



Blue Light Kayaking Standard Operating Procedures

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Revised By:	Dominic Crow
Authorised By:	Brendon Crompton

Purpose

This policy outlines safe practices for instructing the Blue Light Kayaking session in Awhitu and must comply with the Blue Light SMS. All staff and contractors are required to adhere to this policy when using the Blue Light Kayaking equipment. This is a “living document” and may be updated to reflect new safety guidelines or equipment standards.

Responsibilities

Blue Light Rock & Ropes

Scope

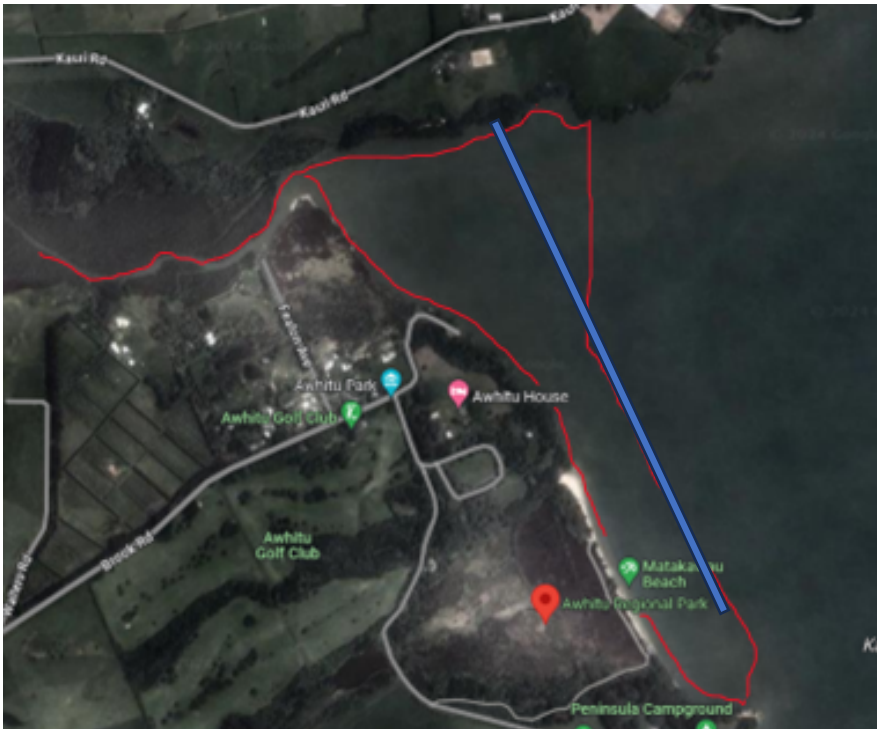
Participants learn basic Kayaking skills and learn about safety around water.

Location

Low Tide-The stream that leads into the bay at the North end of Matakawau Beach, Awhitu.

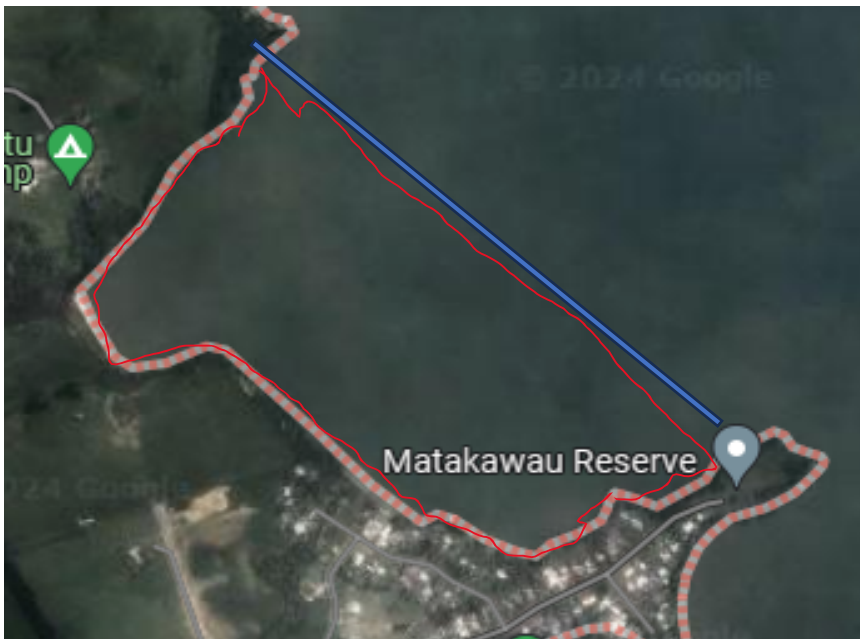


High tide – Must remain within 100m from shore – not to go past blue line area – White house is landmark



If Kayaking from the Blue Light Camp beach.

Do not go past blue 100m line





Lead Instructor

NZOIA Kayak Leader qualification or an equivalent standard.
First aid certificate

Instructor Competency

Blue Light internal competency sign-off.
First aid certificate.

