



Version	Blue Light – Fishing - Activity Management Plan - V1 ¹
Issue Date	01/10/2024
Review Date	01/10/2024
Next Review	01/10/2025
Revised By:	Dominic Crow
Authorised By:	Brendon Crompton

Blue Light Fishing Activity Management Plan							
Activity Description	Students learn how to fish in a safe environment			Location	Blue Light Camp, Awhitu		
Toilets	Yes	Max Ratio	1x Instructor 1x Adult 12 x Participants	Water	Yes	Mobile Reception	Yes
Instructor Competency	Blue light internal competency signed off			Client Competency	Physically Able	First Aid Kit Available	Yes
Equipment required by participants	Covered shoes, appropriate clothing for the weather, personal medication if needed			Emergency Response / Incident Reporting	Refer to Blue light Incident Reporting Procedure		



#	HAZARD	POTENTIAL INJURY/ILLNESS	CONSEQUENCE	LIKELIHOOD	INITIAL RISK RATING	CONTROL METHODS	CONSEQUENCE	LIKELIHOOD	RESIDUAL RISK RATING
1	<p>Cuts/Lacerations/ Grazes *Injuries from fishhooks, knives, fish and other fishing equipment *Slips/Trips/Falls</p>	<p>Serious Injury Moderate Injury Minor Injury</p>	Major	Likely		<p>*Only trained instructor permitted to run activity – must follow BL SOP *Safety brief is given to every group prior to commencement of activity *Ensure participants are briefed on where the set boundaries are landmarks given. *Instructor positioning to be near student / where they are clearly in view. *Instructors to be in charge of all knife and fishing hook handling until participant deemed competent</p>	Moderate	Unlikely	
2	<p>Drowning *Falling into water *Student unaccompanied *Tide/ current changes *Unknown swimming ability of participant *Swept away by big swell</p>	<p>Death Serious Injury</p>	Severe	Likely		<p>*Only trained instructor permitted to run activity – must follow BL SOP *Safety brief is given to every group prior to commencement of activity *Ensure participants are briefed on where the set boundaries are landmarks given. *Instructor positioning to be near student / where they are clearly in view. *Check weather conditions prior to activity if unfavorable postpone. *Life Jackets to be worn by all participants when in or around deep water that is not barriered * Instructor to have a throw bag available *Ensure all participants have completed required medical questionnaire which outlines swimming ability</p>	Major	Unlikely	



3	Psychological harm *Fear of hurting sea creatures *Forced to participate *Panic Attack *Cultural factors	Psychological Harm / Trauma	Major	Likely	*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 * Remove student from activity if required	Moderate	Unlikely	
4	Weather Conditions (Sun, wind, rain, temperature, and lightning) *Hyperthermia Hypothermia *Heat stroke *Struck by lightning *Swept away by big swell	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 for activity *Instructors call a halt if participants impacted / affected by the weather *Ensure water / sunblock available. * Check weather / water conditions prior to activity if unfavourable cancel/ postpone activity	Major	Unlikely	
5	Instructor impairment *Drug and Alcohol	Death Serious Injury Minor Injury	Severe	Unlikely	* All staff aware of Blue Light policy – Drugs / Alcohol use prohibited *Adhere to Blue Light drug and alcohol policy *Cease Activity if instructor appears impaired *Lead instructor to remind instructors drugs / alcohol prohibited – ensure any persons on prescribed medication are authorised to run activity not compromised – e.g. – Drowsy	Severe	Rare	
6	Operator Fatigue	Serious Injury Moderate Injury Minor Injury	Major	Likely	*Regular breaks, rotations and checks to ensure operator is not fatigued	Moderate	Rare	



7	Slips/ Trips/ Falls	Serious Injury Minor Injury	Major	Likely		<ul style="list-style-type: none"> *Ensure good housekeeping. Have equipment neatly arranged or put away. *Safety check before participant commences activity *Brief students on potential hazards prior to activity / ensure they are aware to store equipment appropriately 	Moderate	Unlikely	
8	Wandering /absconding participants	Death Serious Injury Minor Injury	Major	Likely		<ul style="list-style-type: none"> *Establish clear safety zones. *Instructors to be always aware of participant locations. 	Major	Unlikely	
9	Medical Injury *Preexisting medical condition	Serious Injury Minor Injury	Major	Likely		<ul style="list-style-type: none"> *Ensure all participants have completed required medical questionnaire and this has been reviewed and followed up where applicable *Contact participants with any questionable health issues to better understand conditions so a plan can be made *Ensure participant is carrying required medication where applicable. 	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



