with knife, throw bag (50m), whistle, 1st aid kit, 1 other means of communication, spare paddles, Tour map	Specific Policies:	Ensure buoyancy aids correctly fitted, demonstrate correct entry & exit technique, promote sun safe behaviour	
Emergency Response:	Carry Client - guide incapacitated flow chart. Refer to tour maps for contact No.s & grid refs.			
Previous Incidents:	None			
Staff Client Ratios	2 instructors to 15 or 20 clients (depending on which waka)			
Safety Management				
Guides 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. <b>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</b>				
Co Hazard <i>de for serious harm in bold)</i>	(Potential)	Management Strategy	(Minimising strategies unless otherwise specified)	
Drowning		Guides to ensure that all clients are wearing correctly fitting buoyancy aids		
Wind		Guides to ensure that the weather is within the clients capabilities prior to departure, refer to several weather sources & confirm with Operations Manager if marginal.		
Collision		Guides to follow maritime navigation rules & to ensure adequate clearance to known hazards		
Floods		Ensure a full and detailed weather assessment is made prior to the trip - metvuw, Wairoa river flow gauge.		
Entry & exit of Waka, Limb entrapment		Guides to help clients when entering & exiting the waka. Staff to brief clients not to 'dangle' their limbs over the side of the Waka		
Sunburn, heatstroke		Clients briefed to wear a hat & skin covering clothing, Guides to provide Sunscreen and water bottles for all clients & staff		
Approved by	Blair Anderson	date	01.09.2022 (V2.0)	Review in    1 year    from date of approval    Signed 




## Activity Management Plan - Waimarino

Activity Description:		Location/Trip:		Wairoa river (lower section), Lake McLaren, Lake Rototiti,	
<b>Open Water Kayaking - Daytime (SLRKT, SLMKT, WRT, Te Waka, Recreational Kayaks)</b>		<b>Water:</b>		<b>Yes: Waimarino, Visitor centre, &amp; hot pools</b>	
<b>Access Permission Required?</b>		<b>Instructor requirements:</b>		<b>Lead guide 18yrs &amp; over, second 16 yrs &amp; over, Current first aid, Knowledge of SMS,policies &amp; competencies, competency sign off, P endorsement (as required), Assessed as safe to drive &amp; tow</b>	
<b>Other resources and notes:</b>		<b>Client competencies:</b>		<b>Moderate level of fitness and mobility</b>	
<b>Equipment:</b>		<b>Specific Policies:</b>		<b>Ensure clients have suitable clothing for the prevailing conditions, buoyancy aids are correctly fitted,sprydeck release has been practised (if used), weather has been checked, client declaration signed, promote sun smart behaviour</b>	
<b>Emergency Response:</b>		Carry Client - guide incapacitated flow chart & Refer to SOP. Nearest AED's - <b>SLRKT</b> West Rototiti Fire station Dial 111, Lake rototiti holiday park, Dial 07 362 4860 <b>SLMKT</b> - Lake McLaren Park Information centre, Dial 07 577 7000. Refer to tour map for contact No.s & grid refs.			
<b>Previous incidents:</b>		Clients capsize - (1 op heavy, lack of instruction, weather conditions), leaky boats, rudder failure, fatigued clients, Inform clients to remove jewellery at the hot pools as the minerals can cause discolouration			
<b>Staff client Ratios</b>		<b>1:10</b>			
<b>Activity Management</b>					
Guides 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. <b>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</b>					
<b>Hazard</b> (Potential for serious harm in bold)		<b>MITIGATING MEASURES</b> (Minimising strategies unless otherwise specified)			
<b>Drowning</b>		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.			
Hypothermia		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.			
Sunburn, heatstroke		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.			
High Winds		In strong winds hug the bays close to shore. Winds gusting over 20Kts are considered too strong for this tour.			
Slips, trips & falls		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.			
<b>Collision</b>		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.			
<b>Entrapment</b>		Guides to ensure that clients practice spraydeck release before activity begins. Guides to be proficient in rescue techniques for capsize kayaks. Guides to conduct the activity in a manner that will minimise the risk of capsize			
<b>Approved by</b>		<b>date</b>	<b>01.09.2022 (V2.0)</b>	<b>Review in</b>	<b>1 year</b>
Blair Anderson		<b>from date of approval</b>		<b>Signed</b>	
					