Adult Helper Competency

Physically and mentally capable of performing the duties outlined in the adult induction.

Participant Competencies

Under – 150kg Escapade
Under- 90kg Escapee

Technical Advisors

Internal TA: Dominic Crow - 0220326887

Ratios

Maximum of 12 students to two instructors.
Minimum one adult accompanying group.

If a participant has different abilities or behavioural challenges that may affect their safety during activities, the instructor should consult with the lead instructor to determine if additional support is needed. If at any point during the activity the instructor believes there is an increased risk, they should halt the session and seek guidance from the lead instructor to arrange for additional support.

The required number of adult helpers and instructors may vary depending on the number of participants, weather conditions, and other factors.

Risk Management

Refer to Kayaking AMP.

If the instructor deems the session unsafe, they have full authority to stop the activity immediately.

This can be but not limited to:

- Weather: Heavy rain, High winds, swell or strong outgoing tides or thunderstorms
- Participants not listening or physically unable or medical issues
- Equipment or facilities unsafe
- Harassment from members of the public
- 30/30 rule- If you hear thunder within 30sec of seeing lightning we stop the kayaking session for 30min. 30min restarts after every time if this occurs again.

Tides.

- Kayaking is permitted in the bay only 2 hours before and after high tide.
- If there is a strong outgoing tide, stay closer to shore or cancel the program if the conditions cannot be safely managed.

Consult with Lead instructor if ever unsure



Personal Safety

Instructors must prioritize personal safety at all times. An instructor should not enter the water unless another instructor is present.

Blue Light Staff Responsibilities

- Blue Light staff must be trained in student management, kayak operation, and receive ongoing training as needed to enhance skills and group management.
- Blue Light staff are responsible for all safety aspects during kayaking sessions
- Blue Light staff must ensure that safety equipment and facilities are safe and well-maintained for kayaking sessions.
- Follow all procedures outlined in the SOP and AMP.
- A First Aid Kit and a First Aid certified person must be on site.
- Maintain cell phone communication with the Lead Instructor.

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

Instructor Positioning

Blue Light staff must be positioned to see all participants when they are on the water. While in the bay, staff should always be the furthest from land to prevent any participant from drifting into the harbour.

Pre-Activity

- The lead instructor must assess the weather using two different sources and perform a visual check on the day, including wind direction and speed, air temperature, tides and timings, chop height, rainfall, and severe weather warnings.
- Instructors running the activity must have read and understood the SOP and AMP.
- The lead instructor must verify that group numbers are accurate and that risk acknowledgment forms have been signed.
- The lead instructor and team should review the group's medical information and develop plans for providing additional help to less able participants.
- The lead instructor must make a phone call to the emergency contact at the camp for a final check.

Set Up

- Have correct number Kayaks, paddles & correct fitting Life Jackets
- Complete a full equipment pre use check, *refer to equipment section*

If you are unsure of anything consult with lead instructor

- Ensure all kayaks are outside the garage with paddles and life jackets if students are walking them down the stairs.
- Alternatively, have all kayaks and paddles loaded on the trailer and ready for transport to the beach.

Make sure instructors have:

- Cell Phone (in dry bag)
- Large dry bag
- Water first aid kit
- Life Jacket
- Tow line

- Whistle
- Throw bag
- Watch

Make sure participants and adult helpers have:

- Loose jewelry removed or hidden
- Clothes that can get wet
- Life Jacket
- Closed toe shoes
- Personal medication
- **Kayak with handles for students that may struggle getting themselves back into a kayak if they were to fall out**

Brief to Group

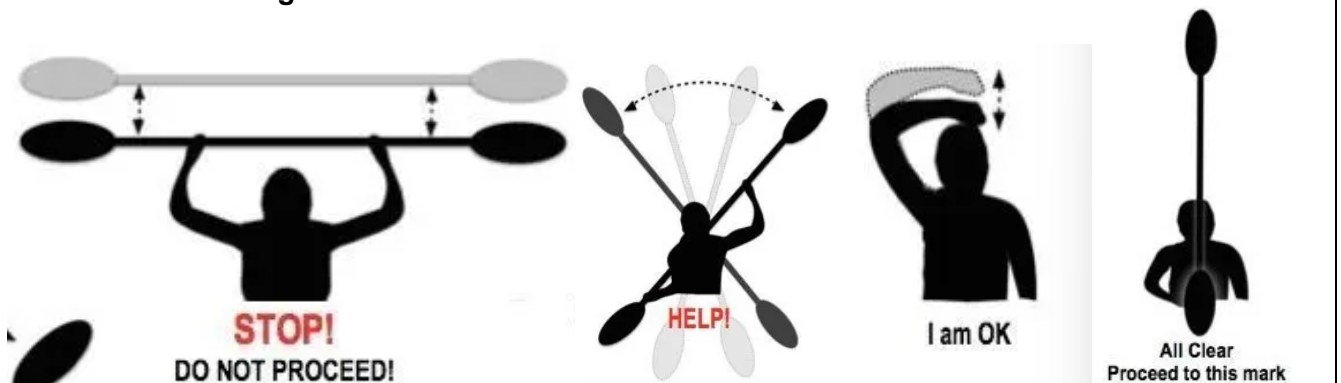
- **Introduction to self and activity**
 - Rotation end time
 - Aim and objectives
 - Explain challenge by choice

