



Version	Blue Light – Kayaking - Activity Management Plan - V1 ¹
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Blue Light Kayaking Activity Management Plan							
Activity Description	Kayaking around the Bays in Awhitu staying within 100m radius from the beach, learning basic Kayak skills.			Location	Awhitu coastline, refer to SOPs for exact locations.		
Toilets	Yes	Max Ratio	2- Instructor 1 - adult 12 - Participants	Water	Yes	Mobile Reception	Yes
Instructor Competency	Lead Instructor Competency - Adventure works level 4/NZOIA leader level kayaking qualification or Instructor Competency - Blue Light internal competency signed off			Client Competency	Under 150kgs	First Aid Kit Available	Yes
Equipment required by participants	Shoes that will get wet, appropriate clothing for the weather, 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	<p>Drowning-Weather & Competency</p> <ul style="list-style-type: none"> *Adverse Weather and Sea conditions / currents *Sudden change in weather, strong tides, wind, or exposure. *Inexperienced paddlers *Different skill or fitness level within group *Lack of instructor competency 	<p>Death Serious injury Drowning</p>	Severe	Likely		<ul style="list-style-type: none"> *Instructor is trained to SOP requirements for competency level to instruct Kayaking *Carry communication device. Fully charged cell phone *Instructor carries required safety equipment according to SOP *Most current weather forecast received within one hour of accessing the water if the forecast predicts conditions outside standard operating procedure postpone/ cancel the activity (Weather information sourced from Met-Service marine and any other relevant weather stations). *Staff to ensure they have a baseline understanding of students level of ability in water (Enrolment form) *Ensure all students are wearing life jackets at all times when in the water – Ensure they are the right fit. * Staff to ensure students have sufficient/ appropriate clothing for activity. * Students are briefed on zones / boundaries where they can paddle – students are supervised by instructors at all times. Continuous head counts * Ensure Kayaking area is suitable for conditions / Students abilities *Instructors brief participants in activity and ensure all are aware of paddle signals 	Major	Unlikely	
2	<p>Drowning-Equipment</p> <ul style="list-style-type: none"> *Capsized kayak 	<p>Death Serious Injury Minor Injury</p>	Severe	Likely		<ul style="list-style-type: none"> * Instructors trained in supporting participants to re-enter kayaks *Students are briefed in what to do if kayak capsizes * Ensure all equipment is checked prior to use *Educate students on correct use of equipment * Ensure all students wear life jackets at all times when in or near the water – Ensure they are the right fit. 	Major	Unlikely	



3	<p>Collision with other moving watercraft</p> <p>*Lack of visibility / crafts awareness of the group. *Failure to follow rules of the road at sea</p>	<p>Death Serious Injury Minor Injury</p>	Major	Likely		<p>* Group stays together in high traffic areas. *Lead instructor and tail instructor communicate with paddle signals and stay visible to each other *Ensure all students are wearing life jackets * Students fully briefed on etiquette and how to avoid collisions *Review area prior to activity *Follow SOP</p>	Major	Unlikely	
4	<p>Participants unable to use equipment correctly</p> <p>* Due to lack of instruction *Due to fitting problems *Inappropriate equipment</p>	<p>Serious Injury Minor Injury Bruising / Bumps/ Grazes</p>	Moderate	Likely		<p>*Participant provided initial briefing instructions on hazards/risks *Participants receive demonstration and explanation for safe use of equipment *Participants receive opportunity to practice the use of the equipment safely in a controlled and safe environment *Instructors brief and check all PFD fitted to participants</p>	Moderate	Unlikely	
5	<p>Psychological/Cultural harm</p> <p>*Fear of water *Forced to participate *Panic Attack *Using Area unaware of current Rahui</p>	<p>Psychological Harm / Trauma</p>	Moderate	Likely		<p>* Instructor to be informed of any pre-existing or current Psychological/medical conditions (<i>Medical Risk Acknowledgement Form</i>) *Challenge by choice *Full debrief with students to ensure they have a good understanding of activity and safety processes in place *Ensure every group is supported and treated appropriately *Stay current with Department of conservation and Auckland Council *Leave an area if you become aware of issues that may result in cultural harm</p>	Moderate	Unlikely	
6	<p>Equipment failure / unfit for use</p> <p>*Inappropriate equipment for students *Lack of maintenance / care</p>	<p>Death Serious injury Head/Neck/ Spinal Injury</p>	Severe	Likely		<p>*6 month in house inspection completed *Daily visual inspection complete prior to activity * Damaged or faulty equipment removed from service until repaired / replaced</p>	Severe	Rare	



7	Weather Conditions (Sun, wind, tides, temperature, and lightning) *Hyperthermia Hypothermia *Heat stroke *Struck by lightning	Death Serious Injury Minor Injury	severe	Likely		*Activities called to a halt when thunder or lightning & 30/30 rule followed *Ensure group has been briefed on appropriate clothing required *Instructors call a halt if participants impacted / affected by the weather *Ensure water / sunblock available. *Review weather conditions prior to activity – cancel / postpone activity if weather unfavourable	Moderate	Rare	
8	Instructor impairment *Drug and Alcohol	Death Serious Injury Minor Injury	Severe	Unlikely		* No drinking of alcohol prior to or during activity *Adhere to Blue Light drug and alcohol policy *Cease Activity if suspected	Severe	Rare	
9	Lost Participant *Group/Individual separated	Death Serious Injury Minor Injury	Severe	Unlikely		*Instructor manages the group according to their experience/competency. Could be using buddy system, setting up student leadership roles, designating meeting areas, identifying front leader and back leader *Brief students on clear out of bounds areas, & behaviour expectations *Continuous Head Counts	Severe	Rare	
10	Operator Fatigue	Death Serious Injury Minor Injury	Major	Likely		*Regular breaks, rotations and checks to ensure operator is not fatigued	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 *Brief participants on correct handling / lifting of equipment 	Moderate	Rare	
12	Medical Conditions / special needs *No prior disclosure of Medical Conditions / special needs	Death Serious Injury Minor Injury	Severe	Likely		<ul style="list-style-type: none"> *All students sent a medical disclosure form to complete prior to camp *Medication information obtained and understood by activity lead. Students to have any medication at hand. *Staff are made aware of students with medical conditions and plans are put in place to manage *Students with medical conditions are monitored closely – Dependent on condition staffing ratio to be discussed *Trained First Aiders / Equipment available 	Major	Rare	
13	Slips/Trips & Falls *Slippery wet surfaces *Damaged / Uneven surfaces	Serious Injury Minor Injury	Major	Likely		<ul style="list-style-type: none"> *Highlight areas where slip/Trip hazards are possible *No running rule near wet / slippery areas enforces 	Moderate	Unlikely	



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 Kayaking 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