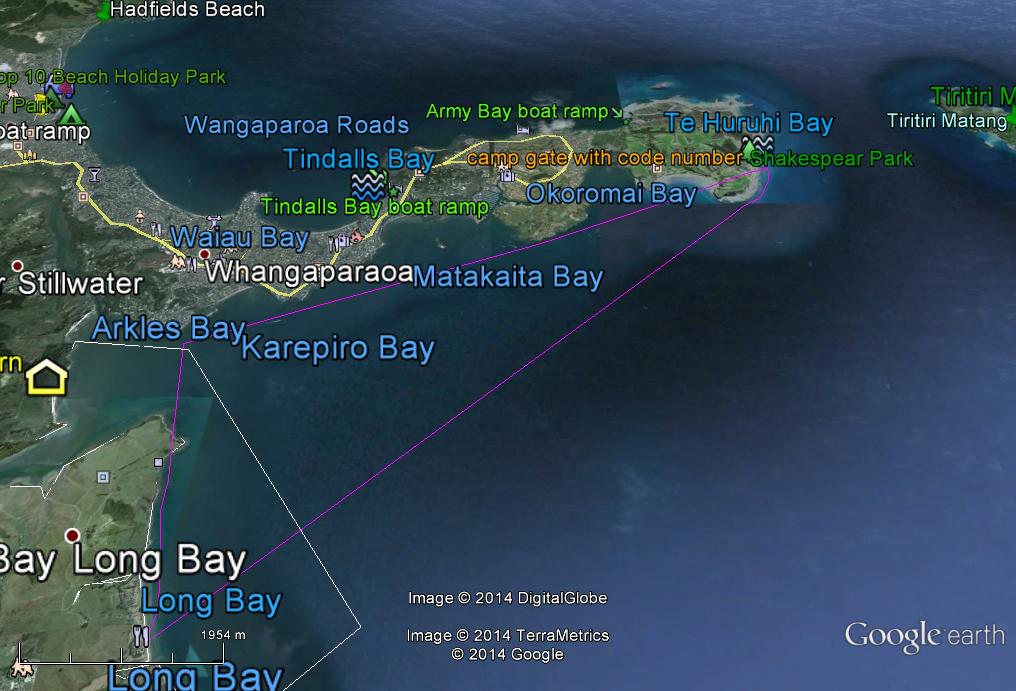
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Activity | | | Sea Kayak Trip | | | | Centre | North Shore | | Location | | | Hauraki Gulf | | | Difficulty1 | | | | Intermediate | | |
| Activity Description | | | Long Bay to Shakespear return (Te Haruhi Bay) | | | | | | | | Leader qualification req.2 | | Trip Leader | | |  | | | |  | | |
| Get in Location | | | Long Bay | | | | | | | | Chart/ Map no.4 | | 5321 | | | Distance | | | | 25 km | | |
| Get out Location | | | ditto | | | | | | | | Coastguard Channel | | 82 & 16 | | | Nowcasting | | | | 21 | | |
| Emergency get out 5 | | | All bays and coastline at mid/low tide | | | | | | | | Emergency / Coastguard Station | | Auckland | | | Phone | | | | \*500  09 303 4303 | | |
| Drinking Water6 | | | At all bays | Toilets7 | | | | | | | at all bays | |
| Emergency Response | | | Refer Emergency Response Booklet | | | | | | | |  | | |  | Parking8 | | | | | | | At Long Bay | |
| Specific Equipment Required9 | | |  | | | | | | | | Working Communications equipment in this area10 | | | Cell phone  Sat phone | | | |  | | | PLB  VHF | | |
| Other resources  and notes11 | | |  | | | | | | | | Weather Parameters12 | | | 25 kn in exposed areas  Swell 1.5m or less | | | | | | | | | |
| Previous incidents13 | | | | | | | | | | | | | | | | | | | | | | |
| **Safety Management**14 | | | | | | | | | | | | | | | | | | | | | | |
| Hazard | | Significant?  - E/I/M | | | Management Strategy15 | | | | | | Hazard | Significant?  - E/I/M | Management Strategy15 | | | | | | | | | |
| Cold Water | | Yes - M | | | Carry spare dry clothes and shelter | | | | | | Deep Water | Yes - E | Correctly fit PFDs | | | | | | | | | |
| Medical Conditions | | Yes - M | | | 1. Leader has first aid qualification 2. Ask customers about medical conditions | | | | | | Bad Weather | Yes - M | Understand weather forecasts.  Have back up plans or pull out if necessary | | | | | | | | | |
| Capsizing | | Yes - M | | | * Correctly fit PFDs * Skills at performing rescues. | | | | | | Heat / Sun | Yes - M | * Protective Clothing (worn), Sunglasses, Hat * Sun Screen * Plenty of drinks | | | | | | | | | |
| Panic | | Yes - M | | | Ensure conditions match level  of skills | | | | | | Obstacles | Yes - M | Awareness of reefs, navigational hazards, nets | | | | | | | | | |
| Gulf Harbour Marina | | Yes | | | * Take care crossing the Marina entrance – watch out for traffic – see other vessels. | | | | | | Other Vessels | Yes - M | * Understand the “rules of the sea” * “Be seen” – Have two of the following; flag, brightly coloured kayak, brightly coloured Pfd or hat. At night: an all- round white light & a powerful torch. | | | | | | | | | |
| Other Hazards | |  | | |  | | | | | | Other Hazards |  |  | | | | | | | | | |
|  | |  | | |  | | | | | |  |  |  | | | | | | | | | |
| Written up by: | Joya Todd | | | Approved By: | | Rob Howarth | | | Signed: | Signature.jpg | | Date: | 16/4/2014 | | | | Review in: | | 12 months from date of approval | | | |



