

For Person in Charge & EOTC Event Sign Off – Use with Camp Activity SOP & Specific Activity RAMs

Camp Bentzon **Marine** Management Plan V5.3(5.2+updates)

Location Description (last surveyed by GPS – March 2014)	Sheltered inlet of maximum 380m width at any point to foreshore or structure. Inlet is extremely sheltered in all wind directions bar direct westerly. Sheltered from all swell directions. Located on northwestern coastline of Kawau Island. Marine area includes: Pemples Island - Rocky island 150m distance from mouth of North Cove; Northern end of Vivian Bay; Northern shore of Bon Accord to Yacht Club; Rocky Bay – located on NE side of Kawau Island. All water activities are conducted within 200m of the shore or structure at any time.		
Activities conducted in this area	Optimist/Mac370 Sailing, Sit-on-top kayaking & SUP or rowing inside North cove to Pemples island. NW coastline areas Vivian bay Snorkeling instructor lead – Camp Bentzon beach Raft-Building = Beach to pontoon; Fishing – off wharf / or row boat		
Facilities available	Full Camp Facilities - Nearest Toilets to Beach are in main building, 30 sec walk from shore		
Communication devices and coverage	Primary device	UHF / Mobile	Mobile Coverage <i>NONE / POOR / GOOD / EXCELLENT</i> <i>Satisfactory (approx. 2 bars) @ beach / End of Pier best signal</i>
	Secondary device	VHF on Support RHB / Office Phone	Local VHF Channels <i>Nowcasting weather = Ch: 20. Coastguard = Outer Gulf Ch: 60</i>
Prolonged Hazards	Sun – sunburn and dehydration must be managed for instructors, helpers and assistants – Slip, Slop, Slap & Wrap Sun exposure – Ensure all staff, guests and visitors are aware of risks – include in all briefings and check for understanding, especially new visitors to NZ. Protect from sun – hat, sunblock, sunglasses, clothes that cover the skin, e.g. long sleeves, cover shoulders etc. Camp Managers, staff and regular leaders to consider regular Mole Mapping and medical checks.		
Previous significant incident	NA		
Skills required	Comfortable in a kayak in rough conditions, able to swim 50 meters, willing to learn new skills if necessary, Instruct and manage school age children		
Pre-existing medical condition	Staff to confirm prior to Camp instructor lead activities if any student/adult involved have any medical condition that could be aggravated by the activity or may need to have different support during activity (note on form E). Ensure any required medication is taken on activity. e.g. Asthma (inhaler) allergic to stings (epipen)		
Staff Risk management	All staff must continually review during activities for risks and manage appropriately. All staff have the authority to halt any activity if they feel the risks become too high and implement the Emergency response Plan. Refer 8.3.3, 8.4.1 and ERP activity sheet		
Supervision Ratios and positioning	Maximums are set on each Activity RAM ratios or session maybe varied depending on Assistant competency, weather, student skills/age/ability. Changes to the programme to accommodate above issues could be reduced activity area, less students on water. At all times the Activity Leader/Instructor will position themselves to maintain control and contact with group and or Adult help. This position may vary depending above considerations.		
Clothing /Equipment needed	Wet suit (able to kayak in it) or clothing that does not matter if gets wet, beach shoes, PFD supplied by Camp Bentzon		
Activity RAMs and Activity sheets available			
Sailing, Kayaking/SUPs, Raft building, fishing,	Refer RAMs and Activity sheets		

Hazard / Risk Management – Marine = General Water Hazards

Site Specific Hazard	Management – I/E = Isolate/Engineer; A&T = Awareness & Training; PPE = Personal Protective Equipment	Potential Severity 1-10	Minimizing Strategy
People (staff, participant, public)			

