

WAIMARINO' S SAFETY MANAGEMENT SYSTEM



Safety comes first at Waimarino. We believe in fostering a strong conservative safety culture with all significant risks highlighted so that they can be learned from and avoided. The following is a breakdown of our comprehensive 3 tier safety management system, designed to be user friendly, Informative and in accordance with the following legislations:

- Health and safety at work general risk & workplace management regulations 2016
- Health and Safety at work Adventure Activities Regulations 2016
- Bay of Plenty Regional Navigational safety bylaw 2017.
- Ministry of social development - approvals framework (Level 3)
- New Zealand transport Agency – Land Transport act 1998
- Land Transport (Road User) Amendment Rule [2013] (Child restraints)
- Ministry of education – Education outside the classroom Guidelines
- Injury Prevention, Rehabilitation, and Compensation Act 2001

Waimarino is proud to be accredited with OUTDOORSMARK



Our Safety Management System is broken down into 3 tiers

➤ Tier One

Fundamental Principles: A generic document outlining our key fundamental safety principles
(Available on request)

➤ Tier Two

Safety Management System Manual: This is our central document our “Safety Management System” (SMS) in support of this document are our Standard Operating Procedures (SOP’s).
(Available on request)

➤ Tier Three

Activity Management Plans (AMP): A detailed look into each activity with real insight into hazards and strategies to avoid or manage these hazards, (replacing the old RAMS forms)
(See below)

On site AMP's

- Adventure park & on point AMP
- Adventure Based Learning
- Water trampoline
- Warm pool slips n Slide
- Kayak & mat slide
- Low ropes course
- Pedallos
- The Blob
- Climbing wall
- Te Waka – daytime

Offsite AMP's

- Open water kayaking Daytime
- Open water kayaking night time
- Waimarino river safety programme (River Hop)
- Wairoa River kayak Trip
- Sea kayaking
- Vehicle Driving
- Stand Up Paddle boarding

Activity Management Plan - Waimarino

Activity Description:	Adventure park 'On Point', Tarzan swing, high & low dive, gladiator pole	Location/Trip:	Waimarino Adventure park	
		Water:	Yes	Toilets : Yes
Entry & Egress - Access Permission Required?	N/A	Instructor requirements:	16yrs or older, Current 1st aid, Life guard & spine board training, Knowledge of SMS, policies & competencies, competency sign off	
Other resources and notes:	Refer to Staff competencies & SOP's	Client competencies:	Good swimming & fitness level	
Equipment:	Megaphone, rescue tube & radio	Specific Policies:	Swim test for all children, buddy system for younger children, 8yrs & under actively supervised by an adult, buoyancy aids correctly fitted, no running in the park, promote sun safe behaviour, be aware that the upstream side of the blob & ufo are out of sight. During busy periods when the blob is closed, a second 'On point' member of staff is to be positioned on the blob tower	
Emergency Response:	Use radio to summon help in the first instance, provide first aid as needed. Refer to Safety Management System emergency management plan in the event of a major emergency			
Previous Incidents:	Clients from kayak slide colliding with clients in the water, Clients swinging back towards land on the Tarzan swing, Falling due to slippery surfaces, Falling from the gladiator platform, Clients landing 'flat' from the high dive, Kayak pushed over the top of the kayak slide & falling into reception area, clients being washed up against upstream side of UFO			

Safety Management

Staff are to assess environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. **Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff**

Code	Hazard <i>(Potential for serious harm in bold)</i>	Management Strategy <i>(Minimising strategies unless otherwise specified)</i>
	Kayak slide landing zone	To be run by a responsible supervisor who has been briefed by Waimarino staff, ensure landing site is clear before client slides, use clear hand signals, Waimarino staff to operate when busy - refer to slide AMP
	Drowning	Instruct all clients that they must be able to swim to enter the water, use swim test to assess children's swimming ability, B.A.'s to be worn at all times for required activities and if participants are not confident swimmers.

	Tide / current	Be aware at all times of the tide, keep all freedom hire craft upstream of the gladiator pole at all times, use megaphone in a polite manner as required. Be aware that lighter clients could be washed up against the upstream side of the UFO during a strong outgoing tide, position staff member at UFO on busy days with strong tide.						
	River debris	Be aware of floating or submerged debris, remove or dislodge as necessary. Morning check for debris in river						
	Uncontrolled activity	Instructor to keep a vigilant watch at all times, scanning the water's edge for danger or difficulties, never sit on point with back to water, if speaking to clients ensure the water can still be seen.						
	Sunburn	Ensure that all clients are aware of the risk & have sunblock to hand.						
	Wet & slippery surfaces	Enforce the 'no running' rule.						
Approved by	Blair Anderson	date	07.07.2023 (V2.1)	Review in	1 year	from date of approval	Signed	

Activity Management Plan - Waimarino

Activity Description:	Adventure Based Learning Activities	Location/Trip:	Waimarino Adventure Park		
		Water:	Yes	Toilets:	Yes at Waimarino
Access Permission Required?	N/A	Instructor requirements:	16 yrs & over, current first aid, knowledge of SMS, policies & competencies, competency sign off		
		Client competencies:	Moderate level of fitness and mobility		
Other resources and notes:	Refer to ABL staff competency & SOP's	Specific Policies:	Clients must sign customer declaration, swim test for all children, buddy system for younger children, 8yrs & under actively supervised by an adult, buoyancy aids correctly fitted, no running in the park, promote sun safe behaviour		
Equipment:	Megaphone, Rescue tube & Radio. Refer to park SOP's for dry activities				
Emergency Response:	Use radio to summon help in the first instance, provide first aid as needed. Refer to Safety Management System emergency management plan in the event of a major emergency				
Previous Incidents:	Minor injuries (cuts & bruises) due to client's lack of attention & overenthusiasm.				
Staff Client Ratios	Recommended 1:6 Secondary, 1:4 Primary. Over 32 clients 1 extra instructor required, 1 instructor plus school staff maintain the ratio. Max group size 45 students				
Safety Management					
	Staff are to assess environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff				