### Activity Management Plan - Waimarino


Activity Description:		Location/Trip:		Lake McLaren / Glow Worm tour/SLRKT	
		Water:	Yes Waimarino, Visitor centre, & hot pools	Toilets:	Yes Waimarino, Visitor centre, Otaramarae carpark & hot pools
Access Permission Required?	Open Water kayaking Night-time SLRKT, SLMKT, Waka	Instructor requirements:	Lead guide 18yrs & over, second 16 yrs & over, Current first aid, Knowledge of SMS, policies & competencies, competency sign off, P endorsement (as required), Assessed as safe to drive & tow		
Other resources and notes:	SLMKT - Park run by Tga City Council, Park Ranger - Chris Barker - 021 376 202 / 07 543 3382 SLRKT - Otaramarae boat ramp to launch at lake Rototiti	Client competencies:	Moderate level of fitness and mobility		
Equipment:	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	Specific Policies:	Ensure clients have suitable clothing for the prevailing conditions, torches are issued, buoyancy aids are correctly fitted, spraydeck release has been practised (if used), weather has been checked, client declaration signed		
Emergency Response:	Carry Client - guide incapacitated flow chart & Refer to SOP. Nearest AED's - SLRKT West Rototiti Fire station Dial 111, Lake rototiti 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.				
Previous Incidents:	Guide capsize, Clients capsize (leaning on a rock that wasn't there), Distress caused by darkness & confined space in canyon. Clients ending up in front of the power station.				
Staff Client Ratios	1:7				
Safety Management					
Guides 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. <b>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</b>					
Hazard for serious harm in <b>bold</b>	(Potential)	Management Strategy	(Minimising strategies unless otherwise specified)		
Drowning		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.			
Hypothermia		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			
Slips, trips & falls		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.			
Collision		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.			
Entrapment		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.			
Darkness		Maximise night vision by not using white light, use head torches for crossing powerstation outflow, use lamp at van for loading. Rototiti kayaks to have white lights fitted			
Approved by	Blair Anderson	date	01.09.2022 (V2.0)	Review in	1 year
			from date of approval	Signed	

### Activity Management Plan - Waimarino


<b>Activity Description:</b>	<b>Waimarino River Safety Programme - (River Hop)</b>				
<b>Access Permission Required?</b>	Call Jeanette Miller for Land access to mid-way point 1549 SH29 - ph: 07 543 1092 / 021 767 759	<b>Instructor requirements:</b>	Upper Wairoa River (Rollercoaster to McLaren's falls) & Poripori Rd area Carry water bottles <b>Toilets:</b> Long drop, McLaren's falls		
<b>Other resources and notes:</b>	<a href="http://www.watersafety.org.nz/resources-and-safety-tips/safety-info-tips/river/safety-and-hydrology/be-river-safe-toolbox/">http://www.watersafety.org.nz/resources-and-safety-tips/safety-info-tips/river/safety-and-hydrology/be-river-safe-toolbox/</a>	<b>Client competencies:</b>	Good swimming & fitness level		
<b>Equipment:</b>	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	<b>Specific Policies:</b>	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.		
<b>Emergency Response:</b>	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.				
<b>Previous Incidents:</b>	Burst eardrum from filp off rock, Cold clients due to inappropriate gear/slow trips/cold weather, Bumps & scraches from slippery surfaces.				
<b>Staff Client Ratios</b>	1:10, minimum of 2 Waimarino instructors per group				
<b>Safety Management</b>					
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. <b>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</b>					
<b>Hazard for serious harm in bold)</b>	<i>(Potential)</i>	<b>Management Strategy</b>	<i>(Minimising strategies unless otherwise specified)</i>		
Drowning & Impact injury		Guides to ensure that all clients are wearing a correctly fitting buoyancy aid & helmet.			
Cold environment		Keep group moving and active, ensure all participants are wearing adequate appropriate clothing, carry extra warm clothing.			
Floods		Lead Instructor is to ensure that the pre-trip checklist is completed & signed off, including a full weather and rainfall assessment - river levels go to: <a href="http://monitoring.boprc.govt.nz/MonitoredSites/cgi-bin/hydroviewer.cgi/points/details?point=698">http://monitoring.boprc.govt.nz/MonitoredSites/cgi-bin/hydroviewer.cgi/points/details?point=698</a>			
Slippery surfaces		Trip not to be run on release dates or if levels are above 700mm ( see attachment and google calender for flow dates)			
		Ensure all participants are aware of different terrain and appropriate ways of dealing with them to avoid falling over, check suitability of footwear.			
Canyon environment		Don't spend too much time in the shade, be aware of your exits at all times - see activity map for emergency exits.			
Separation		Lead Instructor to keep in contact with instructor or adults at rear of group, head count made after each obstacle.			
<b>Approved by</b>	<b>Blair Anderson</b>	<b>date</b>	<b>01.09.2022 (V2.0)</b>	<b>Review in</b>	<b>1 year</b>
			<b>from date of approval</b>	<b>Signed</b>	



