



RATIOS: 1:20

1 adult to 20 participants not including the skipper. Depending on the participants age group (see notes on specific supervision instructions). Young participants would require significantly more adults

SUPERVISOR POSITION:

Not applicable FP staff instructed activity

SUPERVISOR ROLES:

Supervising adults should be able to assist with the monitoring of participants especially in the area of hand over the side of

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the boat. Where there are infants or toddlers on board one on one supervision is required.

EQUIPMENT SUPERVISOR:

As below participant

EQUIPMENT PARTICIPANT:

- a. Clothes: Well-fitting lifejackets or PDF's. Clothed to the weather conditions (warm clothes, rain coat, etc)

PARTICIPANT REQUIREMENTS:

- a) Minimum age: Not required. See notes on supervision

- b) Minimum level of competency: N/A

RESTRICTIONS:

ACTIVITY IN OPERATIONS:

Activity is instructed by FP staff.

Activity Glow worm trip/ Barge trip/ transport to a variety of activities. Supervision category FP Instructor required X					
Area	Lake Karapiro/ Pokai whenua stream			Date reviewed	July 2017
Hazard (what poses the threat)	Poss. Risk (injury outcomes)	Category (environment, people, equipment)	Risk Rate	Controls in place (What we do to either eliminate, minimise or isolate the hazard or risk)	Responsible (who is responsible for dealing with this hazard during activity)
Water	Drowning	envir	High	All participants are required to wear a well-fitting lifejacket which are obtained from our boatshed and checked prior to boarding by the skipper. No one can board the Logos unless a lifejacket is worn. Lifejackets are checked on a weekly basis and replaced if unfit for purposes. Finlay Park has at least 150 lifejackets available at any one time.	FP staff
weather	Hypothermia	envir	Medium	All groups are instructed to dress according to the weather conditions. All activities where the Logos is used do not take longer 1.5 hours max. If someone was detected as being too cold, either home base at Finlay Park would be contacted and the person removed from the barge or the barge would simply return to base as we are no further than 20 minutes from base at any one time. In case of the vessel sinking, the skipper has been trained to "huddle" the group and swim to a bank nearest sinking point. This is a low risk as we are no more than 100 meters away from shore at any one time.	FP staff, adult supervisors, participants

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Other water craft, or people in lake	Collision	People	Low	All FP skippers are trained to observe Maritime rules on the water and navigational By laws for Lake Karapiro. Skippers hold a recognised Maritime NZ certificate for operating the vessel. All care is taken to prevent collision with other craft and the vessel will only operate at speed not in excess of 5 knots. Where possible other commercial users of the Pokai whenua are notified when planned trips are made. Extreme care is taken at night and the vessel is equipped with navigational lights, spot lights and front lights.	FP staff
Fuel	Fire	Equip	Low	The vessel is equipped with fuel tanks and engine is placed at the back of the boat. There are no passengers placed on top of or over any fuel tanks at any time. All fuel is kept in the proper boat fuel cells and a 2 kg fire extinguisher is available at the back of the boat near the skipper. Due to the nature of the fuel tank and installation, refuelling is never done inside the boat but only at a remotely located fuel station away from boat and passengers. In case of fire an emergency call is made to home base and the barge is parked against the shore ASAP to remove all passengers from the boat. The shore is never more than 100 meters away from the vessel.	FP staff
Rock wall and jetty	Crushed fingers	Equip/ people	Medium	All participants are advised to keep their fingers away from the side of the boat at all times. Adults are advised to seat their children in between adults as they might be tempted to stick their fingers over the side.	FP staff and participants
Mould on raft	Slip on raft	Envir/ equip	Medium	Raft and bridge are controlled by the skipper when boarding the boat who will let people on to the boat one by one. Raft is kept clean and where needed non slip material is provided to make a non-slippery surface	FP staff
Weather	Lightning strike	Envir	Medium	If a thunder storm is detected before the barge has departed the trip will automatically be cancelled. If during a trip a thunderstorm is detected, the trip will be cut short and return to port ASAP	FP staff
Hole in boat, severe rain fall, or imbalanced boat	Sinking	Equip, weather, or people	Medium	In case of a leak, the barge is equipped with a float switch to alarm the skipper of a leak. If possible the bilge pump will be activated and depending on the size of the leak the call will be made to beach the barge or to return to port. If due to heavy weather the barge starts to fill up the bilge pump will be activated and same scenario above will be called upon.	FP staff
Flow level of stream	Difficult to control vessel	Envir	High	Skipper are required to check lake levels and stream flow and height level. If a high flow rate coincides with a low lake level the activity would be cancelled	FP staff
weather	Sun burn	envir	Medium	Participant are advised to wear sun block at all times on exposed skin if trip is during day	Supervising adults and participants