Code	Hazard (Potential for serious harm in bold)	Management Strategy (Minimising strategies unless otherwise specified)						
	Water, tides	Ensure all clients are briefed on water safety requirements iaw Waimarino activity guidelines. Refer to Kayaking AMPS						
	Slippery & uneven surfaces	No running and ensure clients are wearing suitable footwear						
	Poor decision making	Instructor or supervisor to manage teams' decisions and stop activity if clients are in danger of injury						
	Wasp & Bee stings (anaphylaxis)	Clients informed to bring epi-pen or adrenaline with them to activity if they have a severe allergy to wasp or bee stings. Staff to monitor the presence of wasps or bees in the vicinity of the climbing wall, & to halt activity & inform the operations manager so that nests can be removed. Weekly inspection of known nest sites at top of climbing wall during the summer season.						
		Sunburn, Heatstroke	Clients briefed to wear a hat & skin covering clothing. Staff to ensure that clients make use of shaded areas and are aware of availability of water on site. Staff to provide sunscreen for all participants. Staff to rotate off the activity periodically					
Approved by	Blair Anderson	date	07.07.2023 (V2.1)	Review in	1 year	from date of approval	Signed	

Activity Management Plan - Waimarino

Activity Description:	Inflatable Water Trampoline (UFO)	Location/Trip:	Waimarino Adventure Park (Lower Wairoa River)		
		Water:	Yes	Toilets:	Yes
Access Permission Required?	N/A	Instructor requirements:		16yrs or older, Current 1st aid, Life guard & spine board training, Knowledge of SMS, policies & competencies, competency sign off	
		Client competencies:		Ability to swim, good level of fitness and mobility	
Other resources and notes:	Refer to staff competency & SOP's	Specific Policies/Client ratios:		6 persons maximum on activity at all times	
Equipment:	Instructor: Megaphone, PFD, Radio, Rescue tube				
Emergency Response:	Use radio to summon help in the first instance, provide first aid as needed. Refer to Safety Management System emergency management plan in the event of a major emergency				
Previous Incidents:	Sliding off the blob and going under the tramp, getting stuck on upstream side of UFO & out of sight of point, buoyancy aids loose or not worn.				
Safety Management					
	Staff are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff				
Code	Hazard <i>(Potential for</i>	Management Strategy			

	<i>serious harm in bold)</i>	
	Drowning & Impact injury	Guides to ensure that all clients using the water trampoline are wearing a correctly fitting buoyancy aid.
	Slippery water ladders	Caution clients before they use the water tramp.
	Clients swimming under Tramp	Instruct clients to not swim under tramp, they may get jumped on and it's hard to supervise them, use grab lines on side of tramp. During busy periods an extra point position on the blob tower is to be manned, staff on pedallo dock to supervise upstream side of UFO.
	Kayaks, water craft & swimmers	Instructor is to ensure that the area around the water tramp is clear, water craft are not to come within 5m.
	Floating debris	Paddle around the water tramp & dislodge and remove any logs, sticks or other debris. Keep a lookout for debris floating towards the water tramp at all times during operation. Morning debris check.
Approved by	Blair Anderson	date 07.07.2023 (V2.1)
		Review in 1 year
		from date of approval
		Signed 

Activity Management Plan - Waimarino

Activity Description:	Warm pool & slip n slide	Location/Trip:	Waimarino adventure park			
		Water:	Yes		Toilets:	Yes
		Instructor requirements:		16yrs or older, Current 1st aid, Life guard & spine board training, Knowledge of SMS, policies & competencies, competency sign off		
Access Permission Required?	N/A	Client competencies:		Moderate level of fitness and mobility		
Other resources and notes:	Refer to staff competency & SOP's	Specific Policies/ Client ratios:	No standing on Slip N Slide, No whirlpools in warm pool, children under 8yrs to be directly supervised. 1 staff member to supervise both activities positioned by warm pool, plus additional teacher / parent supervision during busy periods. Max 15 clients at any time			
Equipment:	Radio, sunscreen, sunhat					
Emergency Response:	Use radio to summon help in the first instance, provide first aid as needed. Refer to Safety Management System emergency management plan in the event of a major emergency					
Previous Incidents:	Kids colliding on slide, falling while running, Stubbed toes, Dislocated shoulder from standing on slide, front teeth knocked out due to standing on slide, head injury from falling over.					
Safety Management						
Staff are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff						

Code	Hazard <i>(Potential for serious harm in bold)</i>	Management Strategy						
	Drowning	Staff are to clearly brief clients on what is and is not permissible when using the warm pool & hydro slide. Staff to supervise client behaviour throughout the activity & enforce safe behaviour. Staff to ensure no whirlpools or bombs pool is to be used for 'soaking' only. Staff to ensure only one person at a time on the hydro slide & that each person exits the slide						
	Slips, Trips & Falls	One person on the slide at a time, exit slide immediately and walk up path NOT SLIDE						
	Missing child under water	No whirlpools in the warm pool, ensure all children under the age of 8 years old are actively supervised when in pool area						
	Head knocks	Enforce no standing/running rule on slip n slide, staff to periodically supervise slip n slide, ensure supervising parents/teachers understand rules. Kayak/barrier in place to stop/restrict standing/running down slip n slide.						
	Sunburn, Heatstroke	Staff to ensure that clients make use of shaded areas periodically and are aware of availability of water on site. Staff to remind all participants to apply sunscreen. Staff to rotate off the activity periodically.						
Approved by	Blair Anderson	date	07.07.2023 (V2.1)	Review in	1 year	from date of approval	Signed	