### Activity Management Plan - Waimarino


Activity Description:	Wairoa River Tour - kayaking in recreational kayaks and sea kayaks, day trip during daylight hours.		Location/Trip:	Lower Wairoa River (Omanawa stream)	
Entry & Egress - Access Permission Required?	On the left past Belk Rd (SH29). The meeting point is around the corner just past the Omanawa stream bridge. No permission required	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		
Other resources and notes:	See maps & tidal charts on staff notice board river flows - <a href="https://monitoring.boprc.govt.nz/MonitoredSites/cgi-bin/hydwebserver.cgi/points/details?point=698">https://monitoring.boprc.govt.nz/MonitoredSites/cgi-bin/hydwebserver.cgi/points/details?point=698</a>	Client competencies:	Good level of fitness, listened to & understood full pre-trip briefing		
Equipment:	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 Policies:	Before departure ensure full paddle briefing given, buoyancy 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		
Emergency Response:	Carry client 'incapacitated guide' card, refer to tour map for contact no's & grid refs.				
Previous Incidents:	Capsize at pontoon when exiting, Waiting at end of trip for assistance, fatigued clients				
Staff Client Ratios	1:10 for guided tours only				
Hazard Management					
Guides 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. <b>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</b>					
Hazard <i>for serious harm in bold)</i>	(Potential	Management Strategy	(Minimising strategies unless otherwise specified)		
Shallow rocks, logs & other obstacles		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.			
Muddy / slippery banks		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, Assist clients with entry into kayaks at put in.			
Take out at Waimarino pontoon		Tour arrivals take precedence over school group clients, ensure guides are keeping an eye out for arrival of clients.			
Cold weather conditions		Spray decks & paddle jackets to be provided during cold weather periods, ensure clients have appropriate clothing for adverse weather conditions.			
Boats traffic		Brief clients about, and inform harbour master of fast traffic over 5 knots. (Jennifer Roberts 0800 884 880)			
Road traffic, crossing SH29		Indicate & slow down prior to crossing SH29, tap brakes & use hand signals if required for following traffic			
Approved by	Blair Anderson	date	01.09.2022 (V2.0)	Review in	1 year
				from date of approval	Signed
					

### Activity Management Plan - Waimarino


Activity Description:		Location/Trip:		Tauranga Harbour	
Sea Kayak hire & Sea Kayak tours in decked Sea kayaks in Tauranga harbour		Water:	Yes - At Waimarino & boat ramps	Toilets:	Yes - At Waimarino & boat ramps
Access Permission Required?	Many private land owners around Harbour, stay below high tide mark	Instructor requirements:		Lead guide 18 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	
Other resources and notes:	Refer to Staff training syllabus, staff competency & SOPs	Client competencies:		Moderate level of fitness and mobility	
Equipment:	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.	Specific Policies:		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	
Emergency Response:	Carry client 'incapacitated guide' card, refer to tour map for contact no.s & grid refs				
Previous Incidents:	Sunburnt clients, blisters on hands, Be aware of the out going tides pull towards the exit channel at Anzac Bay, Bowenton & position groups sufficiently far away to ensure they are not pulled towards the channel.				
Staff Client Ratios	Minimum group size: 2 clients, Staff/client ratio 1:10 (5 x double kayaks), Minimum no of guides per tour: 2 guides				
Safety Management					
<p>Staff are to assess Environmental &amp; 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 &amp; staff at risk. <b>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</b></p>					
Hazard	Management Strategy				
Drowning	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				
Hypothermia	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				
Sunburn, heatstroke	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				
Slips, trips & falls	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.				
Collision	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				
Entrapment	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				
Weather	Recommended sources - Met service / Tauranga harbour web cam / Met Vuw				
Tide	Ensure clients are well aware of the direction, timing and effect of the strong currents in the harbour, Stay clear of all harbour entrances				
Approved by	Blair Anderson	date	01.09.2022 (V2.0)	Review in	1 year
				from date of approval	Signed
					




