

WAIMARINO' S SAFETY MANAGEMENT SYSTEM



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)


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
- 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 Plan - Waimarino


Activity Description:	Adventure park 'On Point', Tarzan swing, high & low dive, gladiator pole	Location/Trip:	Waimarino Adventure park					
Entry & Egress - Access Permission Required?	NA	Water:	Yes	Toilets:	Yes			
Other resources and notes:	Refer to Staff training syllabus, Staff competencies & SOPs	Instructor requirements:	16yrs or older, Current 1st aid, Life guard & spine board training, Knowledge of SMS, policies & competencies, competency sign off					
Equipment:	Megaphone, Rescue tube & Radio	Client competencies:	Good swimming & fitness level					
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. 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 <i>(Potential for serious harm in bold)</i>	Management Strategy <i>(Minimising strategies unless otherwise specified)</i>							
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 outgoing 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	Rob Jones	date	27.2.20	Review in	1 year	from date of approval	Signed	

Activity Description:	Adventure Based Learning Activities	Location/Trip: Waimarino Adventure Park	
		Water: Yes	Toilets: Yes at Waimarino
Access Permission Required?	N/A	Instructor requirements: 16 yrs & over, Current first aid, Knowledge of SMS, policies & competencies, competency sign off	
		Client competencies: Moderate level of fitness and mobility	
Other resources and notes:	Refer to Activity Park staff training syllabus, ABL staff competency & SOP's	Specific Policies: Clients 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:	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	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		
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. 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 unless otherwise specified)		
Water, tides	Ensure all clients are briefed on water safety requirements iaw Waimarino activity guidelines. Refer to Kayaking AMPS		
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		
Wasp & Bee stings (anaphylaxis)	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	Rob Jones	date 27.2.20	
Review in	1 year	from date of approval	
Signed			


Activity Management Plan - Waimarino

Activity Description:	Inflatable Water Trampoline (UFO)	Location/Trip:		Waimarino Adventure Park (Lower Wairoa River)	
		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	
		Client competencies:		Ability to swim, good level of fitness and mobility	
Other resources and notes:	Refer to Park Activities staff training syllabus, staff competency & SOP's	Specific Policies/Client ratios:	6 persons maximum on activity at all times		
Equipment:	Instructor : Megaphone, PFD, Radio, Rescue tube				
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:	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.				
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. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients					
Hazard		Management Strategy			
Drowning & Impact injury		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.			
Clients swimming under Tramp		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			
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.			
Approved by	Rob Jones	date	27.2.20	Review in	1 year
from date of approval		Signed			


Activity Management Plan - Waimarino

Activity Description:	Warm pool & slip n slide	Location/Trip:		Waimarino adventure park			
		Water:	Yes		Toilets:	Yes	
		Instructor requirements:			16yrs or older, Current 1st aid, Life guard & spine board training, Knowledge of SMS, policies & competencies, competency sign off		
Access Permission Required?	N/A		Client competencies:		Moderate level of fitness and mobility		
Other resources and notes:	Refer to Staff training syllabus, staff competency & SOP's		Specific Policies/ Client ratios:	No standing on Slip N Slide, No whirlpools in warm pool, children under 8yrs to be directly supervised. 1 staff member to supervise both activities positioned by warm pool, plus additional teacher / parent supervision during busy periods. Max 15 clients at any time			
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. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients							
Hazard	Management Strategy						
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, Ensure all children under the age of 8 years old are actively supervised when in pool area						
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	Rob Jones	date	27.2.20	Review in	1 year	from date of approval	Signed 


Activity Management Plan - Waimarino

Activity Description:	Low ropes Course	Location/Trip:	Low Ropes Course / 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					
		Client competencies:	Moderate level of fitness and mobility					
Other resources and notes:	Refer to Staff training syllabus, staff competency & SOP's	Specific Policies:	Weight restriction applies (for use by customers < 90kg), explain/demonstrate 'spotting' technique, promote sun smart behaviour					
Equipment:	Client: Appropriate clothing, Instructor: radio							
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:	Broken arm, kid fell off top of cargo net on to ground, bumps and bruises from slipping off elements							
Staff Client Ratios	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							
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. 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	Management Strategy							
Overloading	follow policies listed above							
Falling off activities	Brief clients on correct spotting techniques							
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							
Wasp & Bee stings (anaphylaxis)	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	Rob Jones	date	27.2.20	Review in	1 year	from date of approval	Signed	