Activity Management Plan - Waimarino

Activity Description:	Kayak & Mat slide	Location/Trip:	Waimarino Adventure Park	
		Water:	Yes	Toilets: Yes
Entry & Egress - Access Permission Required?	N/A	Instructor requirements:	16yrs or older, Current 1st aid, Life guard & spine board training, Knowledge of SMS, policies & competencies, competency sign off	
Other resources and notes:	Refer to staff competency & SOP's	Client competencies:	Good swimming & fitness level	
Equipment:	Client equipment: Slide kayak or mat, buoyancy aid. Instructor equipment: rescue tube, radio	Specific Policies:	Swim test for all children, buddy system for younger children, 8yrs & under, actively supervised by an adult, buoyancy aids correctly fitted, no running in the park, promote sun safe behaviour	
Emergency Response:	Use radio to summon help in the first instance, provide first aid as needed. Refer to Safety Management System emergency management plan in the event of a major emergency			
Previous Incidents:	Clients colliding with swimmers in the water, Sprains from holding on to mat when entering water, Back injuries from leaning back in the kayak, cuts & scrapes to hands from holding on to the sides of the slide. Kayak pushed over the back of the slide & falling down hill into reception area.			
Safety Management				
	Staff are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff			
Code	Hazard <i>(Potential for serious harm in bold)</i>	Management Strategy	<i>(Minimising strategies unless otherwise specified)</i>	
	Drowning	Staff are to ensure that all clients in a kayak are wearing a correctly fitted buoyancy aid before commencing the activity		

	Drowning	Instruct all clients that they must be able to swim to enter the water, conduct swim test with children.
	Sunburn, Heatstroke	Clients briefed to wear a hat & skin covering clothing. Staff to ensure that clients make use of shaded areas and are aware of availability of water on site. Staff to rotate off the activity periodically
	Tide / current	Be aware of tide direction relating to safe exit from the water, i.e. if the tide is strong outgoing, avoid using the kayak & use the downstream ladder for mat sliders.
	Water traffic	When slide is in operation ensure all water, traffic is well clear of landing zone. Staff member stationed at bottom of hydro slide during busy park days.
	Distractions	Ensure that supervising adult is focussed solely on slide safety & not on other activities.
	Landing zone	Supervise landing area - ensure it is clear before clients start sliding, with clear signalling (refer to stations map)

Approved by	Blair Anderson	date	07.07.2023 (V2.1)	Review in	1 year	from date of approval	Signed	
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Activity Management Plan - Waimarino

Activity Description:	Low ropes Course	Location/Trip:	Low Ropes Course / Waimarino Adventure Park		
		Water:	Yes	Toilets:	Yes
		Instructor requirements:	16yrs or older, Current 1st aid, Life guard & spine board training, Knowledge of SMS, policies & competencies, competency sign off		
Access Permission Required?	N/A	Client competencies:	Moderate level of fitness and mobility		
Other resources and notes:	Refer to Staff training syllabus, staff competency & SOP's	Specific Policies:	Weight restriction applies (for use by customers < 90kg), explain/demonstrate 'spotting' technique, promote sun smart behaviour		
Equipment:	Client: Appropriate clothing, Instructor: radio				
Emergency Response:	Use radio to summon help in the first instance, provide first aid as needed. Refer to Safety Management System emergency management plan in the event of a major emergency				
Previous Incidents:	Broken arm, kid fell off top of cargo net on to ground, bumps and bruises from slipping off elements				
Staff Client Ratios	One person on any obstacle at a time, one person waiting on any platform at a time, one member of staff or school staff supervising				
Safety Management					
Staff are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff					

Code	Hazard	Management Strategy						
	Overloading	follow policies listed above						
	Falling off activities	Brief clients on current spotting techniques						
	Sunburn, Heatstroke	Clients briefed to wear a hat & skin covering clothing. Staff to ensure that clients make use of shaded areas and are aware of availability of water on site. Staff to rotate off the activity periodically						
	Wasp & Bee stings (anaphylaxis)	Clients informed to bring epi-pen or adrenaline with them to activity if they have a severe allergy to wasp or bee stings. Staff to monitor the presence of wasps or bees in the vicinity of the climbing wall, & to halt activity & inform the operations manager so that nests can be removed. Weekly inspection of known nest sites at top of climbing wall during the summer season.						
Approved by	Blair Anderson	date	07.07.2023 (V2.1)	Review in	1 year	from date of approval	Signed	

Activity Management Plan - Waimarino

Activity Description:	The Blob	Location/Trip:	Waimarino Adventure Park	
		Water:	Yes	Toilets: Yes
Access Permission Required?	N/A	Instructor requirements:	16yrs or older, current 1st aid, life guard & spine board training, knowledge of SMS, policies & competencies, competency sign off	
Other resources and notes:	Refer to staff competency & SOP's	Client competencies:	Good swimming & fitness level	
Equipment:	Client: Impact vest buoyancy aid, Helmet with ear protection. Staff: buoyancy aid, radio	Specific Policies:	Jumping technique explained & demonstrated to clients before jumping, x2 jumps with wrong technique disqualifies client, buoyancy aids & helmets correctly fitted. Promote sun safe behaviour, watch for client falling between blob & stabiliser, monitor activity on upstream side of UFO	
Emergency Response:	Use radio to summon help in the first instance, provide first aid as needed. Refer to Safety Management System emergency management plan in the event of a major emergency Back Injuries due to weight mismatch between jumpers & blobbers, Jumpers landing on each other due to poor technique & failure to follow instructions, Slipping on Blob tower, Broken nose due to jumpers colliding, Jumpers sprained/broken joints from poor landings due to poor technique & failure to follow instructions, client falling between the blob & the stabilising float			
Previous Incidents:				
Safety Management				
	Guide/s are to assess environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff			
Hazard <i>(Potential for serious harm in bold)</i>	Management Strategy	<i>(Minimising strategies unless otherwise specified)</i>		
Drowning & Impact injury	Instructors to ensure that all clients using the Blob are wearing a correctly fitting buoyancy aid & helmet			
Double Jumpers	Ensure clients are well trained to step off tower together at the same time, ensure that weight restrictions are observed. Only allow double blobbing for clients who have demonstrated good technique on previous blobs.			
Water surface	Minimise impact by ensuring there isn't a large weight difference between blobber & jumper. Ensure clients wear impact vest B. A's & helmets with ear protection, brief clients to try and break the water surface with limbs rather than torso.			

