

# Canoeing Activity Plan

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## 1 OUTCOMES

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### Basic canoe session (1 ½ -3 hours)

- To teach basic canoeing strokes.
- Allow participants experience and time on the water to become confident in these strokes.
- Promote teamwork between canoe partners.
- Maximise fun throughout the activity.
- Introduce participants to new experiences (i.e. capsizing a canoe).

### Half or full day canoe journey (3-6 hours)

- To teach more technical canoe strokes.
- Allow participants experience and time on the water to become confident in these strokes.
- Promote teamwork between canoe partners.
- Maximise fun throughout the activity.
- Develop a sense of journey and community.

## 2 ACTIVITY

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### 2.1 OUTLINE

A basic canoeing session is held at Duck Arm approximately 500 metres from the campsite and can run from 1 ½ - 3 hours in length. Each session will include these elements and follow a similar outline:

- The correct fitting of PFD's and helmets (for participants in Primary School) will be demonstrated and students will be checked by the instructor.
- The instructor will provide an on land instruction of the basic strokes to paddle a canoe.
- What to do if the canoe capsizes will be explained.
- Boundaries and whistle signals will be highlighted.
- The instructor must be the first boat on the water and will demonstrate how to enter the canoe safely. School staff may be asked to help the participants onto the water.
- Time will be given for the participants to practice their skills whilst the instructor moves around the group coaching participants.
- The instructor will then base the rest of the session (games, activities etc.) on the students skills and capabilities.
- The instructor must be the last boat off the water.
- After the equipment has been placed away, the session will be wrapped up back at the campsite, before the students can have showers or change clothes.

## 2.2 EQUIPMENT

All Camp Coolamatong instructors are familiar with the activity specific and safety equipment required for each activity. Each session the instructor will ensure:

- All equipment is set up, in working order and safe to use
- All first aid equipment is in working order and taken on the activity
- All communications is in working order, is ample enough for use in an emergency and is taken on the activity
- All participants, including school staff, have appropriate footwear and clothing
- All participants have been checked that their safety equipment correctly fitted and they know how to use it appropriately.

Canoes: Open plastic canoes with buoyancy and wide design for stability

Paddles: Plastic t-grip and blade with metal handles. A variety of sizes available.

Personal Flotation Device (PFD): All PFD's are Type 2 Ultra Blade L50 in line with Australian Standards.

Helmets: Plastic shell with foam inner. Variety of sizes available (worn by participants in Primary School).

Instructor's Dry Bag: Each instructor will carry a waterproof dry bag with them containing the following safety equipment:

- Whistle
- Waterproof case with mobile phone
- First Aid Kit
- 2 spare woolen/polar fleece jumpers, beanies & gloves
- Tow Rope
- Games equipment

Participant Clothing: This will vary depending on the weather but needs to including the following:

- Clothes that can get wet. Not just bathers.
- Enclosed shoes that will stay on in the water.
- Clothing suitable for the weather conditions (e.g. hats for sunny days & thermals for the cold)
- Any glasses or sunglasses should be secured.
- Valuable or sentimental jewellery should be removed.

## 2.3 COMMUNICATION

Camp Coolamatong staff carry mobile phone communications with them on every activity and there is coverage throughout the campsite property. They will have communications in a waterproof dry bag with them at any time they are on the water and more than 100 metres from land. All activities are within 800 metres of the main campsite buildings or the office in even of communications failure.

## 2.4 FIRST AID

Camp Coolamatong activity staff all hold a current CPR and First Aid Qualification. They will carry a First Aid Kit with them on all activities. The school staff members, if they are appropriately qualified, will be the first port of call for administering first aid. Camp Coolamatong instructors will administer first aid when:

- It is an emergency situation
- The school staff member is not trained AND it cannot wait until the school's designated first aider can be found.

## 3 PEOPLE

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### 3.1 ACTIVITY INSTRUCTOR

All Coolamatong activity staff hold a current First Aid qualification, CPR certification and Working with Children's Check (WWCC)

There must be a minimum of two staff on the water during canoeing. One instructor will be provided by Camp Coolamatong. They will hold a current Bronze Medallion and have qualifications (or the equivalent experience) of a Flatwater Canoe Guide or Instructor. The second staff member will need to be provided by the school.

The minimum supervision will be at 2:12 (this includes the School Staff Member)

### 3.2 SCHOOL STAFF MEMBER REQUIREMENTS

Camp Coolamatong provides instructors who are trained in the delivery of each activity. They are able to facilitate a session in safe manner and instruct the students on the technical knowledge and skills they require to participate in the activity.