Cold Water Immersion leading to Panic or Near Drowning if capsized	Participants are suitably equipped with fitted buoyancy aid and dressed for the weather conditions /water temperature. Monitor local conditions. Brief what to do in case of a capsize.	5	PPE A&T
Anxiety levels around water	Assess participant ability and provide appropriate challenge. Verbal encouragement and reinforcement may help. Possibility to stop on beach for break can work too.	3	A&T
Embarrassment for heavier kids getting lifted/dragged into boat	Assess challenge options. Manage groupings so that strong persons are paired with potential heavier/awkward persons. Instruct the dip, dip, pull technique or rolling in or lean boat onto side with more confident group.	3	A&T
Slipping out of life jackets due to participants changing lifejackets fitting or incorrect fitting	Refer to Activity Sheet for Correct Use. Instructor to check buoyancy aids before going on water. Re-check if any changing of aids during beach rest etc.	4	A&T
Adult helper not competent	Ensure adult help is assessed for competence during inshore practice assessment	4	A&T
Equipment (activity, emergency, other)			
Injury from incorrect lifting/moving heavy gear	Brief and instruct on correct method to shift equipment. Closed toe shoes to be worn to protect toes. Get extra help, use multiple students	3	A&T
Impact from misuse of equipment during session	Brief and instruct participants to correctly use equipment and show due care for others during session	4	A&T

Hazard Management – Marine = General Water Hazards

Site Specific Hazard	Management	Potential Severity 1-10	Strategy M-E
Environment (water, beach, wharf, etc)			
Exposure / Heat or Cold	Ensure participants are suitably equipped for the conditions. Monitor participants for effects. Remove participant from the activity immediately if showing signs of hyper or hypothermia.	3	A&T
Tide / Current	Check tide times and note effects of tide on session. Choose activity area as appropriate. Choose journey as appropriate so as to use tide or current to return to beach as appropriate to conditions and abilities.	2	A&T
Wind/Waves	Instructor to discuss hazards of wind/tide/waves with participants and stress importance of staying together. Continually watch weather patterns (clouds) and communicate on UHF with other activity leaders.	3	A&T
Ferry Boarding / Unloading causing fall / slip / drowning	Ensure group follow ferry operator instruction. Camp Instructor or suitable adult helper stand in spotting position to assist people stepping off the ferry if possible/available. When stepping off ferry, all persons to be hands free to brace themselves in case of slip - do not carry bags. Set up line of people and pass bags along the line from ferry to trolley.	6	A&T
Dirty silty steps causing fall / slip / injury / drowning	Monthly Checks of steps and wharf for growth, damage, slipperiness. Disclose risk of slip to all persons with signage.	5	A&T
Oyster shells / sharp rocks on beach particularly at low tide and around all wharfs, moorings or structures.	Where possible wharfs and structures to be cleared of growth. Conduct monthly checks. Brief and inform all persons of oyster shells and how to clean if cut. Beach shoes (secure and tough) to be worn for all water activities. Brief and instruct all participants to avoid using hands on beach or ropes or structures.	5	A&T PPE
Other Boats / Other Users	Brief and instruct participant to stay clear of moored boats and observant of other users. Power gives way to Sail. Make deliberate visible turn to make intentions clear to other craft. Paddlers ensure route is clear before proceeding to cross bays or channels. North cove is a	4	A&T

	small navigational area make room for large vessels especially ferry of barge as it is hard for them to maneuver.		
Contact with sea mammal / fish Stingray, Dolphin, Penguin, Orca	Educate all persons on appropriate behavior around mammals. Must stay more than 50m from any mammal and retreat if any young calves are present. Where mammals approach people, remain calm and enjoy the interaction while providing mammal room to move For penguins – observe from a distance as they are very timid For stingray – provide room to move away, stay calm. Brief how they are always around without harming people. Do not corner or they will defend themselves.	3	A&T
Lightening	If on the water when lightening is seen or heard - Seek shelter on shore. 30/30 Rule: If lightning flash to thunder clap time is less than 30 seconds seek shelter. Wait until it has been 30mins since last 30 second count or until storm has visibly moved away.	4	A&T
Tsunami/earthquake	Keep aware of the physical signs, unusual ground/tide movement, listen to media advice 88.9FM and Cell phone alerts. Prepare to go to higher or safer ground. And keep out of the buildings and away from the water.	6	A&T
Obstacles / hazards in the water	Brief participants to avoid any obstacles floating in water or caught on tree, edge of body of water.	3	A&T

Approved by	Peter Hyde	Date	April 2023	Review in	36 months - April 2026
Technical Advisor	Fiona Ryder	Date	September 2017	Comments	
TE / Audit		Date		Comments	