Slippery water ladders	Caution clients prior to blobbing.						
Kayaks, water craft & swimmers	Instructor is to ensure that landing area is clear prior to blobbing taking place.						
Floating debris	Paddle around the blob & dislodge and remove any logs, sticks or other debris. Keep a lookout for debris floating towards the blob at all times during operation.						
Landing on the blob	Brief clients to land "on their bum not their feet". Inform them that if they get this wrong twice they will not be allowed to continue.						
Entrapment	Monitor clients on the blob to ensure that they do not fall off the side & slip between the blob & the stabilising floats						
Approved by	Blair Anderson	date	07.07.2023 (V2.1)	Review in	1 year	from date of approval	Signed 

Activity Management Plan - Waimarino

Activity Description:	Top rope climbing - (artificial wall)	Location/Trip:	The rock wall Waimarino Adventure Park	
		Water:	Yes	Toilets: Yes
Entry & Egress - Access Permission Required?	N/A	Instructor requirements:	16yrs or older, current 1st aid, knowledge of SMS, policies & competencies, competency sign off	
Other resources and notes:	Refer to Top rope climbing & Adventure park SOP's & staff competency	Client competencies:	Moderate level of fitness & ability.	
	Staff /Client Ratios		Maximum group size – 8 clients per instructor Belaying – Minimum 1 staff member supervising 2 ropes.	
Equipment:	Rope, GriGri, 2 x steel screwgates (rope end) 2 x steel screwgates & Sling (ground anchor) 1 x snap link & short sling (staff attachment), 2 x prussiks, Harnesses for staff & clients, Radio	Specific Policies:	Staff are to check correct fitting of harnesses, attachment to rope end, correct setup of anchor system & GriGri, instruct & monitor client belayers, complete gear check & fill out logs, promote sun safe behaviour	
Emergency Response:	Use radio to summon help in the first instance, provide first aid as needed. Refer to Safety Management System emergency management plan in the event of a major emergency			
Previous Incidents:	Hair trapped in GriGri, losing haul cord, sprained knee			
Safety Management				
	Staff are to assess environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff			
Code	Hazard <i>(Potential for serious harm in bold)</i>	MITIGATING MEASURES	<i>(Minimising strategies unless otherwise specified)</i>	

	Fall from height	All climbing equipment must be CE rated. All climbing equipment must be fit for purpose and properly maintained. All harnesses must be correctly fitted. Ground underneath rock wall is soft padded area with tyres and sawdust, for a soft landing. Fall from height can cause death or major injury.
	Fall From Height	Staff to be trained & assessed as competent belayers before working with clients. Use of GriGri belay devices to reduce the likelihood of an uncontrolled descent. Client belayers to be closely supervised & backed up until they have proven competence.
	Falling objects	Waimarino has no overhanging trees at rock wall and all holds and objects are secured to the wall. Top area of wall is checked monthly.
	Equipment failure	All equipment is checked Monthly, and before each climbing session. To ensure in working order.
	Damaged equipment	All equipment is checked before each climbing session for damage, all equipment is also checked monthly by operations Manager.
	Incorrectly tied knots	Staff are training and signed off as competent before being able to set up climbing wall, full set up and double check of knots is done before each climbing session.
	Slack in rope	Having too much slack in the rope can lead to a larger fall, causing whiplash or other injuries. Belayer/staff to be signed off as competent to belay. And if climber is climbing to fast instructor to instruct them to slow down/stop, giving the belayer time to pull in all the slack
	Unsupervised access	Barrier fence is in place gate is pad locked closed and all climbing equipment when rock wall is not in use is locked away in storage shed. to restrict unsupervised access, activity closed signage is displayed on gate when closed.
	Failure of Structure	Structure is a rated building with code of compliance. And is checked monthly.
	Incapacitation of belayer	Gri-gri are used for a belay system and belay system is attached to anchor at the ground.
	incorrect Harness sizing/inversion	Use of angle wings/chest harness for participants who are either too small or too large for a standard harness to carry participants weight correctly. If Standard harness is too small for participant they will be unable to climb.
	Suspension trauma	Participants are only able to climb for 1 or 2 walls per turn there for the maximum time a participant will spend suspended in a harness is 10-20 mins which largely reduces the risk of suspension trauma
	Communication	Climbing wall SOP clearly states the correct communication to use when communicating with participants. If assistance is needed all staff operating the rock wall use radios and can call for assistance at any time.
	Uncontrolled slip	Regular inspection and maintenance of climbing wall. Pre-use visual inspection of climbing wall before use. Tools kept on hand to tighten loose holds.
	participant stuck up the climbing wall/entrapment	If possible attempt to talk the client into pushing off the wall or down climbing. If the participant is physically stuck call for help and have another person climb and assist with stuck participant.
	Fatigue	Ensure all climbers are receiving breaks between climbing that allow them to recover between climbs. Ensure the belayer has sufficient energy to run a full climbing session 1-hour belaying. Bring water bottle to site.
	Collision	All non-climbing participants supervisors or by passes are kept outside of the climbing area, and only invited in when going to be climbing.

	Isolation	Climbing wall can be completely set up and taken down from the ground without working at height so risk of isolation is reduced.						
	Weather	If raining climbing wall will not be operating to ensure no damage to rope or no slippage in belay equipment. If high winds operating the rock wall will be assessed by manager onsite.						
	Lightning	If lightning is present do not operate Climbing wall						
	Earthquake	In instance of an Earthquake, lock off dead rope and wait for earth quake to cease, instruct climber to go lower position. Once earthquake has ceased bring climber to the ground and call for management/operations to asses for damage before continuing to operate activity.						
	pendulum	Clients are instructed to start with the easier walls and work their way up. Participants must stay on the designated wall they are climbing on to reduce the risk of pendulum. Participants are instructed to keep feet up if they fall in order to reduce impact should they pendulum on the blue or green walls.						
	Sunburn, Heatstroke	Clients briefed to wear a hat & skin covering clothing. Staff to ensure that clients make use of shaded areas and are aware of availability of water on site. Staff to rotate off the activity periodically						
	Hair & clothing entrapment	Staff to ensure any long hair is tied back or controlled under a hat. Staff to ensure loose clothing is secured or removed. Clients are briefed to keep their hands clear of potential pinch points						
	Wasp & Bee stings (anaphylaxis)	Clients informed to bring epi-pen or adrenaline with them to activity if they have a severe allergy to wasp or bee stings. Staff to monitor the presence of wasps or bees in the vicinity of the climbing wall, & to halt activity & inform the operations manager so that nests can be removed. Weekly inspection of known nest sites at top of climbing wall during the summer season.						
Approved by	Blair Anderson	date	09.08.2023 (V2.1)	Review in	1 year	from date of approval	Signed	