## Activity Management Plan - Waimarino

Activity Description:		Vehicle Driving		Location/Trip:		Public & private roads	
Entry & Egress - Access Permission Required?	Permission to be requested when required for private land access	Water:	No	Toilets:	No		
		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				
Other resources and notes:	Driving SOP's, NZ road code	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.				
Equipment:	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 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				
Emergency Response:	Pullover & 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. <b>DO NOT ACCEPT LIABILITY AT THE SCENE OF AN INCIDENT</b>						
Previous Incidents:	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).						
Staff client Ratios	Maximum number of passengers for each vehicle must not be exceeded						
Hazard Management							
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							
<b>Hazard for serious harm in bold)</b>	<i>(Potential)</i>	<b>Management Strategy</b>	<i>(Minimising strategies unless otherwise specified)</i>				
<b>Excessive speed / Extreme weather</b>		Always drive below the speed limit and adjust for Extreme weather and poor road conditions					
<b>Loss of control</b>		Driver is to focus on one thing only, <b>DRIVING</b> , not the passengers in the vehicle or passing scenery, pull over to deal with issues that may arise.					
<b>Mechanical Failure</b>		Vehicles are to kept in good working order with current relevant W.O.F or C.O.F, and defects are to be reported to the management immediately.					
<b>Over loading</b>		Driver to ensure that vehicles do not carry more passengers or cargo than stated limits allow & that all loads are securely fastened					
Long / heavy vehicles		Driver must be trained & signed off to tow trailers, keep extra distance between yourself & other vehicles when towing.					
Other road users		Driver to be aware of other roadusers behaviour & try to anticipate their actions.					
Busy park area		Drive at walking pace, be ready to stop at any time, drive slowly down the hill.					
<b>Injury due to not wearing a seatbelt</b>		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 a seatbelt at all times when vehicle is moving.					
Approved by	Blair Anderson	date	01.09.2022 (V2.0)	Review in	1 year	from date of approval	Signed
							

### Activity Management Plan - Waimarino

Activity Description:		Grade 2 White Water Kayaking		Location/Trip:		Aniwhenua River / Grade 2	
				Water:	Camp ground and put in	Toilets:	At power station put in and camp ground
Access Permission Required?		Public access, don't park past the power station gate. Lock all vehicles and hide valuables		Instructor requirements:		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	
Other resources and notes:		Refer to Staff training syllabus, staff competency & SOPs		Client competencies:		Must have completed a minimum of a full day of basic river safety with basic kayaking skills	
Equipment:		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		Specific Policies:		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	
Emergency Response:		Refer to Safety Management System, Carry Client - guide incapacitated flow chart. Refer to tour map for contact No.s & grid refs.					
Previous Incidents:		Cold clients					
Staff Client ratios		Guide /client ratio 1-4, Maximum group size – negotiable with client, Minimum number of staff –2					
Safety Management							
Guide/s are to assess Environmental & weather conditions as well as river flow 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. <b>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</b>							
Hazard <i>(Potential for serious harm in bold)</i>		MITIGATING MEASURES  <i>(Minimising strategies unless otherwise specified)</i>					
Strainers		Instructors manage these hazards closely and when practical stay between the hazard and the clients. Clients briefed on both avoidance and what to do if you come up against a strainer.					
Cold Water		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					
Separation		Instructors must stay in sight of clients at all times, ensuring all paddlers are accounted for at the end of each rapid					
Entrapment		Paddlers are briefed on river safety, including the white water float position, throw bag rescue techniques and to never stand up in the river					
River Access		Lower boats with throw bag and ensure clients are well clear of landing zone, clients to wear river gear while walking down steep bank					
Approved by	Blair Anderson	date	01.09.2022 (V2.0)	Review in	1 year	from date of approval	Signed 

