

# SAILING

## ACTIVITY MANAGEMENT PLAN



**MOTUTAPU**  
outdoor education camp

**RISK/HAZARD MANAGEMENT:** MOEC staff have the authority to halt this activity at any time if it is deemed unsafe to continue.

**RISK DISCLOSURE:** All groups must be made aware of risks involved when participating in this activity and given the option of challenge by choice.

**EMERGENCY PROCEDURE:** The MOEC instructor leading the activity has authority to implement the emergency procedure if required.

SECURE GROUP → SECURE SITE → RADIO FOR ASSISTANCE → ADMINISTER FIRST AID → PREPARE EVACUATION

### REVIEWED BY:

Oliver Smith, Shannon Atkins

### DATE:

31/07/2020

### REVIEW DUE:

31/07/2021

### PREVIOUS INJURIES/INCIDENTS:

Head bumps from boom, lacerations, entanglement in ropes/straps, mild hypothermia.

### INSTRUCTOR COMPETENCIES:

Fit for work. Internal training and assessment (incl. rescue boat) and/or relevant external qualification (i.e. RYA Instructor).

### PARTICIPANT LIMITATIONS:

Including but not limited to: non/weak swimmers, lack of understanding.

HAZARD	MANAGEMENT STRATEGY	MINIMISED/ ELIMINATED	RISK LEVEL*
<b>CIVIL DEFENCE EMERGENCY i.e. TSUNAMI</b>	Senior staff on civil defence alerts for Auckland region and will radio through any alerts that come through. The MOEC Emergency Plan would then be followed for the emergency.	M	MEDIUM
<b>SUDDEN CHANGE IN WEATHER / THUNDERSTORMS</b>	Monitor the weather throughout the day. If squalls are possible keep the sailing area close to shore and limit boat numbers. In the event of a thunderstorm all activity to cease until ok given by senior staff to resume.	M	LOW
<b>HYPOTHERMIA / HYPERTHERMIA</b>	Use correct equipment for the conditions. Ensure wetsuits are provided on cold days or when water temperatures are low. Cancel activity if participants begin to show signs of being too cold.	M	LOW
<b>PANIC ATTACK, STRESS, MILD SHOCK</b>	Challenge by choice offered to all participants. Groups made aware of the need to encourage but not force people into participation.	M	LOW
<b>LOSS OF PROCESS / UNDERSTANDING</b>	Ensure confident participants are paired with less confident participants where possible. Limit numbers of craft on the water if needed to ensure better monitoring and assistance.	M	LOW
<b>ROCKS/MARINE WILDLIFE</b>	Closed-toe footwear must be worn by all participants including accompanying adults and the instructor. Vinegar is in the boatshed to use on stings and a first aid kit must be on hand in case of injuries.	M	LOW
<b>OTHER WATER USERS</b>	Instructor to keep a watch out for other water users and participants briefed on avoiding other water craft. Groups must be briefed on keeping safe distances between boats.	M	LOW
<b>SUBMERSION/DROWNING</b>	Instructor to individually check all PFDs on each participant to ensure correct fit.	M	MEDIUM
<b>IMPACT FROM BOOM</b>	Risk disclosed to group. Instructor and accompanying adults to monitor and reinforce correct body positioning to participants to reduce risk of impact from boom.	M	MEDIUM
<b>ENTANGLEMENT IN ROPES AND STRAPS</b>	Instructor must carry a knife at all times to assist with entrapment in sheets. Ensure participants are not tangled in sheets, toe straps and centreboard bungee, particularly when launching/capsizing.	M	LOW
<b>RESCUE BOAT PROPELLER</b>	Instructor must engage neutral or cut motor when approaching or assisting clients in the water if there is any risk of collision. All rescue boats must have a propeller guard.	M	MEDIUM
<b>UNMANNED/MISUSE OF RESCUE BOAT</b>	Kill cord tether must be attached to instructor at all times when boat is operational. When left on mooring in-between activities the kill cord must be removed to avoid misuse.	E	N/A