Activity Management Plan - Waimarino

Activity Description:	Big Kanu	Location/Trip:	Wairoa River & any other calm waterway	
		Water:	Yes - at Waimarino	Toilets: Yes - at Waimarino
Entry & Egress - Access Permission Required?	No	Instructor requirements:	Lead guide 18yrs & over, second 16yrs & over, Current first aid, big kanu rescue training, Knowledge of Waimarino SMS, policies & competencies, Big kanu competency signed off, P licence (as required), assessed as safe to drive & tow	
Other resources and notes:	Big Kanu SOP & Competency documents, SLMKT, SLRKT & WRT tour docs	Client competencies:	Suitable for all levels of fitness	
Equipment:	Waka with paddles, buoyancy aids, guide specific: Buoyancy aid with knife, throw bag (50m), whistle, 1st aid kit, 1 other means of communication, spare paddles, tour map	Specific Policies:	Ensure buoyancy aids correctly fitted, demonstrate correct entry & exit technique, promote sun safe behaviour	
Emergency Response:	Carry Client - guide incapacitated flow chart. Refer to tour maps for contact No.s & grid refs.			
Previous Incidents:	None			
	Staff Client Ratios	2 instructors to 15 or 20 clients (depending on which kanu)		
Safety Management				
	Guide/s are to assess environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff			
Hazard <i>(Potential for serious harm in bold)</i>	Management Strategy	<i>(Minimising strategies unless otherwise specified)</i>		
Drowning	Guides to ensure that all clients are wearing correctly fitting buoyancy aids			
Wind	Guides to ensure that the weather is within the client's capabilities prior to departure, refer to several weathers sources & confirm with Operations Manager if marginal. Consistent wind gusts of 30kts are considered too strong for this activity.			

Collision	Guides to follow maritime navigation rules & to ensure adequate clearance to known hazards. Use sufficient lighting on kanu during evening trips.							
Floods	Ensure a full and detailed weather assessment is made prior to the trip - windy, met service, Metvuw, Wairoa river flow gauge.							
Entry & exit of Waka, Limb entrapment	Guides to help clients when entering & exiting the kanu. Staff to brief clients not to 'dangle' their limbs over the side of the kanu							
Capsize of Kanu	Guides to ensure participants enter and exit Kanu 1 at a time, ensure all clients remain seated unless asked to stand. Ensure kanu remains balanced at all times. Carry pump in kanu. (Tour not to be operated in poor weather conditions, High winds)							
Sunburn, heatstroke	Clients briefed to wear a hat & skin covering clothing, Guides to provide Sunscreen and water bottles for all clients & staff							
Approved by	Blair Anderson	date	05.07.2023 (V2.1)	Review in	1 year	from date of approval	Signed	

Activity Management Plan - Waimarino

Activity Description:	Open Water Kayaking - Daytime (SLRKT, SLMKT, WRT, Te Waka, Recreational Kayaks)	Location/Trip:	Wairoa river (lower section), Lake McLaren, Lake Rotoiti,		
		Water:	Yes: Waimarino, Visitor centre, & hot pools	Toilets:	Yes: Waimarino, Visitor centre, Otaramarae carpark & hot pools
Access Permission Required?	SLMKT - Park run by Tga City Council. Park Ranger - Beau - (removed for personal information) SLRKT - Only use Otaramarae boat ramp to launch at lake Rotoiti (removed as personal information)	Instructor requirements:	Lead guide 18yrs & over, second 16 yrs & over, Current first aid, Knowledge of SMS, policies & competencies, competency sign off, P endorsement (as required), Assessed as safe to drive & tow		
Other resources and notes:	Refer to, staff competency & SOP's	Client competencies:	Moderate level of fitness and mobility		
Equipment:	Instructor: B.A. with knife, whistle & tow line, 1st aid kit, Paddle float, pump, head torch, cell phone in waterproof case, 1 other form of communication. Tour map	Specific Policies:	Ensure clients have suitable clothing for the prevailing conditions, buoyancy aids are correctly fitted, spraydeck release has been practised (if used), weather has been checked, client declaration signed, promote sun smart behaviour		
Emergency Response:	Carry Client - guide incapacitated flow chart & Refer to SOP. Nearest AED's - SLRKT West Rotoiti Fire station Dial 111, Lake Rotoiti holiday park, Dial (removed for personal information) SLMKT - Lake McLaren Park Information centre, Dial (removed for personal information) . Refer to tour map for contact No.s & grid refs.				
Previous Incidents:	Clients capsize - (Top heavy, lack of instruction, weather conditions), leaky boats, rudder failure, fatigued clients, inform clients to remove jewellery at the hot pools as the minerals can cause discolouration				
	Staff client Ratios	1:10			
Safety Management					
	Guide/s are to assess environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff				
Code	Hazard <i>(Potential for serious harm in bold)</i>	MITIGATING MEASURES <i>(Minimising strategies unless otherwise specified)</i>			
	Drowning	Clients to wear correctly fitting buoyancy aids at all times when on the water, Clients to kayak in very stable double sea kayaks, Staff to supervise client behaviour throughout the activity.			

