



Version	Blue Light – Raft Building - Activity Management Plan - V1 ¹
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Next Review	30/07/2025
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Blue Light Raft Building Activity Management Plan							
Activity Description	Participants learn a selection of knots to design and build a raft, aiming to keep it afloat with team members on it			Location	Blue Light Awhitu Camp		
Toilets	Yes	Max Ratio	2 – Instructors 1- Adult helper 12 - Participants	Water	Yes	Mobile Reception	Yes
Instructor Competency	Blue Light internal competency signed off			Client Competency	Be able to fit the life jackets	First Aid Kit Available	Yes
Equipment required by participants	Covered toe shoes, appropriate clothing for being in the water, personal medication if needed			Emergency Response / Incident Reporting	Refer to Blue Light Rock & Ropes Incident Reporting Procedure		



#	HAZARD	POTENTIAL INJURY/ILLNESS	CONSEQUENCE	LIKELIHOOD	INITIAL RISK RATING	CONTROL METHODS	CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
1	Drowning *Inadequate instruction *Poor supervision *Entering water when tide is going out *Participant leaving the raft and floating away *Entrapment under raft *Participant misbehaving or not following instructions *Poor swimming ability *Not wearing life jacket	Death Serious injury	Severe	Likely		*Only trained instructors to run activity – BL SOP to be followed *Instructor maintains personal wellbeing while at work *Instructor to give clear instructions of activity including rules surrounding swimming and being near water as well as safety areas and no-go zones and holding onto the raft if participant falls into the water *Instructor to check tides and weather conditions if adverse consider cancelling/ changing time. *Activity to run only in high tide *All staff to monitor and supervise participants at all times *Participants not to be inside of the raft but on top *Head count participants on the raft regularly *Life Jacket to be worn at all times when near/ in the water *Rope always attached to the Raft *Instructor to have a throw bag on activity *Instructors are to have a baseline understanding of participants level of ability in the water (<i>Medical Risk Acknowledgement Form</i>)	Severe	Rare	
2	Injury-Blunt Force *Getting hit by bamboo during building the Raft *Paddle hitting participant	Serious Injury Minor Injury	Major	Likely		*Instructor to brief participants the correct use of equipment and being aware of their surroundings *Instructor to brief and demonstrate correct use of equipment *Instructor to monitor and supervise participants *Appropriate staff to participant ratios	Major	Rare	



3	Physical Injury when paddling *Pre-existing injury (shoulder) *Poor paddling technique	Serious Injury Minor Injury	Moderate	Likely	*Collect medical information prior to arriving *Contact participants with any questionable health issues to better understand conditions so a plan can be made *Ensure participant is carrying medication that may be necessary *Instructor to brief and demonstrate to participants the correct way to paddle	Moderate	Unlikely	
4	Medical Injury *Pre-existing medical condition	Serious Injury Minor Injury	Major	Likely	*Instructor to be informed of any pre-existing or current injuries/medical conditions (<i>Medical Risk Acknowledgement Form</i>) *Instructor to contact participants with any questionable medical conditions to understand and make a plan if necessary *Ensure participant is carrying personal medication if necessary	Minor	Unlikely	
5	Psychological Harm *Forced to participate *Panic Attack *Cultural factors	Psychological Harm / Trauma	Moderate	Likely	*Instructor to brief students on 'Challenge by choice' *Instructor to brief participants of activity and safety processes *Ensure every group is supported and treated appropriately *Instructor to be informed of any pre-existing or current psychological /medical conditions (<i>Medical Risk Acknowledgement Form</i>)	Minor	Unlikely	
6	Equipment failure *Bamboo Splintering *Life jackets losing buoyancy *Faulty rope	Serious Injury Minor injury	Moderate	Likely	*6 month in house inspection completed *Daily visual inspection	Minor	Rare	
7	Weather Conditions (Sun, wind, temperature, and lightning) *Hyperthermia Hypothermia *Heat stroke *Struck by lightning	Serious Injury Minor Injury	Major	Likely	*Instructor to check tides and weather day before activity begins. Activity to run only in high tide *Ensure group has been briefed on appropriate clothing *Shelter provided *Instructors call a halt if participants impacted/affected by the weather *Ensure water/sunblock available *Activities called to a halt when thunder or lightning and 30/30 rule followed or extreme weather conditions	Moderate	Unlikely	



8	Instructor impairment *Drug and Alcohol	Death Serious Injury Minor Injury	Major	Unlikely		<ul style="list-style-type: none"> * No drinking of alcohol prior to or during activity *Adhere to Blue Light drug and alcohol policy outlines risk and identifies strategies to manage drug and alcohol hazards *Cease Activity if suspected 	Minor	Rare	
9	Slips/ Trips/ Falls	Serious Injury Minor Injury	Moderate	Likely		<ul style="list-style-type: none"> *Instructor to brief participants of activity and safety processes *Instructor to brief participants on safety areas, potential hazard areas (e.g. walking raft into the water where there is uneven ground) and no-go zones *Instructor to brief participants the correct use of equipment and being aware of their surroundings *Instructor to monitor and supervise participants *Ensure equipment is laid out neatly in a designated area 	Moderate	Unlikely	
10	Wandering participants	Death Serious Injury Minor Injury	Major	Likely		<ul style="list-style-type: none"> *Instructor to brief participants on safety areas, potential hazard areas and no-go zones *Instructors to be supervising participants at all times *Continuous head counts *Appropriate staff to participant ratios 	Moderate	Unlikely	
11	Manual Handling	Serious Injury Minor Injury	Major	Unlikely		<ul style="list-style-type: none"> *All staff complete in-house Health and Safety training which includes manual handling 	Major	Rare	



In assessing the level of risk, considerations such as the likelihood of an incident happening in combination with the seriousness of a consequence are used to gauge the overall risk level for an activity. The matrix below has been used as a guide to assist with developing the risk assessment:

Risk Level	
Low	Continue
Medium	Control to minimise risk
High	Control to eliminate risk
Severe	Stop – find alternative

Risk Matrix

Risk Assessment Matrix	Consequences			
	1. Minor	2. Moderate	3. Major	4. Severe
Likelihood	None/minimal Injuries	Moderate injuries	Medical treatment	Fatalities
1. Almost certain	Medium	High	Severe	Severe
2. Likely	Medium	High	High	Severe
3. Unlikely	Low	Medium	Medium	High
4. Rare	Low	Low	Medium	Medium



Appendix B Emergency Response Plan



INCIDENT REPORTING PROCEDURE





Employee Declaration

The Activity Management Plan for Raft Building has been covered in this session and I have been given the opportunity to ask questions and review the information provided. I fully understand the procedures and agree to comply with them.

Employee Name	Signature	Date