### Activity Management Plan - Waimarino

Activity Description:		White Water Kayaking Course		Tarawera River (Kawerau) / Grade 2			
Access Permission Required?	Public access at Waterhouse Street. Look all vehicles and hide valuables	Location/Trip:	Water:				
			Firmen Lodge	Toilets:	Public Toilets - Firmen Field		
Other resources and notes:	Refer to Staff training syllabus, staff competency & SOP's	Instructor requirements:	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, Pllcence (as required), assessed as safe to drive & tow				
		Client competencies:	Must have completed a minimum of a full day of basic river safety with basic kayaking skills				
Equipment:	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	Specific Policies:	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				
Emergency Response:	Refer to Safety Management System, Carry Client - guide incapacitated flow chart. Refer to tour map for contact No.s & grid refs.						
Previous Incidents:	Cold clients						
Staff Client ratios	Guide /client ratio 1-4, Maximum group size – negotiable with client, Minimum number of staff –2						
Safety Management							
Guide/s are to assess Environmental & weather conditions as well as river flow 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. <b>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</b>							
Hazard <i>(Potential for serious harm in bold)</i>	MITIGATING MEASURES		<i>(Minimising strategies unless otherwise specified)</i>				
Strainers	Instructors manage these hazards closely and when practical stay between the hazard and the clients. Clients brief on both avoidance and what to do if you come up against a strainer.						
Cold Water	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						
Separation	Instructors must stay in sight of clients at all times, ensuring all paddlers are accounted for at the end of each rapid						
Entrapment	Paddlers are briefed on river safety, including the white water float position, throw bag rescue techniques and to never stand up in the river						
River Access	Carry boats down grassy banks, clients to wear river gear while walking down steep bank						
Approved by	Blair Anderson	date	01.09.2022 (V2.0)	Review in	1 year	from date of approval	Signed 



### Activity Management Plan - Waimarino

<b>Activity Description:</b>	Stand Up Paddleboarding - Educational trust & river tour.		<b>Location/Trip:</b>		Lower Wairoa River (Omanawa stream), Lakes	
<b>Entry &amp; Egress - Access Permission Required?</b>	No	<b>Instructor requirements:</b>	Guide 16 years or over, Current 1st aid, Knowledge of Waimarino SMS, policies & competencies, Paddleboard competency signed off, P licence (as required), Assessed as safe to drive & tow			
<b>Other resources and notes:</b>	Refer to Staff training syllabus, staff competency & SOP's	<b>Client competencies:</b>	Suitable for all levels of fitness			
<b>Equipment:</b>	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	<b>Specific Policies:</b>	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			
<b>Emergency Response:</b>	Carry client 'incapacitated guide' card, refer to tour map for contact no.s & grid refs.					
<b>Previous Incidents:</b>	students getting cold					
<b>Staff Client Ratios</b>	1 instructor to 10 clients (min 2 Waimarino instructors per group), school staff & parent helpers in kayaks are also used to maintain ratios					
<b>Safety Management</b>						
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. <b>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</b>						
<b>Hazard for serious harm in bold)</b>	<i>(Potential)</i>	<b>Management Strategy</b>	<i>(Minimising strategies unless otherwise specified)</i>			
Shallow rocks, logs & other obstacles		Guide is to point out known hazards & to identify new ones to clients, guide is to position His/herself between participants and hazards where possible.				
Muddy / slippery banks		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, Assisist clients with launching & recovering paddleboards.				
Take out at Waimarino pontoon		Ensure paddleboards are carried directly to the kayak shed after getting off the water				
Cold weather conditions		Guide is to ensure clients have appropriate clothing for the prevailing weather conditions.				
Boats traffic		Brief clients about, and inform harbour master of fast traffic over 5 knots. (Jennifer Roberts 0800 884 880)				
<b>Road traffic, crossing SH29</b>	Indicate & slow down prior to crossing SH29, tap brakes & use hand signals if required for following traffic					
<b>Approved by</b>	Blair Anderson	<b>date</b>	01.09.2022 (V2.0)	<b>Review in</b>	1 year	<b>from date of approval</b>
		<b>Signed</b>	