	Hypothermia	Provide clients with suitable clothing and gear for the conditions. Clients to kayak in very stable double sea kayaks Staff to supervise client behaviour throughout the activity.
	Sunburn, heatstroke	Clients briefed to wear a hat & skin covering clothing guides to provide sunscreen (&water bottles on SLRKT) for all clients & staff to supervise client behaviour throughout the activity. Guides to make use of natural shade where available.
	High Winds	In strong winds hug the bays close to shore, Consistent wind gusts of 30Kts are considered too strong for this tour.
	Slips, trips & falls	Guides to monitor the state of launching & exit points clearing debris & removing bird waste as necessary. Clients briefed to take special care when entering & exiting kayaks as the ground may be slippery. Guides to place kayaks on shore away from slippery areas.
	Collision	Clients briefed to stay with the group at all times. Guides to monitor group & ensure adequate clearance from other water craft. Guides to ensure that groups give adequate clearance to known hazards.
	Entrapment	Guides to ensure that client's practice spraydeck release before activity begins. Guides to be proficient in rescue techniques for capsized kayaks. Guides to conduct the activity in a manner that will minimise the risk of capsize.
	Lightening	Operations Manager to check weather and laise with guides at least 24 hours prior to trip using (windy, met service, Metvuw. Etc). Guide to establish distance from current position and direction weather is moving (3 secs between lightning and thunder is 1km). Guide to monitor conditions if moving away from area. lightening closer than 1 km and moving towards area of operation is considered too dangerous for this tour.

Approved by	Blair Anderson	date	05.07.2023 (V2.1)	Review in	1 year	from date of approval	Signed	
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Activity Management Plan - Waimarino

		Location/Trip:	Lake McLaren / Glow Worm tour/SLRKT		
Activity Description:	Open Water kayaking Night-time SLRKT, SLMKT, Waka	Water:	Yes Waimarino, Visitor centre, & hot pools	Toilets:	Yes Waimarino, Visitor centre, Otaramarae carpark & hot pools
Access Permission Required?	SLMKT - Park run by Tga City Council. Park Ranger - Beau (removed personal information) SLRKT - Otaramarae boat ramp to launch at lake Rotoiti	Instructor requirements:	Lead guide 18yrs & over, second 16 yrs & over, Current first aid, Knowledge of SMS, policies & competencies, competency sign off, P endorsement (as required), Assessed as safe to drive & tow		
Other resources and notes:	Refer to staff competency & SOP's	Client competencies:	Moderate level of fitness and mobility		
Equipment:	Instructor: B.A. with knife, whistle & tow line, 1st aid kit, Paddle float, pump, head torch, red light, cell phone in waterproof case 1 other form of communication. Tour map	Specific Policies:	Ensure clients have suitable clothing for the prevailing conditions, torches are issued, buoyancy aids are correctly fitted, spraydeck release has been practised (if used), weather has been checked, client declaration signed		
Emergency Response:	Carry Client - guide incapacitated flow chart & Refer to SOP. Nearest AED's - SLRKT West Rotoiti Fire station Dial 111, Lake rotoiti holiday park, Dial (removed personal information) SLMKT - Lake McLaren Park Information centre, Dial (removed personal information) . Refer to tour map for contact No.s & grid refs.				
Previous Incidents:	Guide capsized, Clients capsized (leaning on a rock that wasn't there), Distress caused by darkness & confined space in canyon. Clients ending up in front of the power station.				
	Staff Client Ratios	1:7			
Safety Management					
	Guide/s are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff				
Code	Hazard <i>(Potential for serious harm in bold)</i>	Management Strategy	<i>(Minimising strategies unless otherwise specified)</i>		

	Drowning	Clients to wear correctly fitting buoyancy aids at all times when on the water, Clients to kayak in very stable double sea kayaks, Staff to supervise client behaviour throughout the activity.
	Hypothermia	Provide clients with suitable clothing and gear for the conditions. Clients to kayak in very stable double sea kayaks. Staff to supervise client behaviour throughout the activity
	High Winds	In strong winds hug the bays close to shore, Consistent wind gusts of 30Kts are considered too strong for this tour.
	Slips, trips & falls	Guides to monitor the state of launching & exit points clearing debris & removing bird waste as necessary. Clients briefed to take special care when entering & exiting kayaks as the ground may be slippery. Guides to place kayaks on shore away from slippery areas.
	Collision	Clients briefed to stay with the group at all times. Guides to monitor group & ensure adequate clearance from other water craft. Guides to ensure that groups give adequate clearance to known hazards.
	Entrapment	Guides to ensure that client's practice spraydeck release before activity begins. Guides to be proficient in rescue techniques for capsized kayaks. Guides to conduct the activity in a manner that will minimise the risk of capsize.
	Darkness	Maximise night vision by not using white light, use water proof red lights on client's boats to show where they are and back of guides head to show the way, use lamp at van for loading. Rotoiti kayaks to have white lights fitted for evening crossings and night paddling.
	Lightning	Operations manager to check weather and laise with guides at least 24 hours prior to trip using (windy, met service, met vuv. Etc). Guide to establish distance from area of operation and direction weather is moving (3 secs between lightning and thunder is 1km). Guide to monitor conditions if moving away from area. lightening closer than 1 km and moving towards area of operation is considered too dangerous for this tour.

Approved by	Blair Anderson	date	05.07.2023 (V2.1)	Review in	1 year	from date of approval	Signed	
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Activity Management Plan - Waimarino

Activity Description:	Waimarino River Safety Programme - (River Hop)	Location/Trip:	Upper Wairoa River (Rollercoaster to McLaren's falls) & Poripori Rd area		
		Water:	Carry water bottles	Toilets :	Long drop, McLaren's falls
Access Permission Required?	Call Jeanette Miller for Land access to mid-way point (removed personal information)	Instructor requirements:	Lead guide 18yrs & over, second 16 yrs & over, Current first aid, Knowledge of SMS, policies & competencies, competency sign off.		
Other resources and notes:	Refer to staff competency and SOPs	Client competencies:	Good swimming & fitness level		
Equipment:	Client: Helmet, wetsuit (shorts over top), poly pro's, Buoyancy Aids. Instructor: Backpack, 1st aid kit, Throw bag, B.A with knife & whistle, Cell ph (waterproof), Warm clothing, High energy snacks, thermos with hot drink	Specific Policies:	Check the day before trip to make sure there will be no dam release. Call (removed personal information) Cancel or rearrange trip if a release is planned for the next day.		
Emergency Response:	Carry Client - guide incapacitated flow chart & Refer to SOP. Nearest AED's - Lake McLaren Park Information centre, Dial (removed personal information) . Refer to tour map for contact No.s & grid refs.				
Previous Incidents:	Burst eardrum from flip off rock, Cold clients due to inappropriate gear/slow trips/cold weather, Bumps & scratches from slippery surfaces.				
Staff Client Ratios	1:10, minimum of 2 Waimarino instructors per group				
Safety Management					
	Guide/s are to assess environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff				
Code	Hazard <i>(Potential for serious harm in bold)</i>	Management Strategy	<i>(Minimising strategies unless otherwise specified)</i>		

