

Swimming (Inland Waterways) – SOP

Last Review:

This SOP was last reviewed on 30 October 2020.

Activity Summary

The CYC Waihola Swimming (Inland Waterways) activity is a **medium risk activity** that involves participants swimming in outdoors waterways that do not include the ocean or swimming pools.

Location and Scope⁶⁶

The locations and scope of this activity is very wide and may include (but is not limited to) the following activities:

- ▶ Swimming in water holes
- ▶ Swimming in Lake Waihola
- ▶ Swimming in other inland lakes
- ▶ Swimming in rivers, streams or ponds
- ▶ Raft building
- ▶ River crossings
- ▶ Fishing and eeling

Some of these above activities are not swimming directly, however they are activities that may lead to participants and leaders being immersed in water and therefore fall under the scope of these SOPs and need to be planned accordingly

This SOP does not cover the following swimming activities:

- ▶ Indoor Swimming Pools – see [Swimming \(Pool Based\) – SOP](#)
- ▶ Swimming in the Ocean – see [Swimming \(Ocean\) – SOP](#)

A characteristic of these activities is the sometimes informal nature of participation. Lots of children may do these activities unsupervised in their own time and not only when participating in a formal or organised programme. However this SOP covers situations where participants are being directly supervised by a designated leader, guide or instructor at Ministry Camps.

Requirements for activity

Activity Leader

An activity leader is required for this activity:

- ▶ Only one person will be deemed to be the Activity Leader for each session
- ▶ The activity leader must have a current *CYC Waihola Swimming Supervisor* certification.

Certifications

All activity leaders must have the following certification:

- ▶ CYC Waihola Swimming Supervisor

It is preferable, that all Camp Directors (or at least one leader attending) of camps utilising the outdoors where swimming maybe a possibility (i.e. tramping, summer adventure camps, etc.) complete this certification.⁶⁷

Supervision Ratios⁶⁸

Supervision needs vary according to age and ability of the participants, the activity, the location and environmental conditions and the skill and experience of the leaders and supervisors.

⁶⁶Refer Good Practice Guide (Inland Waterway Swimming Activities) [version 1:2018] page 2

⁶⁷Refer Good Practice Guide (Inland Waterway Swimming Activities) [version 1:2018] page 7

⁶⁸Refer Good Practice Guide (Inland Waterway Swimming Activities) [version 1:2018] page 5

When children⁶⁹ are present:

- ▶ the high risk ratio of 1 competent adult to 5 children applies
- ▶ there is a two competent adult minimum (this minimum includes the Activity Leader)

When groups of 10 or more are present:

- ▶ the high risk ratio of 1 competent adult to 5 children applies
- ▶ there is a two competent adult minimum (this minimum includes the Activity Leader)
- ▶ competent adults will be assigned supervision zones

If any children under 8 years old are participating then active and immediate supervision (i.e. a competent adult in the water within arms reach at all times) of these children must occur at all times.

Supervision Competency

In this activity a competent adult is defined as:

- ▶ an adult that can in the particular activity location perform a rescue of a participant without placing themselves or others in further danger
- ▶ an adult that has been briefed on the risks of the particular swimming activity
 - ▷ All those in supervising roles need to know the nature of environment they are supervising i.e. where are the deep spots, shallow water, other hazards etc.

Activity Equipment

For all swimming activities (impromptu or planned) the following equipment is the minimum required before allowing a swimming activity to start:

- ▶ First Aid Kit with foil rescue blanket
- ▶ A whistle

The off-site activity grab bag stored in the Main Lodge first aid cabinet contains the following items and is to be taken on all planned swimming activities:

- ▶ Activity Logbook containing:
 - ▷ these current SOPS
 - ▷ a daily Activity Sign-off Sheet
 - ▷ the emergency communication plan
- ▶ small first aid kit
- ▶ a woollen blanket
- ▶ a foil rescue blanket
- ▶ a packet of barley sugars
- ▶ pens and pencils
- ▶ several whistle(s)

Communication Device

The Activity Leader must take a communication device must be present at the activity area for use in emergencies

Ancillary Services

The following ancillary services maybe used for this activity:

- ▶ If transportation of participants is occurring then [Vehicle Use \(Road Vehicles\) - SOP](#) shall apply

Key reasons to postpone activity

This activity should not be run or Activity Leaders should stop the activity for the following reasons:

