



<b>Activity:</b>	3.3 Kayaking/ Rafting				
<b>Date:</b>					
<b>Activity Controller:</b>	Designated Teacher / parent.	<b>Ngatuhua</b>	<b>Lodge</b>	<b>Hazard and Risk</b>	<b>Management "HARM's" form</b>
<b>Location:</b>	On the canal near Ngatuhua Lodge	<b>Participants No's:</b>	TBA	<b>Supervision ratio:</b>	1:5
<b>Communication means?</b>	Lodge Phone available via the custodian.	<b>Cell phone reception?</b>	Y/N	<b>Nearest reliable communication:</b>	Ngatuhua Lodge Custodians/instructors cottage.
<b>Intentions left with?</b>					

**Hazard Identification & Management - include Significant Hazards only:** (use additional pages if required)

**Eliminate:** By ensuring that the hazard no longer exists, or is no longer part of the activity e.g. do not take people under a certain age or without a certain skill set. If this isn't possible;

**Minimise:** By doing whatever can reasonably be done to lessen the hazard, this should be to a point where you no longer consider the hazard to be significant.

<b>Significant Hazard:</b>	<b>Eliminate (E) Minimise (M)</b>	<b>Management Strategies:</b>	<b>Whose responsibility:</b>
<b>Location</b>			
Slippery Banks Jetty	<b>M</b>	Warn and take care that these areas can be very slippery when wet	
Entrapment by strainers / hydro scheme intakes	<b>M</b>	All participants are to be briefed on the "NO GO AREAS". The Kayaking and rafting canal is own and operated by Trustpower. With this in mind the canal is designed to direct water for hydro electricity production and the water levels can rise and fall suddenly even if it is not raining. The leader must pay particular attention the water level and water quality throughout the day. If the water becomes dark due to rain "Tannins from plant material" and the bottom of the canal cannot be seen the activity is to stop until the water quality has improved.	
<b>Environment</b>			
Current	<b>M</b>	Ensure that clients only kayak in canal	
Raised water levels	<b>E</b>	Stay away from these areas when canal is in flood. Check weather conditions.	
<b>People</b>			
Lack of knowledge /technique/ water skills	<b>M</b>	Leaders skilled at instruction. Demonstrate correct techniques.	
Inattentive supervision	<b>M</b>	Adults to actively supervise.	
Not following instructions	<b>M</b>	Ensure students listen, remove from activity if breaking rules.	
Insufficient Activity briefing	<b>E</b>	Briefing to follow SOP Activity Briefing Checklist –Opportunity for participants to ask questions given – and answered!	
Trapped under kayak or raft	<b>M</b>	All participants are to be taught what to do if trapped upside-down in kayak "Use hands to bang of bottom of kayak, side hands back and forward to find rescuing kayak or pole, self-escape if possible.	
<b>Equipment / Clothing</b>			
Faulty or no life jackets.	<b>M</b>	Issue lifejackets and ensure they are fitted correctly.	
Holes in canoes.	<b>M</b>	Check canoes before placing in water. Ensure canoes are carried by two people but not dragged. All equipment is inspected IAW with the Monthly check sheet.	
Unsuitable clothing	<b>M</b>	Check students have warm layer, towels, sunhats and sunscreen	

Participant medical details checked:	Y/N	Participants requiring special attention: If available to the lodge.	
<p><b>Emergency Plan - include any location/venue, activity or person specific emergency details/information</b> Ensure everyone knows what to do in case of an emergency (if you are incapacitated) such as where the emergency equipment including communication device and first aid kit is located</p> <ul style="list-style-type: none"> <li>• <b>Recognise an emergency has occurred/ is occurring</b></li> <li>• <b>Assess the situation and determine the severity of the event</b></li> <li>• <b>Apply Ngatuhua Lodge Emergency Procedure – Ngatuhua Lodge SMP Part 1.11 Annex A.</b></li> </ul> <p><b>First Aid Kit:</b> Group First Aid Kit located at Lodge.</p> <p><b>Additional Emergency landlines available at:</b> Custodians Cottage.</p> <p><b>Additional emergency No's:</b> For all emergencies your first point of call is <b>111</b>. Ask them for the assistance you require. Be prepared to provide them information on the patient. A copy of the Pre hospital reporting form can be found in the lodges SMP document; Part 4.3 PHEC reporting form.</p> <p><b>Injury:</b> Apply appropriate first aid. Bleeding: pressure, cover and elevate fractures: support, immobilise, minimise patient's pain, ensure an adequate blood supply to any fractured limbs, protect an open fracture from infection. Record all relevant information such as how the incident occurred, any medication that was given and when.</p> <p><b>Death:</b> Cover, call police, initiate Ngatuhua Lodge's Emergency Communication process, and manage group. Look for signs of life and apply appropriate first aid. If person deceased, cover the body, secure the group. Contact police for further advice.</p> <p><b>Hypothermia (Cold Exhaustion):</b> Stop activity, seek shelter (get out of the wind), remove all wet clothes, replace with dry ones, keep warm (wrap patient in emergency blanket or sleeping bag), if conscious give light snacks and lukewarm drinks with sugar (cordial, sweet tea), Keep warm. Seek medical help or advice by phone or radio. Unconscious: Same as above except nil by mouth, Place in a sleeping bag with another person in the recovery position and monitor. Keep the rescuer warm and well feed, rotate with other people if possible (we don't want them getting hypothermia as well).</p> <p><b>Hyperthermia (Heat Exhaustion):</b> Move person to cooler shaded area, sit or if feeling dizzy lie them down and elevate feet, remove excess clothing, give drinks particularly electrolytes, sponge bare skin with cool water, particularly around the neck and head.</p> <p><b>Dehydration</b> Be able to recognise symptoms. Patient to rest and take fluids a little at a time until they are able to continue.</p> <p><b>Allergic reaction (Bee Sting or other):</b> Establish if the victim is allergic if not treat irritation, remove sting etc. If they are allergic, this would have been established before activity, give medication e.g. adrenaline too largest muscle nearest the sting. If they are not allergic, they may choose to have an antihistamine (upon parent approval in the case of juniors) to help with the swelling and irritation. Rest and observe and seek medical help, evacuate if needed. If they are not allergic, they may choose to have an antihistamine (upon parent approval in the case of juniors) to help with the swelling and irritation.</p>			
<p><b>Hazard Management Checklist</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Hazards assessed for significance</li> <li><input type="checkbox"/> Significant hazards included on page 1</li> <li><input type="checkbox"/> Communication devices that meet policy requirements available</li> <li><input type="checkbox"/> First Aid kit that meets policy requirements available</li> <li><input type="checkbox"/> Course director and Instructors meet minimum warrant requirements</li> <li><input type="checkbox"/> Supervision structure meets discipline specific SOPs</li> <li><input type="checkbox"/> Participant medical details checked</li> <li><input type="checkbox"/> Intentions left (if required)</li> <li><input type="checkbox"/> Activity level is appropriate to the groups capability</li> </ul>			
<p><b>Sign off:</b></p>			
President Ngatuhua Lodge outdoor education society incorporated:		Instructor/Custodian Ngatuhua Lodge	