	Drowning & Impact injury	Guides to ensure that all clients are wearing a correctly fitting buoyancy aid & helmet.						
	Cold environment/Hypothermia	Keep group moving and active, ensure all participants are wearing adequate appropriate clothing, carry extra warm clothing. (No cotton) (no wet suit no trip)						
	Floods	Lead instructor is to ensure that the pre-trip checklist is completed & signed off, including a full weather and rainfall assessment - river levels go to: https://envdata.boprc.govt.nz/Data/DataSet/Summary/Location/CO884445/DataSet/Stage/Primary/Interval/Latest Trip not to be run on release dates or if levels are above 800mm.						
	Foot entrapment	Ensure students are briefed and understand defensive white-water position, and when to use it. Have instructors stationed at high risk areas.						
	Slippery surfaces	Ensure all participants are aware of different terrain and appropriate ways of dealing with them to avoid falling over, check suitability of footwear.						
	Submerged rocks debris	All jumping points are checked for depth and obstructions by an instructor before students are allowed to jump.						
	Canyon environment	Don't spend too much time in the shade, be aware of your exits at all times - see activity map for emergency exits.						
	Separation	Lead instructor to keep in contact with instructor or adults at rear of group, head count made after each obstacle.						
Approved by	Blair Anderson	date	07.07.2023 (V2.1)	Review in	1 year	from date of approval	Signed	

Activity Management Plan - Waimarino

Activity Description:		Location/Trip:	Tauranga Harbour		
Access Permission Required?		Water:	Yes - At Waimarino & boat ramps	Toilets:	Yes - At Waimarino & boat ramps
Other resources and notes:		Instructor requirements:		Lead guide 18 yrs & over, second 16 yrs & over, Current 1st aid, Knowledge of SMS, policies & competencies / local harbour knowledge, P endorsement as required & assessed as safe to drive & tow	
Equipment:		Client competencies:		Moderate level of fitness and mobility	
Emergency Response:		Specific Policies:		Be prepared to change plans if situation changes, keep clients & Waimarino informed of any changes, err on the side of caution in decision making. Call Waimarino when 'off water' at end of tour	
Previous Incidents:		B.A. with knife, whistle & tow line, 2 waterproof maps, 1st aid kit, spare paddle, paddle float, pump, repair items, led head torch, VHF radio & waterproof case, cell phone in waterproof case, spare clothing, emergency food & drink, emergency shelter.			
Staff Client Ratios		Carry client 'incapacitated guide' card, refer to tour map for contact no.s & grid refs			
Safety Management		Sunburnt clients, blisters on hands, Be aware of the outgoing tides pull towards the exit channel at Anzac Bay, Bowentown & position groups sufficiently far away to ensure they are not pulled towards the channel.			
Code		Minimum group size: 2 clients, Staff/client ratio 1:10 (5 x double kayaks), Minimum no of guides per tour: 2 guides			
Hazard <i>(Potential for serious harm in bold)</i>		Management Strategy			
Drowning		Staff are to assess Environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff			
		Clients to wear correctly fitting buoyancy aids at all times when on the water Clients to kayak in very stable double sea kayaks Staff to supervise client behaviour throughout the activity			

	Hypothermia	Provide clients with suitable clothing and gear for the conditions. Clients to kayak in very stable double sea kayaks Staff to supervise client behaviour throughout the activity
	Sunburn, heatstroke	Clients briefed to wear a hat & skin covering clothing Guides to provide Sunscreen and water bottles for all clients & staff to supervise client behaviour throughout the activity. Guides to make use of natural shade where available
	Slips, trips & falls	Guides to monitor the state of launching & exit points clearing debris & removing bird waste as necessary. Clients briefed to take special care when entering & exiting kayaks as the ground may be slippery. Guides to place kayaks on shore away from slippery areas.
	Collision	Clients briefed to stay with the group at all times. Guides to monitor group & ensure adequate clearance from other water craft. Guides to ensure that groups give adequate clearance to known hazards
	Entrapment	Guides to ensure that client's practice spraydeck release before activity begins. Guides to be proficient in rescue techniques for capsized kayaks. Guides to conduct the activity in a manner that will minimise the risk of capsized. (ie paddling into swell/ wind where possible not across)
	Weather	Recommended sources - Met service / Tauranga harbour web cam / Metvuw. Consistent Wind gusts of 30Kts are considered too strong for this tour.
	Lightening	Operations Manager to check weather and advise with guides at least 24 hours prior to trip using (windy, met service, met vuv. Etc). Guide to establish distance and direction weather is moving (3 secs between lightning and thunder is 1km). Guide to Monitor Conditions if moving away from area. lightening closer than 1 km and moving towards area of operation is considered too dangerous for this tour.
	Tide	Ensure clients are well aware of the direction, timing and effect of the strong currents in the harbour, Stay clear of all harbour entrances.