- ▶ Any major safety concern that could cause harm to participants, spectators, and/or staff
- ▶ Inadequate competent supervision
- ▶ Wind that creates a hazard by the following:
 - ▷ waves on water surface higher than 20cm from top to trough

⁶⁹Refer to Appendix 1.1 Glossary of Terms

- ▷ OR an off shore wind that is higher than 3 on the Beaufort Scale⁷⁰
- ▷ OR an on shore wind that is higher than 4 on the Beaufort Scale
- ▶ Participants have unsuitable clothing for the swimming environment
- ▶ Unsuitable weather either predicted by the current weather forecast or changing during the activity

Operating Procedures

2 Yearly Review

The Operations Manager (in conjunction with the other Technical Advisers) must review and this SOP every 2 years under the requirements of the [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#).

This review will be done using the [Flowchart of Risk Management Processes](#) and [Swimming \(Inland Waterways\) – Risk Analysis](#) as a basis to identify any new significant hazards, review any additional risk management and sign off on the safety of the activity.

- ▶ Any safety concerns from the 2 yearly review will result in the activity being out of action until the safety concern is remedied.

Day of Activity Check

The following are to be completed before any activity commences:

- ▶ Assessment of the hazards involved in running the activity and if they can be safely managed to an acceptable level.
- ▶ Assessment of the current weather forecast and conditions at the location of the activity.
 - ▷ Water that is (i.e. less than 15°C) has the potential for cold water immersion shock to occur so this must be avoided if possible⁷¹.
- ▶ Assessment of the leaders and participants water confidence
 - ▷ Within the Ministry Camp context, enrolment information gives a water confidence report of all those attending and in camps where swimming is a planned activity water confidence wrist bands are issued.
 - ▷ If children (under 13 years old) are participating and the current air temperature is lower than 10°C then it is considered too cold for the swimming activity
- ▶ Assessment of any hazards involved in using any external equipment (i.e. pontoon, shore based swings, rafts, etc.)
- ▶ Assessment of suitable changing locations must be made to ensure camper safety in public spaces and privacy (especially in mixed gender situations)
 - ▷ It is not appropriate for anyone (camper or leader) to get changed in front of members of the public or leaders of the opposite sex.
- ▶ A communication device (i.e. cellphone if in coverage, satellite communicator if out of coverage) is required to be present at the swimming activity location for use in emergencies

All these items are contained within the [Swimming \(Inland Waterways\) – Activity Sign-off](#) that is to be completed for planned activities however in cases of impromptu swimming (i.e. a tramping camp) the person deemed to be the Activity Leader must ensure all the above items have been carefully considered.

Prior to departure of campers

When participants are participating within a camp program that requires leaving accommodation to head some distance to the swimming activity location (e.g. from the CYC Waihola camp-site to Lake Waihola), then the following must occur:

- ▶ prior to departure competent adults will check participants have the following gear
 - ▷ enclosed shoes
 - ▷ a spare change of warm clothing
 - ▷ a dry towel

⁷⁰Refer Appendix 1.2 Beaufort Scale for definitions

⁷¹Refer Good Practice Guide (Inland Waterway Swimming Activities) [version 1:2018] (Planning Template) page 4

- ▷ suitable clothing for swimming such as wetsuit or swimming togs
- ▶ Participants are to leave camp together and an attendance list of those going completed before departure by either the Activity Leader or another leader.
- ▶ If this activity is occurring within a CYC Ministry Camp context then:
 - ▷ When walking, ministry staff must follow the [Waihola Walking Activities - SOP](#)
 - ▷ When driving, ministry staff must follow the [Vehicle Use \(Road Vehicles\) - SOP](#)

Upon arrival at swimming activity area:

Upon arrival at swimming activity area:

- ▶ Other adults and leaders are to ensure all participants are dressed in suitable clothing ready for the swimming activity
- ▶ No participant is to enter the water until directed by the Activity leader

Once all the participants are ready to begin the activity, then an introductory talk will be given to all participants by the Activity Leader. The introductory talk must occur each day the activity is run.