Activity Management Plan - Waimarino


Activity Description:	Kayak & Mat slide	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:	Adventure Park training syllabus, staff competency & SOPs	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.				
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. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to					
Hazard <i>(Potential for serious harm in bold)</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	Rob Jones	date	27.2.20	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		
		Water:	Yes	Toilets:	Yes
Entry & Egress - Access Permission Required?	N/A	Instructor requirements:	16yrs or older, Current 1st aid, Knowledge of SMS, policies & competencies, competency sign off		
Other resources and notes:	Refer to Top rope climbing & Adventure park SOPs	Client competencies:	Moderate level of fitness & ability.		
Staff /Client Ratios	Maximum group size – 8 clients per instructor Belaying – Maximum 1 staff member supervising 4 ropes.				
Equipment:	Rope, GriGri, 2 x steel screw gates (rope end) 2 x steel screw gates & 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				
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. 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 <i>(Potential for serious harm in bold)</i>	MITIGATING MEASURES <i>(Minimising strategies unless otherwise specified)</i>				
Fall from height	All climbing equipment must be CE rated. All climbing equipment must be fit for purpose and properly maintained. All harnesses must be correctly fitted.				
Fall From Height	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				
Wasp & Bee stings (anaphylaxis)	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	Rob Jones	date	27.2.20	Review in	1 year
		from date of approval		Signed	

Activity Management Plan - Waimarino


Activity Description:	Abseiling at Waimarino Adventure Park & Te Puna Quarry	Location/Trip:	Waimarino Adventure Park & Te Puna quarry	
		Water:	Yes	Toilets: Yes
Entry & Egress - Access Permission Required?	Contact Te Puna quarry park so that session date is in their calendar	Instructor requirements:	16yrs or older, Current 1st aid, Knowledge of SMS, policies & competencies, competency sign off	
Other resources and notes:	Refer to Staff training syllabus, staff competency & SOPs	Client competencies:	Moderate level of fitness & ability.	
Staff /Client Ratios	Maximum group size – 8 clients to 2 instructors (1 instructor at cliff top & 1 instructor at cliff bottom)			
Equipment:	Staff: Abseil rope, Safety rope, Rigging rope, Safe area rope, Staff harness & PAS, Staff helmets x 2, Alloy HMS Krabs x 5, Steel 'D' Krabs x 4, 120cm sling x 2, Prussik loops x 2, First aid kit, Radios, Mobile phone. Client: Harnesses x 6, Helmets x 6, Extended descender rigs x 6,	Specific Policies:	Staff are to check correct fitting of harnesses & helmets, ensure safe travel to cliff top, safe behaviour of clients waiting to abseil, 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. Carry Client - guide incapacitated flow chart, Refer to tour map for contact No.s & grid refs.			
Previous Incidents:	clients frozen due to fear having to be pulled back up to top of abseil or lowered to ground.			
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. 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 <i>(Potential for serious harm in bold)</i>	MITIGATING MEASURES <i>(Minimising strategies unless otherwise specified)</i>			
Fall From Height - Equipment failure	All abseiling equipment must be CE rated. All abseiling equipment must be fit for purpose and properly maintained. All harnesses and helmets must be correctly fitted			
Fall From Height - Anchor failure	Staff to inspect anchor points prior to setup for signs of damage or weakness. If in doubt as to integrity of anchors the session is not to proceed			
Fall From Height - Poor belay technique	Staff are to be trained and assessed as competent belayers before working with clients			
Fall From Height - Poor abseil technique	Use of a backup safety rope belayed by an instructor, Technique demonstrated by instructor before abseiling, Briefing to clients of correct abseil technique & coaching of technique during descent, Option to add a prussik to the brake rope			
Falling objects - Loose items dislodged from cliff	Cliff top to be inspected before session start & any loose material removed, clients & staff below the cliff edge must wear a helmet at all times, clients briefed not to look up on hearing the call 'Below', any loose material appearing on the cliff top during the session to be removed.			
Falling Objects - Cliff face collapse	Staff are to visually inspect the cliff face prior to setting up the activity, if there is any sign of movement or destabilisation in the cliff face the activity is not to proceed, Staff are to immediately halt the activity if they experience any event causing a change in the integrity of the cliff face, and ensure the safety of clients and staff in evacuating the area			
Unexpected weather events	In the event of an unexpected weather events staff are to halt the activity, assess the likely duration & severity of the event with a view to cancelling the activity & retreating from the site, In making this decision staff are to err on the side of caution			
Uncontrolled people on site	Staff are to halt the activity in the shortest possible time whilst ensuring client safety, staff are to inform such people there is a session in progress and make them aware of safety boundaries - also asking them to move out of the area, session may re-commence once the area is clear			

