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| **Activity** | **Kayaking** |
| **Activity Description** | Experience kayaking in slow moving water |
| **Activity Site** | Camp Adair | **Water**: | Camp Adair | **Toilets**: | Camp Adair |
| **Instructor Requirements** | * Can manage entire group effectively
* Can competently handle all required equipment including proper kayaking technique
* Knows, obeys, teaches and enforces safety procedures
* Can teach, engage and provide positive outcomes to a range of groups
 | Instructor Level: | **2** |
| **Participant Competencies** | * Can understand and follow activity safety rules
* Is appropriately dressed, Warm clothes and closed toe shoes
* Under 120kg
 |
| **Communications** | UHF Radio  |
| **Policies / Ratio** | 1 : 12 |
| **Weather Factors** | Cease activity if river is to high  |

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| **Site Specific Hazard** | **Severity** | **Potential** | **Management of Hazard** | **Result** |
| Drowning  | **H** | **H** | Ensure that group members are properly briefed on boundaries and wearing appropriate helmets and buoyancy aids before entering water. | **M** |
| Slippery steps and bank when descending to the water | **M** | **M** | Ensure that clients are aware of the footing and proceed with caution. | **M** |
| **Activity Specific Hazard** | **Severity** | **Potential** | **Management of Hazard** | **Result** |
| Client getting feet cut or abraded on rocks in river bed | **L** | **M** | Ensure clients wear closed toe shoes at all times | **M** |
| Client being hit by another kayak or paddle | **M** | **M** | Instructor to ensure that all clients are wearing helmets and manage use of equipment at all times.  | **M** |
| Damage to equipment | **M** | **M** | Instructor to ensure all equipment is being used correctly and brief group on proper equipment care.\*Don’t throw or drop helmets\*Don’t stand on rope | **M** |
| Non-kayaking participants wandering off or misbehaving  | **M** | **L** | Instructor is to keep control of the whole group throughout the activity and keep group in sight, or with another member of staff at all times.  | **E** |
| ***Severity & Potential:*** | *L = Low, M = Medium, H = High* |  | ***Result****:* | *I = Isolates Hazard, M = Minimizes Hazard, E = Eliminates Hazard* |

**Emergency Procedures:**

1. **Halt Activity**
2. **Gather group together in a safe place; away from incident but insight**
3. **Assess the situation; do not enter a situation that could cause harm to you as the rescuer.**
4. **Provide 1st Aid**
5. **Contact senior staff OR send at least 2 people to get help.**

**If required call 111 then contact manager ASAP**