The introductory talk will cover the following:

- ▶ Safety rules for participants
 - ▷ Swimming area boundary
 - ▷ Stay together as a group within 10 metres of each other – the Activity Leader should use a shore-based comparison to explain what that distance is (i.e. from me to that tree)
 - ▷ Explain if any external equipment (i.e. pontoon, shore based swings, rafts, etc.) are able to be used and what the rules for use are.
 - ▷ No diving (i.e. head first jumping) is to occur under any circumstances
 - ▷ Explain if safe jumping / "bombing" is permitted and where it is safe to do this
 - Explain water in this location is over participants head and how far participants must be able to swim without touching bottom in order to use
 - Assign a competent adult to be in the water at this location ready for immediate and hands on assistance if required
- ▶ Explain what a whistle blasts from the Activity Leader/competent adults mean:
 - ▷ One long blast – stop and look at the leader to listen for further instructions
 - ▷ Two or more long blasts - return immediately to shore
 - ▷ Multiple short blasts – alerting other competent adults that someone is in trouble

During the activity:

Whilst the activity is running:

- ▶ The Activity Leader and other leaders must:
 - ▷ ensure the group stays together as per the rules given in the safety talk
 - ▷ watch for changing weather or environmental conditions

The scope of the activity will determine the best location and type of supervision that needs to occur – however the following is the the best practice guidance to follow⁷²:

- ▶ When there is more than one supervisor, clearly defined roles and responsibilities should be delegated. This is particularly important when using assistant leaders, accompanying teachers (who are not the activity leader), student leaders or parent helpers. There is to be one Activity Leader for the activity.
- ▶ Generally the Activity Leader should be on shore with an overview of the entire activity. They must remain in active supervision of the activity at all times and not be distracted by others (i.e. using a cellphone, talking to others, etc.)
 - ▷ If any children (under 8 years old) are participating then active and immediate supervision (i.e. a competent adult in the water within arms reach at all times) of these children must occur at all times in addition to the on-shore Activity Leader with overview of the whole activity.
- ▶ Supervision of larger groups of participants (i.e. more than 10 participants in the water) requires supervision from in the water and from on the bank or shore.
- ▶ In addition to having designated competent adults, a supervision structure can include a buddy system of having participants watching out for one other participant or buddy.

⁷²Refer Good Practice Guide (Inland Waterway Swimming Activities) [version 1:2018] page 5

- ▶ Regardless of what supervision system is used it is important there are clear procedures for supervision when one competent adult is required to go and assist a participant who needs help i.e. who supervises the remaining participants.

Other factors that must be assessed in determining best supervision for the activity include:

- ▶ Participants with special needs, including behavioural or medical, non-swimmers or non-floaters, English as a second language speakers.
- ▶ Environmental factors such as the location and weather.

Ending the activity:

When the swimming activity is to be called to an end the Activity Leader should blast the whistle once and give instructions to participants to return to shore.

- ▶ At least one competent adult should be the last to leave the water.

After the the activity is finished:

It is important once the activity is finished that participants leave the water as quickly as possible.

To ensure participants don't get cold after the activity is over, it is permissible for other leaders on shore (not in active supervision roles) to allow participants to get changed. Assessment of where this can occur must be thought of prior to the activity starting:

- ▶ Use of public change rooms/toilets if available is permissible however standard supervision is required by posting a leader outside the toilets/change rooms.
- ▶ Alternatively if the Activity Leader gives permission an early group of participants may return to camp with other adults/leaders if the supervision ratios at the lake remain above the required. The attendance list must be filled in to show who has departed the lake for camp.

If participants are participating within a camp program that required leaving accommodation to head some distance to the swimming activity location (e.g. from the CYC Waiholā camp-site to Lake Waiholā), then the following must occur before departure from the swimming location:

- ▶ the attendance list must be completed and [Swimming \(Inland Waterways\) – Activity Sign-off](#) completed with participant numbers
- ▶ All activity equipment and participant belongings are removed from the location

Emergency and Incident Preparedness

First Aid Kits

This activity requires a First Aid kit to taken to the activity location every time it is run.

Refer to *First Aid Kits*

General Incident Procedures

The process for general incidents is outlined in [Step by Step Management of Incidents](#)

Suspected Drowning

If suspected drowning occurs follow general emergency procedures however it is important to call ambulance even if victim is able to be revived (in case of "secondary drowning")

Suspected Hypothermia

If suspected hypothermia occurs, remove victim from water and wet clothing, wrap in emergency thermal blanket to bring body temperature back up. Call ambulance if the first aider deems it to be necessary.