Uncontrolled slip - access path	Detailed brief to clients before taking track to cliff top holding area, if staff have concerns over client behaviour they are to escort them to the cliff top holding area							
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							
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							
Risk of inverting	Option to use a chest harness or Parisian baudrier to support abseiler upper body during descent, Staff to demonstrate & coach correct body position prior to & during descent.							
Emotional/Psychological trauma	Staff briefing to emphasise the degree of safety provided by the equipment, Challenge by choice only, Staff are to reassure & encourage participation but not for an overly long time period if the client remains anxious							
Wasp & Bee stings (anaphylaxis)	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	Rob Jones	date	27.2.20	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:	Yes - at Waimarino	Toilets:	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, bouyancy aids, Guide specific: Bouyancy aid with knife, throw bag (50m), whistle, 1st aid kit, 1 other means of communication, spare paddles, Tour map	Specific Policies:	Ensure bouyancy 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								
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								
Hazard <i>(Potential for serious harm in bold)</i>	Management Strategy <i>(Minimising strategies unless otherwise specified)</i>							
Drowning	Guides to ensure that all clients are wearing correctly fitting bouyancy 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 guage.							
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	Rob Jones	date	27.2.20	Review in	1 year	from date of approval	Signed	


Activity Management Plan - Waimarino

Activity Description:	Open Water Kayaking - Daytime (SLRKT, SLMKT, WRT, Te Waka, Recreational Kayaks)	Location/Trip:		Wairoa river (lower section), Lake McLaren, Lake Rotoiti,				
		Water:	Yes: Waimarino, Visitor centre, & hot pools	Toilets:	Yes: Waimarino, Visitor centre, Otaramarae carpark & hot pools			
Access Permission Required?	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	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:	Refer to Staff training syllabus, staff competency & SOP's	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, buoyancy aids are correctly fitted, spraydeck release has been practised (if used), weather has been checked, client declaration signed, promote sun smart behaviour					
Emergency Response:	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.							
Previous Incidents:	Clients capsize - (Top 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							
Staff client Ratios	1:10							
Safety Management								
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								
Hazard <i>(Potential for serious harm in bold)</i>	MITIGATING MEASURES <i>(Minimising strategies unless otherwise specified)</i>							
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 (& 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.							
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							
Approved by	Rob Jones	date	27.2.20	Review in	1 year	from date of approval	Signed	


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)		
		Water:	Must be carried	Toilets:	At Waimarino only
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 - https://monitoring.boprc.govt.nz/MonitoredSites/cgi-bin/hydroviewer.cgi/points/details?point=698	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				
Safety Management					
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					
Hazard <i>(Potential for serious harm in bold)</i>	Management Strategy <i>(Minimising strategies unless otherwise specified)</i>				
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	Rob Jones	date	27.2.20	Review in	1 year
				from date of approval	Signed 