Approved by	Blair Anderson	date	05.07.2023 (V2.1)	Review in	1 year	from date of approval	Signed	
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Activity Management Plan - Waimarino

Activity Description:	Vehicle Driving	Location/Trip:	Public & private roads	
		Water:	No	Toilets: No
Entry & Egress - Access Permission Required?	Permission to be requested when required for private land access	Instructor requirements:	Current first aid, knowledge of SMS, policies & competencies, valid appropriate drivers' licence, P endorsement or class 1,2,3,4 (as required), assessed as safe to drive & tow	
Other resources and notes:	Driving SOP's, NZ road code	Client competencies:	Passengers under 15yrs must wear a seat belt & use child/booster seat if applicable. Passengers over 15 must be advised to wear a seatbelt at all time when the vehicle is moving.	
Equipment:	Drivers licence, endorsement ID card, Log book (as required), 1st aid kit, motion sickness kit for long journeys child & booster seats if required, Cargo straps, trailer spare wheel, Incapacitated driver chart in vehicle	Specific Policies:	Check the following before driving EVERY time: Boats properly tied on to roof racks & trailers, trailers properly attached to tow bar with electrics & safety chain attached, towing attachment firmly attached to trailer draw bar, trailer/roof rack structure is sound & free of defects, complete daily vehicle checks - inform Operations if oil or coolant needs filling	
Emergency Response:	Pullover & stop the vehicle, assist passengers to exit the vehicle & move to a place of safety, provide any immediate first aid required, contact emergency services & Waimarino as required, collect information from any other drivers involved & witnesses, provide own & Waimarino's details. DO NOT ACCEPT LIABILITY AT THE SCENE OF AN INCIDENT			
Previous Incidents:	Reversing into other vehicles and permanent structures, fender benders, losing boats & other large items from trailers & roof rack, mis-fuelling, not retracting jockey wheel, trailer unhitching (hitch not properly attached).			
	Staff client Ratios	Maximum number of passengers for each vehicle must not be exceeded		
Safety Management				
	Drivers are to assess environmental & weather conditions prior to and throughout the journey, dynamically assessing the hazards and modifying or cancelling the trip if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff			
Code	Hazard <i>(Potential for serious harm in bold)</i>	Management Strategy	<i>(Minimising strategies unless otherwise specified)</i>	

	Excessive speed / Extreme weather	Always drive below the speed limit and adjust for Extreme weather and poor road conditions						
	Loss of control	Driver is to focus on one thing only, DRIVING , not the passengers in the vehicle or passing scenery, pull over to deal with issues that may arise.						
	Mechanical Failure	Vehicles are to kept in good working order with current relevant W.O.F or C.O.F, and defects are to be reported to management immediately.						
	Over loading	Driver to ensure that vehicles do not carry more passengers or cargo than stated limits allow & that all loads are securely fastened						
	Long / heavy vehicles	Driver must be trained & signed off to tow trailers, keep extra distance between yourself & other vehicles when towing. Large passenger vehicle drivers hold current and valid licences for vehicles and have driver training significant to the vehicle (ie class 1, 2, 3, 4, passenger endorsement)						
	Other road users	Driver to be aware of other road users behaviour & try to anticipate their actions.						
	Busy park area	Drive at walking pace, be ready to stop at any time, drive slowly down the hill.						
	Injury due to not wearing a seatbelt	Driver is to ensure that all passengers under 15 wear a seatbelt & use approved child or booster seat if applicable. Passengers 15 & over are recommended to wear a seatbelt at all times when vehicle is moving.						
	Driver Fatigue	Passenger licence drivers' hours are monitored through means of log books. Trailer Driving/working hours are monitored through Operations Manager. All staff to be open and forward if they are feeling fatigued.						
Approved by	Blair Anderson	date	05.07.2023 (V2.1)	Review in	1 year	from date of approval	Signed	

Activity Management Plan - Waimarino

Activity Description:	Stand Up Paddle boarding - Educational trust & river tour.	Location/Trip:	Lower Wairoa River (Omanawa stream), Lakes	
		Water:	Yes - Waimarino	Toilets: Yes - at Waimarino
Entry & Egress - Access Permission Required?	No	Instructor requirements:	Guide 16 years or over, Current 1st aid, Knowledge of Waimarino SMS, policies & competencies, Paddleboard competency signed off, P licence (as required), Assessed as safe to drive & tow	
Other resources and notes:	Refer to staff competency & SOP's	Client competencies:	Suitable for all levels of fitness	
Equipment:	Stand Up Paddleboards, paddles, buoyancy aids, appropriate clothing for weather, games equipment for school groups. Guide specific: Buoyancy aid with knife, throw bag (50m), whistle 1st aid kit, communications, spare paddle, Tour map, leash, blue pump	Specific Policies:	Ensure: boards are correctly inflated & paddles correctly adjusted, B.A's correctly fitted & adjusted, Boards are to be carried not dragged, store out of direct sunlight, consider deflating boards slightly for long drives in hot sun	
Emergency Response:	Carry client 'incapacitated guide' card, refer to tour map for contact no.s & grid refs.			
Previous Incidents:	students getting cold			
	Staff Client Ratios	1 instructor to 10 clients (min 2 Waimarino instructors per group), school staff & parent helpers in kayaks are also used to maintain ratios		
Safety Management				
	Guide/s are to assess environmental & weather conditions prior to and throughout the activity, dynamically assessing the hazards and modifying or cancelling the activity if changes in hazards will put clients & staff at risk. Staff specifically have the authority to halt the activity at any time if they consider there is a risk of harm to clients or staff			
Code	Hazard <i>(Potential for serious harm in bold)</i>	Management Strategy <i>(Minimising strategies unless otherwise specified)</i>		
	Drowning	All participants to wear correctly fitted buoyancy aids. Swim test to be done with children. Children under 8 or younger to be actively supervised.		

	Shallow rocks, logs & other obstacles	Guide is to point out known hazards & to identify new ones to clients, guide is to position His/herself between participants and hazards where possible.						
	Muddy / slippery banks	Ensure clients are aware of the slippery terrain and not to exit the river (except in an emergency) until they reach the rowing club (removed personal information) or the last pontoon at Waimarino, assist clients with launching & recovering paddleboards.						
	Take out at Waimarino pontoon	Ensure paddleboards are carried directly to the kayak shed after getting off the water						
	Cold weather conditions	Guide is to ensure clients have appropriate clothing for the prevailing weather conditions.						
	Boats traffic	Brief clients about, and inform harbour master of fast traffic over 5 knots. (Jennifer Roberts) (removed personal information)						
	Road traffic, crossing SH29	Indicate & slow down prior to crossing SH29, tap brakes & use hand signals if required for following traffic						
Approved by	Blair Anderson	date	07.07.2023 (V2.1)	Review in	1 year	from date of approval	Signed	