Long Bay to Shakespear.tif

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Additional Information Sheet** (Optional) | | | | | | |
| Introduction (A general introduction) | |  | | | | |
| Description (A description of the tour – as if you were selling the idea to someone) | |  | | | | |
|  | |  |  | | | |
| **Local Attractions** | | **Transport/ Local Operators** |  | | | |
|  | Contact details |  | Contact details | | | |
|  |  |  |  | | | |
|  |  |  |  | | | |
| **Local Eateries** | |  |  | | | |
|  | Contact details |  |  | | | |
|  |  |  |  | | | |
| **Accommodation/ Campsite Locations** | | | **Facilities** | | | |
| Name |  | | Cabins |  | Fuel |  |
| Phone |  | | Showers |  | Power |  |
| E-mail |  | | Toilets |  | Water Access |  |
| Website |  | | Laundry |  | Pool |  |
| Physical Address |  | | Water |  | Fires Allowed |  |
| Other |  | | Supplies |  |  |  |
| **Other information** |  | |  |  |  |  |

**Activity Equipment Check list**

**Equipment List**

* Helmet (rivers & surf) **Group Gear**

 Beanie / hat  Split paddles

 Thermals  Repair kit

 Paddle Jacket  Fire lighting

 PFD  Cooker/thermos

 Spray deck  Spare thermals

 Booties  Tow system

 Water & food  1st Aid Kit

 Kayak & paddle  Flares

**Group - Oceans & Lakes**  Compass

 Pumps & Paddle Floats  Charts / Maps

**Group - River**  GPS (optional)

 Throw ropes  Knife (cut rope)

 Pin kit & saw  Emergency Shelter

**In case of emergency:** Dial 111, Mayday :VHF Channel 16

**Kayaking Check list**

 Trip plan

 Latest weather forecast

 Conditions match skills?

 Hyperthermia (hot) &   
Hypothermia (cold)

 On & off water safety

 Environmental concerns

 Emergency Procedures include emergency get out.

 Working communication devices  
 e.g. VHF radio, mobile phones, PLB

 Specific safety issues for this trip

 Participant list

 Any medical conditions

 All participants keen to proceed?

 Trip Plan/ 2-minute form lodged with Ops. Manager

**Appropriate wind conditions to run trips:**

Novice - no significant surf or swell, wind under 15knots

Intermediate- surf or ocean swells less than 1.5 meter or wind under 25 knots.

Advanced- any condition that is suitable to the trips aims

**At conclusion of trip:**

Contact check in person

Group Debrief.

Check in Person Ph:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Mobile

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Work

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Home

Activity Document Cover Sheet

Activity:

Date of Activity:

|  |  |
| --- | --- |
|  |  |
|  |  |
| Activity reports. Is all relevant information present: |  |
|  |  |
| – Approved Trip Management Plan (TMP)/ 2 minute form |  |
|  |  |
| – Club Trip Participant Sheet |  |
|  |  |
| – Weather forecast |  |
|  |  |
| – Activity Check List |  |
|  |  |
| – Trip report (May be on the 2 minute form) |  |
|  |  |
| – Accident / incident reports |  |
|  |  |
| **Leaders Signature:** |  |
|  |  |
| **Date:** |  |