Activity Management Plan - Waimarino

Activity Description:	Waimarino River Safety Programme - (River Hop)	Location/Trip:	Upper Wairoa River (Rollercoaster to McLarens falls) & Poripori Rd area		
		Water:	Carry water bottles	Toilets:	Long drop, McLarens falls
Access Permission Required?	Call Jeanette Miller for Land access to mid-way point 1549 SH29 - ph: 07 543 1092 / 021 767 759	Instructor requirements:	Lead guide 18yrs & over, second 16 yrs & over, Current first aid, Knowledge of SMS, policies & competencies, competency sign off.		
Other resources and notes:	http://www.watersafety.org.nz/resources-and-safety-tips/safety-info-tips/rivers/safety-and-hydrology/be-river-safe-toolbox/	Client competencies:	Good swimming & fitness level		
Equipment:	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	Specific Policies:	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.		
Emergency Response:	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.				
Previous Incidents:	Burst eardrum from flip off rock, Cold clients due to inappropriate gear/slow trips/cold weather, Bumps & scratches from slippery surfaces.				
Staff Client Ratios	1:8, minimum of 2 Waimarino instructors per group				
Safety Management					
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					
Hazard <i>(Potential for serious harm in bold)</i>	Management Strategy <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: http://monitoring.boprc.govt.nz/MonitoredSites/cgi-bin/hydwobserver.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)				
Slippery surfaces	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.				
Approved by	Rob Jones	date	27.2.20	Review in	1 year
				from date of approval	Signed 


Activity Management Plan - Waimarino

Activity Description:	Sea Kayak hire & Sea Kayak tours in decked Sea kayaks in Tauranga harbour	Location/Trip:	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		
		Client competencies:	Moderate level of fitness and mobility		
Other resources and notes:	Refer to Staff training syllabus, staff competency & SOP's	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		
Equipment:	B.A. with knife, whistle & tow line, 2 waterproof maps, 1st aid kit, spare paddle, Paddle float, pump, repair kit, led head torch, distress flares, VHF radio & waterproof case, cell phone in waterproof case, GPS, spare clothing, emergency food & drink, emergency shelter.				
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					
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	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	Rob Jones	date	27.2.20	Review in	1 year
				from date of approval	Signed 


Activity Management Plan - Waimarino

Activity Description:	Vehicle Driving	Location/Trip:	Public & private roads		
		Water:	No	Toilets:	No
Entry & Egress - Access Permission Required?	Permission to be requested when required for private land access	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 SOPs, 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. DO NOT ACCEPT LIABILITY AT THE SCENE OF AN INCIDENT				
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				
Safety 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.					
Hazard <i>(Potential for serious harm in bold)</i>	Management Strategy <i>(Minimising strategies unless otherwise specified)</i>				
Excessive speed / Extreme weather	Always drive below the speed limit and adjust for Extreme weather and poor road conditions				
Loss of control	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.				
Mechanical Failure	Vehicles are to be 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.				
Over loading	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.				
Injury due to not wearing a seatbelt	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	Rob Jones	date	27.2.20	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 & SOP's	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. 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 <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	Rob Jones	date	27.2.20	Review in	1 year	from date of approval	Signed	

Activity Management Plan - Waimarino

Activity Description:	White Water Kayaking Course	Location/Trip:	Tarawera River (Kawerau) / Grade 2					
		Water:	Firmin Lodge	Toilets:	Public Toilets - Firmin Field			
Access Permission Required?	Public access at Waterhouse Street. 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, Pllicence (as required), assessed as safe to drive & tow					
Other resources and notes:	Refer to Staff training syllabus, staff competency & SOP's	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. 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 <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	Rob Jones	date	27.2.20	Review in	1 year	from date of approval	Signed	

Activity Management Plan - Waimarino						
Activity Description:	Stand Up Paddleboarding - Educational trust & river tour.	Location/Trip:		Lower Wairoa River (Omanawa stream), Lakes		
		Water:		Yes - at Waimarino	Toilets:	Yes - at Waimarino
Entry & Egress - Access Permission Required?	No	Instructor requirements:		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		
Other resources and notes:	Refer to Staff training syllabus, staff competency & SOPs	Client competencies:		Suitable for all levels of fitness		
Equipment:	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	Specific Policies:		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		
Emergency Response:	Carry client 'incapacitated guide' card, refer to tour map for contact no.s & grid refs.					
Previous Incidents:	None					
Staff Client Ratios	1 instructor to 10 clients (min 2 Waimarino instructors per group), school staff & parent helpers in kayaks are also used to maintain ratios					
Safety Management						
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						
Hazard <i>(Potential for serious harm in bold)</i>	Management Strategy <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, Assisst 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)					
Road traffic, crossing SH29	Indicate & slow down prior to crossing SH29, tap brakes & use hand signals if required for following traffic					
Approved by	Rob Jones	date	27.2.20	Review in	1 year	from date of approval
				Signed	