



Blue Light Raft Building Standard Operating Procedures

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| Version | #1 ¹ |
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| Next Review | 30/07/2025 |
| Revised By: | Dominic Crow |
| Authorised By: | Brendon Crompton |

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| Purpose |
| This policy shows safe practices when facilitating the Raft Building activity. This policy needs to follow Blue Lights SMS. All staff and contractors need to follow this policy when facilitating the Raft Building activity. This is a “living document” and may be changed following new safe practice guidelines or new equipment standards. |

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| Responsibilities |
| Blue Light Rock & Ropes |
| Scope |
| 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 |
| Instructor Competency |
| Blue Light internal competency signed off |
| Adult Helper Competency |
| Physically and mentally able to follow and do duties outlined in adult induction. |
| Participant Competencies |
| Be able to fit the life jackets |
| Technical Advisors |
| Internal TA: Dominic Crow - 0220326887 |



Ratios

Maximum of 12 students to 2x instructors & 1x adult helper

If there are any participants with different abilities or behavioural challenges which may affect them completing the activity safely, the instructor consults with the lead instructor to decide as to whether another instructor/adult helper is required. At any point during the activity if the instructor believes there could be extra risk, the instructor should stop the session and consult with the lead instructor to bring in additional support

The required number of instructors and adult helpers may change due to participants' abilities, weather, and other factors.

Risk Management

Refer to Raft Building AMP. Appendix (B)

If the instructor feels the session is unsafe, they have full authority to call a halt to the activity.

This can be but not limited to:

- Weather: Heavy rain, High winds, and thunderstorms
- Participants not listening or physically unable or any medical issues
- Equipment or facilities unsafe
- Harassment from members of the public

Consult with Lead instructor if ever unsure

Personal Safety

Instructors need to maintain personal safety at all times. They can only instruct and perform tasks they have been trained in. No activity will run unless first aid staff member is onsite.

Blue Light Staff Responsibilities

- Blue Light staff must be trained on how to manage students, while taking them Raft Building and receive continuous training when needed to develop skills in group management
- Blue Light staff are responsible for all safety aspects when running the Raft Building session
- Blue Light staff must ensure safety equipment / location is safe and well maintained for the running of the Raft Building session
- Follow all procedures of the SOP and AMP
- Have a First Aid Kit & First Aid Certified person on site
- Have cell phone communication to the Lead Instructor

Call a halt to the activity if conditions or facility become unsafe

Instructor Positioning

Blue Light staff will be positioned to see all participants while present on the Raft Building activity and to be close enough to be heard when giving safety and technical advice.

Pre-Activity

- Lead instructor to assess weather and tides to determine if activity can run
- Instructors running activity need to have read and understood the SOP and AMP
- The lead instructor needs to check group numbers and risk acknowledgment forms have been signed.
- Lead instructor and team will need to review groups medical information and create plans if less able participants need added help
- Lead instructor to make phone call check to emergency contact at camp



Set Up

Cover pre-use check of equipment. If you are unsure of anything consult with lead instructor

Make sure instructors and adult helpers have:

- Footwear
- Cell phone
- Appropriate clothing for weather
- First aid kit
- Life jackets / Throw bags

Make sure participants have:

- Footwear
- Appropriate clothing for weather
- Life Jackets

Brief to Group

- **Introduction to self and activity**
 - Rotation end time
 - Explain challenge by choice
- **Rules and safety**
 - No going towards the water until the rafts are tested
 - Be mindful of swinging bamboo and paddles and hitting others
 - Participants who will be on the raft are to wear life jackets
 - While on the raft, participants are to only be on top of it, not inside the raft / tubing
 - If the participant falls off the raft, they are to hold onto the raft while they are in the water
- **Objective of the activity**
 - Design a raft within your groups and aim for it to float and carry members of your team in the water
 - Explanation and demonstration of knots

Adult Brief

Responsibilities during activity:

- Pastoral care
- Assistance to monitor students
- Reinforcing boundaries or other guidelines the instructor may put in place

If there are any complaints inform the lead instructor of the day. If the complaint is about the lead instructor, please inform the programme or camp co-ordinator.

Running Activity

- Throughout the session, coach participants with advice and encouragement –the activity is as fun as you make it
- Ensure all participants are in sight of the instructor
- Ensure participants are engaging with activities
- Ensure no participants are playing around with the bamboo and ropes, potentially causing harm to one another

At any time if instructor feels like the session is unsafe, they can call a halt to the session



Pack Down & Post Activity

- All gear is washed back at camp
- Any equipment issues or issues that arise on session are written on a debrief sheet and given to program coordinator
- Any incident recorded in Audit
- Debrief activity with team as soon as practicable

Equipment

| Equipment | Pre-Use Inspection |
|-------------------|-----------------------------------|
| Ropes | No fraying |
| Bamboo | No splintering |
| Tubes | No holes in tubes |
| Facilities | |
| Beach | Is at high tide |
| Surrounding Areas | Clear of clutter, no broken glass |

Appendix B



INCIDENT REPORTING PROCEDURE



