



Version	Blue Light – Sand Duning - Activity Management Plan - V1 ¹
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Next Review	28/08/2025
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Blue Light Sand Dune Activity Management Plan							
Activity Description	Taking participants to sand dunes and boogie boarding down them			Location	Hamilton's Gap, Awhitu, Auckland		
Toilets	Yes	Max Ratio	1- Instructor 2 - Adults 20 - Participants	Water	Yes	Mobile Reception	Yes
Instructor Competency	Completed Training			Client Competency	Able to walk up the sand dunes	First Aid Kit Available	Yes – Ensure kit contains eye wash / sunblock
Equipment required by participants	Any footwear to stop feet from getting burnt on the black sand, 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	Participant Falling from Height *Unsupervised participants falling from height	Death Serious injury Head/Neck/ Spinal Injury	Severe	Likely		*Only trained instructor to run activity *Instructor maintains personal wellbeing while at work *Instructor to be supervising at all times near participants on the dunes with support of adult helpers or other instructors at the bottom of the dunes *Instructor to brief participants on safety area and no-go zones *Instructor to brief participants how to correctly use the boards when walking up and sliding down the sand dunes	Major	Unlikely	
2	Physical injury when sand duning *Impact injury from hitting into other participants *Impact injury from hitting hard or sharp objects in the sand *Incorrect use of boards	Serious Injury Minor Injury Bruises/Bumps/ Grazes/Cuts	Major	Likely		*Instructor to be supervising at all times near participants on the dunes with support of adult helpers or other instructors at the bottom of the dunes *Instructor to manage participants going down the dunes and ensuring the bottom is clear for other participants *Max of 1 participant going down the dunes at a time *Instructor to assess area before activity begins *Instructor to remove any rubbish or hard/sharp objects on the dunes before activity begins *Instructor to brief participants how to correctly use the boards when sliding down the sand dunes *Only trained instructor to run this activity	Major	Unlikely	
3	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 plan if necessary *Ensure participant is carrying personal medication if necessary	Moderate	Unlikely	



4	Psychological harm *Fear of heights *Forced to participate *Panic Attack *Cultural factors	Psychological Harm/Trauma	Moderate	Likely		* Instructor to be informed of any pre-existing or current psychological/medical conditions (<i>Medical Risk Acknowledgement Form</i>) 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	Moderate	Unlikely	
5	Equipment failure / Dangerous Environment *Board plastic splintering *Sand banks collapsing *Steep cliffs/banks top of sand dunes *Sharp object in the sand	Serious Injury Minor Injury Bruises/Bumps/ Grazes/Cuts	Severe	Likely		*6 month in house inspection completed *Instructor to conduct pre-use check on boards before giving them out to participants and monitor throughout sessions *Instructor to give participants boards that are suitable for their body size *Instructor to assess area before activity begins *Instructor to remove any rubbish or hard/sharp objects on the dunes before activity begins *Only trained instructor to run this activity	Major	Unlikely	
6	Weather Conditions (Sun, wind, temperature, and lightning) *Hyperthermia *Hypothermia *Heat stroke *Struck by lightning	Serious Injury Minor Injury	Severe	Likely		*Check weather conditions prior to activity if unfavorable cancel / postpone activity *Ensure group has been briefed on appropriate clothing *Return to vehicles for shelter if heavy rain/hail *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	Moderate	Unlikely	
7	Instructor impairment *Drug and Alcohol	Death Serious Injury Minor Injury	Major	Unlikely		*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	Moderate	Rare	



8	Burns *Walking on hot black sand *Sunburn	Minor Injury	Moderate	Likely		*Ensure group has been briefed on appropriate clothing prior to activity commencing *Ensure sunblock available	Moderate	Rare	
9	Slips/Trips/Falls	Serious Injury Minor Injury	Major	Likely		*Instructor to brief participants of activity and safety processes *Instructor to manage participants going down the dunes and ensuring the bottom is clear for other participants *Instructor to brief participants on safety areas, potential hazard areas and no-go zones *Instructor to assess area before activity begins	Moderate	Unlikely	
10	Wandering participants/Absconding	Death Serious Injury Minor Injury	Severe	Likely		*Instructor to brief participants on behaviour expectations, 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	Major	Unlikely	
11	Drowning	Death Serious Injury Minor Injury	Severe	Likely		*Instructors are to have a baseline understanding of participants level of ability in the water (<i>Medical Risk Acknowledgement Form</i>) *Participants are briefed on the rules surrounding swimming and being near water as well as safety areas and no-go zones *Instructors to be supervising participants at all times *Only trained instructor to run this activity *If stream is swollen or tide too high cancel activity	Major	Rare	
12	Manual Handling	Serious Injury Minor Injury	Major	Unlikely		*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



Emergency Response Plan



INCIDENT REPORTING PROCEDURE





Employee Declaration

The Activity Management Plan for Sand Duning 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