

Activity Management Plan

Kayaking (Flatwater)

Activity	Detail
Location / Site	Tikao Bay, Lake Rua, Wainui Beach and other areas around Canterbury
Parking	See site specific information
Grid Reference	See site specific information
Water	See site specific information
Toilets	See site specific information
Access Permission	NA
Instructor Requirements	YMCA Outdoor Core 2 (lead) or equivalent YMCA Kayaking (Flatwater) Competency or equivalent Induction and/or training at particular site
Specific Equipment & Resources	Tow-line, whistle and grab bag
Specific Policies	Mobile phone and first aid kit present in emergency vehicle at site All participants must be equipped with buoyancy aid and closed toes footwear Weather/ forecast to checked/assessed in conjunction with Site Specific Operational Guidelines Ratio: 6 Boats: 1 Instructor (Note: For double kayaks ratio includes 1 adult helper) 1 Instructor: 12 Clients
Emergency Response	Seeking assistance: 1. Use mobile phone in emergency kit 2. Request assistance from other competent persons 3. Send adult or second instructor to emergency vehicle (which has a mobile phone in the glove department) 4. Send adult or second instructor to private residences or the road (depending on location) Follow general YMCA Emergency Procedures Follow relevant site evacuation procedures
Previous Incidents	Hit on head from paddle/boat; Cuts from rocks/shells; un-forecasted weather event blowing participants onto rocks or out to sea; kayaks not securely fastened onto trailer and falling off; person falling off kayak trailer whilst securing boats / tie downs

Site/Activity Specific Hazard/Risk	Management of Hazard
Other Users	Instructor to brief participants on surroundings and other users. Instructor to vigilant of other users
Submerged Objects	Participants to wear closed toed shoes. Ongoing dynamic risk assessment by instructor to ascertain suitability of activity in relation to area.
Environmental Conditions	Weather and forecast to be checked and assessed in conjunction with Marine Operation Guidelines. Instructor to monitor the wind direction and strength and make continuous dynamic risk assessment.
Drowning/ Cold Water Shock	Buoyancy aids to be fitted to participants. Close group management by instructor. Ensure gradual familiarisation with water temperature prior to full immersion.
Head injury	Participants to be briefed on paddle handling and to be aware of each other's positioning. Appropriate choice of activates/games.
Kayak falls off trailer	Loading and unloading to be managed by instructor. All kayaks to be tied securely when in transit.
Manual handling	Brief participants on correct technique; instructor to monitor
Hypothermia	Monitor participants throughout session. Alter session according to conditions
Flora and Fauna	Brief participants on environmental impact, manage sea-life interaction, esp. Seals (always allow access to sea), seaweed (slippery), sharp shells.
Water Ingestion	Instructor to be aware of the water quality. During period of 'Caution' water submersion should be minimised
Site Specific Hazard Lake Rua	<ul style="list-style-type: none"> S.E - S.W aspects of the lakeshore have limited exit points. Instructors to assess participant competency prior to leaving the N / N.E shores of the lake. S aspect of the lakeshore have numerous submerged objects. Capsizes are to be minimised in these areas. Instructors to assess participant competency prior to leaving N / N.E shores of the lake.

Approved By	Crispian Hills		
Date	March 2022	Review Date	May 2023

Note: This Activity Management Plan (AMP) documents only very specific management of risks/hazards for a particular activity. General management of risks/hazards that relate to Outdoor or Adventure Activities are documented in the *YMCA Chch Risk Register for Outdoor Activities*. These documents are part of the YMCA Christchurch Safety Management System (SMS), an overview of which is given in the *YMCA Chch Safety Management Plan (SMP)*.