

TSCC STANDARD OPERATING PROCEDURE

RAFTING - ISB 1

Version 2.2

Updated: 21/08/2025

I. APPLICABLE TSCC POLICIES, LEGISLATION, INDUSTRY STANDARDS:

1. TSCC Safety Policies
2. TSCC Safety management system
3. Water safety NZ

II. REQUIREMENTS

Instructor Requirements:

- Radio
- Access to first aid kit
- Appropriate clothing for weather
- 1 Adult: 5 Rafters (the supervising adults must be out of the water. There must be one CPR trained adult in the kayak paddock)

Participant Requirements:

- Swimwear
- Buoyancy aid (provided)
- No non-swimmers
- Recommended water shoes

III. ACTIVITY SET UP

- Tow the rafting trailer to the rafting area using the mule
- Ensure that there are enough buoyancy aids of varying size
- Ensure that there are enough tubes, ropes and bamboo shoots

IV. PRE ACTIVITY CHECK

- Check for any obvious holes or damage to any of the equipment: Tubes, ropes, bamboo and buoyancy aids
- Check the river visually for any large or obvious hazards

V. BRIEF

- Ensure all instructions are delivered clearly too all participating clients. Check for understanding as necessary. Do not compromise your safety brief if under time pressure
- Disclose risks along with client's responsibilities for prevention
 - Buoyancy aids must fit correctly and be on at all times in the water
 - No sword fighting with the paddles
 - No standing on the rafts
 - Be aware of other people in the river
- Explain to any other adults what they will be doing to help you
- Help fit the buoyancy aids
- Split the group up into smaller teams and give them a time limit to build the rafts to ensure they have enough time testing them in the water

VI. DURING THE SESSION/ENDING THE SESSION

- Continue to enforce all safety rules explained during the brief
- Help the participants to build the rafts where necessary
- Encourage some friendly completion between the teams
- It may be appropriate to facilitate a reflective debrief
- Clearly communicate that the activity is over and participants are no longer in your care

VII. PACK-UP

Between sessions:

- Put all equipment back onto the trailer

End of the day:

- Put all equipment back onto the trailer
- Return the trailer back to the shed with the mule
- Return any damaged gear to the office

SAFETY ACTION PLAN

ACTIVITY: RAFTING
LOCATION: RIVERSIDE

GROUP LEADER...

- ➡ Group leader to run after being trained by TS Instructor
- ➡ Disclose relevant medical conditions
- ➡ Fulfil responsibilities in SAP below
- ➡ Responsible for overall group management
- ➡ Supervise river

PARTICIPANTS...

- ➡ Must wear a buoyancy aid
- ➡ Footwear

INSTRUCTOR...

- ➡ Pass internal training and assessment program
- ➡ Current first aid certificate

RESTRICTIONS

Not recommended for under 5yrs
Non swimmers

RATIOS (not including those in the water)

1 adult : 5 students

What could go wrong? 'The potential harm'	What would cause it to go wrong? 'The hazard'	How could we prevent it from going wrong? 'The mitigation'	Responsibility of?	When will it be done?	Emergency Plan
Death/ Serious Injury (Drowning)	<ul style="list-style-type: none"> - Inadequate instruction - Equipment failure - Lose ropes wrapping around participant - Poor supervision - Failure to follow instruction re: procedures and boundaries - Participants unable to swim - Extreme environmental event (Flooding, Earthquakes, Lightning & High Winds) 	<ul style="list-style-type: none"> - Clear instructions are given - Regular inspections - Tie all lose ends of rope to raft. - Clear instructions are given - Group Leaders to spread along river bank - Listen attentively and follow instructions - A buoyancy aid must be worn when on the river, regardless of swimming ability - Move to emergency meeting area 	<p>TSCC</p> <p>Participants + Group leaders</p> <p>TS Instructor/Group leader</p>	<p>Before Monthly inspection</p> <p>Before & During</p> <p>In the event</p>	<p><i>Suspected major injury</i></p> <ul style="list-style-type: none"> - All to vacate area - Group leader to coordinate first aid - Group leader to arrange for ambulance or extra assistance - Inform host of incident immediately and fill out appropriate forms - Assess if activity can continue <p><i>Entrapment</i></p> <ul style="list-style-type: none"> - Group leader to pull participant out of river <p><i>Other/ Minor Injury</i></p> <ul style="list-style-type: none"> - Group leader to administer first aid
Entrapment	<ul style="list-style-type: none"> - Standing up in current - Raft getting stuck in vegetation/ logs - Lose ropes wrapping around participant 	<ul style="list-style-type: none"> - Brief all adults on how to manage Rafting safely - Have a 1:5 ratio (1 adult: 5 students) - Tie all lose ends of rope to raft. 	<p>TS instructor</p> <p>Participants + Group leaders</p>	<p>Before</p> <p>During</p> <p>Before</p>	
Inappropriate use of Equipment	<ul style="list-style-type: none"> - Holding bamboo at head height - Draping rope around neck - Throwing bamboo or any other equipment 	<ul style="list-style-type: none"> - Clear brief about use of equipment, including being aware of group members, the length of the bamboo, and the risks of carrying rope around their neck 	<p>TS instructor</p> <p>Group leader</p>	<p>Before</p> <p>During</p>	
Loss of Equipment	<ul style="list-style-type: none"> - Gear floating down stream - Lifejackets getting left out and blown away - Stream sweeping away equipment 	<ul style="list-style-type: none"> - Have sufficient supervision - Put Lifejackets away between sessions - Pick up rafts between sessions 	<p>Participants + Group leaders</p> <p>TS instructor</p>	<p>After</p> <p>After</p>	
Exposure to Elements (sun, wind, temperature)	<ul style="list-style-type: none"> - Long periods out in the sun or wind and rain without correct clothes 	<ul style="list-style-type: none"> - Move to an indoor Activity during "bad weather" - Allow time for changing prior and after rotation - Ensure the group has adequate clothing 	<p>TS instructor</p> <p>Participants + Group leaders</p>	<p>Before</p> <p>Before & During</p>	
Psychological Harm	<ul style="list-style-type: none"> - Being bullied or forced to participate - Fear of deep/moving water 	<ul style="list-style-type: none"> - Challenge by choice - Group encouragement 	<p>TS instructor</p> <p>Participants + GL</p>	<p>During</p>	

Please note: The instructor may cancel this activity at any time if conditions outlined in this SAP are not able to be achieved or maintained. **Serious hazards are highlighted**

SUPPLEMENTARY INFORMATION

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VIII. EQUIPMENT

Item	Location
Tyre tubes x8 (minimum)	Rafting trailer
Bamboo shoots x8 (minimum)	
Buoyancy aids x10 (minimum)	
Ropes	
Paddles	

IX. INSTRUCTING TIPS

- Include dismantling the raft and putting all the gear back on the trailer as part of the competition to make for an easy pack up
- Have groups of no more than 5 build a raft together so just one adult can follow along on the bank for easy supervision
- During an open rotation raft building becomes tubing as a raft building session doesn't work well for open rotations. They simply float downstream in the tubes to the rafting exit sign and return the gear to the trailer again

X. EMERGENCY PROCEDURES:

See the SAP on page 3 for our emergency plan on major and minor incidents

XI. TRAINER/ASSESSOR NOTES

[illegible]