Stopping an off-site activity

If there is a need to stop an activity off-site then the following will take place:

- ▶ Safety of participants, spectators and staff is to take priority at all times
- ▶ All participants are to move to a safe waiting location as indicated by the Incident Controller (either the Camp Director / Activity Leader) for further instructions

- ▶ If this Incident Controller requests it then phone emergency services immediately.
- ▶ If the safety issue that is preventing the continuation of the activity cannot be remedied, then the Camp Director must arrange transport back to base of the participants if required. If necessary get in touch with Operations Manager if the continuation of camp is in question.

Fatigue Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **high risk factor** (high level of harm with a medium likelihood of occurrence) for impairment of Activity Leaders as a result of fatigue.

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide fatigue policy ([Staff](#)) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders and supervisors are not to be involved in supervising this activity if they are fatigued.

Drug and Alcohol Risk Assessment

Activity Risk Assessment

This activity is deemed to have a **medium risk factor** (high level of harm but low likelihood of occurrence) for serious harm from impairment of Activity Leaders as a result of alcohol and/or drugs.

Risk Management for this Activity

CYC Waihola has a comprehensive site-wide drug and alcohol policy (Drug and Alcohol Policy) which is to be followed at all times during the operation of this activity.

- ▶ Activity Leaders and supervisors are not to be involved in supervising this activity if they are under the influence of alcohol and/or drugs.

Specific Legislation relating to this activity

Acts and Regulations

- ▶ [Health and Safety at Work Act \(HSWA\) 2015](#)

Activity Safety Guidelines

- ▶ None

Good Practise Guidelines

- ▶ [Good Practise Guide for Organised Outdoor Activities \[version 1:2018\]](#)
- ▶ [Good Practice Guide \(Inland Waterway Swimming Activities\) \[version 1:2018\]](#)
- ▶ [Good Practise Guide for Overarching Managing Risk Management \[Version 2:2019\]](#)

Standards

- ▶ [Safety Audit Standard for Adventure Activities \[version 1.1:2017\]](#)⁷³

Technical Adviser's for this Activity

The following technical advisor's are to be used in the development and reviewing of this SOP:

- ▶ CYC Waihola Operations Manager
- ▶ CYC Waihola in-house technical experts:
 - ▷ Donna Millar (Swimming Instructor)

⁷³applied to this SOP as an OutdoorsMark Premium Activity

Swimming (Inland Waterways) – Risk Analysis

- ▶ The following table represents the hazards and risks associated with this activity as per [Hazard and Risk Management Processes](#)
- ▶ **Items highlighted in red indicate significant hazards within this activity**

Risk and Hazard Analysis				Risk Controls	
	Risk	Risk Rating	Serious risk	Control	Instructions
People: Participants going out of depth	Drowning Emotional Distress	High	✓	Isolate	▶ Participants will be given clear boundaries before activity commences
				Administrative	▶ Planned swimming activities will use swimmer competence wrist-bands
Environment: Cold Water Shock		Moderate	✓	Eliminate	▶ Activity will avoid very cold water (i.e. less than 15°C)
Environment: Underwater snags		Moderate	✓	Isolate	▶ Participants will only be allowed to swim in areas given all clear from snags
People: Inadequate Supervision		High	✓	Administrative	▶ Participants will be supervised by trained leaders ▶ Clear instructions for use of activity will be given to all participants
People: Fooling around		High	✓		
Environment: Cold Water / Cold Weather	Hypothermia	High	✓	Administrative	▶ Weather forecast will be checked daily before activity use ▶ Activity Leader will impose activity time limits
Environment: Sun	Sunburn	High	✓	PPE	▶ Sunscreen will be provided for all participants and staff
People: Diving off rafts or shore into water	Spinal Injuries Head Injuries	Moderate	✓	Administrative	▶ Participants will not be allowed to dive
Equipment: Hitting raft or other equipment		Moderate	✓	Administrative	▶ Participants will not be allowed to jump off raft
People: Medical Incident	Allergic Reaction Medical Conditions	Moderate	✓	Administrative	▶ At least one supervisor must have a current first aid certificate ▶ Supervisors will be alerted to participants with known allergies and medical conditions
People: Impairment of activity leaders	Fatigue	High	✓	Administrative	▶ Activity Leaders and Supervisors must not be fatigued when running this activity
	Alcohol / Drugs	Moderate		Administrative	▶ Full alcohol / drug prohibition applies to this activity as per policy

Risk and Hazard Analysis Last Updated: 30 October 2020



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<https://documents.cycwaihola.org.nz/xkcd/safety-management-policy/>

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