Rules and safety

- **Life Jacket to be worn at all times when in or near the water.**
-Both zips and buckles should be done up and tested (pull shoulder straps upwards)
- **Out of bounds areas.**
-Participants must always stay close to the group, remaining between the front and back adults/instructors and on the side of the shore relative to all adults.
- **Hazards**
-**Wind**, you will need to adjust your paddles strokes to stay straight
-**Other Water uses**, Be mindful of your distance from other paddlers, swimmers, and boats. Keep an eye on the instructors, who can provide warnings or assistance if needed.

Tide / currents, If you feel you cannot paddle against the current, call the instructor for assistance.

Paddle & Whistle signals





Whistle Calls:

1 Blast= Stop! Look at me

3 Blast= Return to shore immediately

- **If fallen out of kayak hold onto kayak and paddle and wait for instructor to rescue you.**
- **Teaching paddle strokes forward / back / sweep**

Adult Brief

Review emergency procedures, including who to contact if the instructor is incapacitated. In such cases, the Camp Manager should be called; the contact number will be provided to the adult helper on the day.

Closest AED is located: Blue Light Youth Camp -Awhitu / Fire Station

Responsibilities during activity:

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

Running Activity

Before entering the water:

- All life jackets are checked by an instructor.
- The proper way to hold a paddle and basic paddle techniques have been demonstrated.
- Instructions on how to enter the water safely have been provided.

Before Leaving the stream:

- Everyone has demonstrated the ability to paddle forwards, backwards, stop, and turn.
- All participants understand the paddle signals.
- During the activity, provide support with paddling techniques and ensure no participants are more than 100 meters from shore. Manage fatigue and be aware of the distance required to paddle back to the boat ramp.
- If participants are ever struggling assist participant by attaching towline onto their kayak if necessary

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

Rescues

Assisted Entry:

1. Instructor to communicate to participant to ensure they are responsive
2. If so, get the rest of the group to paddle towards shore with second instructor and raft up close to the beach
3. Kayaking to participant placing your boat next to theirs facing the same direction



4. Collect their paddle and use both paddles to hold their kayak stable as they climb in from the other side
5. If unable use your sling and carabiner to attach sling onto your handle closest to their kayak and allow them to pull sling over their kayak until foot strap is correct length and tie off with half hitch
6. If second instructor is ever needed blast whistle once and give paddle signals for “help”.
Second instructor will take group to shore and come and assist – **Be proactive not reactive**

Unconscious Participant in the water.

1. Lead Instructor to communicate to participant to ensure they are responsive
2. If not, get the rest of the group to paddle to the shore with second instructor and wait on the beach
3. Second instructor to communicate with base and sort AED if necessary
4. Lead Instructor to kayak to participant with one adult helper, lead instructor to grab participant and manage airways until they can hand off to adult helper
5. Lead Instructor to place their boat next to adult helper on the far side of the patient, reach over the adult helper grab the patients PFD shoulder straps and hoist patient up and onto the adult helper's kayak. If the patient is too heavy to hoist, follow highlighted instructions below.

If Able to hoist patient into kayak

6. When patient is in the adult helper's kayak ensure they are maintaining the air way, attach your towline onto adult helpers' kayak and paddle to shore
7. Follow incident reporting procedure

If **Unable** to hoist patient into kayak

6. Instructor to kayak back next to patient, use rescue cowstail to thread through both shoulder traps and attach back to themselves tight enough to ensuring patient head is above water
7. Instructor to paddle back to shore, towing patient and checking air way is clear, and head is above water regularly
8. Follow incident reporting procedure

Pack Down & Post Activity

- Clean and store all gear back in the shed.
- Document any equipment issues or other problems that arise during the session on a debrief sheet and submit it to the Program Coordinator.
- Record any incidents in Audit.
- Debrief the activity with the team as soon as possible.

Equipment

Equipment	Pre-Use Inspection
Kayaks	Check for deformities, missing parts or holes / cracks. Check bungs and handles are not missing
Paddles	Sharp edges on paddle or splinters in the shaft and any deformities.
Life Jackets	Check for damage or cuts in fabric / clumping / whistle present
Throw Bag / Tow Lines	No rips or frays – check still floats



Facilities

Trailer	Check for cracking in frame, lights are working, Chain, D shackle & tyres are in good order
Surrounding Areas -Boat Ramp, Beach & wharf	No class or rubbish around area, public and roughness of the water

Three-Monthly Inspections: Completed by the Programme Coordinator and recorded in the database during summer periods. For winter use, inspections must be completed before the equipment is used.

Emergency Response Plan



INCIDENT REPORTING PROCEDURE