It is Camp Coolamatong's, as well as the DEECD's, policy that the students must always have a school staff member present, whether this be a registered teacher or another approved school representative. The school staff member is responsible for student behavior, group management and the overall welfare of their students. Each activity cannot commence if they are not present.

It is also required that the school staff members will read this document and familiarize themselves with the activity and their responsibilities.

### 3.3 STUDENTS

School staff are responsible for getting informed consent from parents/guardians for all students who come on camp. It is also the responsibility of the school to inform Camp Coolamatong of any medical conditions or issues that will impact on the students participating in the activity

## 4 ENVIRONMENT

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### 4.1 LOCATION

Canoeing at Coolamatong is undertaken in Duck Arm on Lake Victoria. This venue is classified by the Victorian Department of Education and Early Childhood Development as a Type 2 Venue: Open deep-water venues include deep and/or flowing water at non-surf beaches, lakes, channels, rivers and dams.

Due to the topography of the land at no point along the arm will a canoe be more than 200 metres from shore. There are different variables within this depending on the type of session.

Basic canoe session:

- Participants are in the enclosed end of the arm, sheltered by the hill above.
- Participants are no more than 150 metres from the shore and starting point.
- Participants are no more than 500 metres from the campsite.

Half or full day canoe journeys:

- Participants paddle around the Banksia Peninsula and end the trip at Mason’s Bay, Lake Victoria.
- In Duck Arm, participants are no more than 200 metres from shore.
- Outside of Duck Arm in Lake Victoria it is a leader’s responsibility to keep participants within 200 metres of shore.

## 4.2 WEATHER

Due to the nature of water activities the weather can seriously affect a session. Each session is assessed by the Program Manager prior to commencing with participant skills, weather conditions and outcomes being taken into consideration. During the session, the Coolamatong leader may also use their discretion to modify or finish a session early based on conditions changing.

Strong winds, wet and cold conditions and extreme temperatures may result in a session being cancelled or the activity modified in accordance with Coolamatong’s Adverse Weather Policy. In addition to this the following local wind descriptors for Duck Arm should be taken into account. These are for the canoeing session boundaries from the canoe ramp to the first buoy across to the Coolamatong jetty and down to the boat ramp.

South/South Easterly Winds: Area boundary is sheltered up to 20 knots. Canoes will be pushed towards the northern bank and the canoe ramp. Take care to avoid jetties and boats.

South/South Westerly Winds: Area boundary is sheltered up to 20 knots. Canoes will be pushed back towards the buoy and northern bank. Take care to avoid jetties and boats.

North/North Easterly/North Westerly Winds: Area boundary is sheltered up to 25 knots. Canoes will be pushed towards the Coolamatong jetty and the jetties on the South side of the arm. In winds stronger than 15 knots it is important to maintain the boundary line between the first buoy and the Coolamatong jetty.

Easterly Winds: Area boundary only sheltered from Camp Coorong jetty back to canoe ramp. Sheltered up to 15 knots, winds beyond this will move canoes significantly. Canoes will be pushed back towards the boat ramp and it will be hard to move off from this area. Take care to avoid jetties and boats.

Westerly Winds: Area boundary only sheltered up to 15 knots, winds beyond this will move canoes significantly. Canoes will be pushed out towards the first buoy and it is important to maintain this boundary. Take care to avoid canoes being split from the group or games getting too close to the boundary. Ensure that canoe pairings are even before getting on the water.

## 5 RISKS

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### 5.1 RISK ASSESSMENT MATRIX

The following table outlines the specific risks associated with canoeing and the existing controls that are in place to manage these risks. This risk assessment matrix is not all encompassing. There may still be risks associated with being in the outdoors doing adventure activities that have not been documented.

Risk Description	Existing Controls	Rating				Actions
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	
Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk					Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
Anaphylaxis	At start of week briefing teachers are required to give Coolamatong staff details of any allergies and anaphylaxis.	Satisfactory	Major	Unlikely	Medium	Ongoing review required
	School staff need to carry epi-pens on all activities with those students and be trained how to administer them					
	School staff liaise with Coolamatong kitchen staff at every meal for students with allergies					
	School staff give students morning and afternoon tea to ensure students with allergies are getting the right meals					
Bites & Stings: Insects (mosquitoes, ants, bees, wasps, scorpions)	Students are instructed to apply insect repellent before every activity session.	Satisfactory	Insignificant	Likely	Medium	Ongoing review required
	Students must wear fully enclosed shoes at all times around the campsite.					
Bites & Stings: snakes	Students must wear fully enclosed shoes at all times around the campsite.	Satisfactory	Major	Possible	High	Constant review required
	During orientation and before any activity that uses the bush, students are briefed as to what to do if they see a snake.					
	Students are not allowed in the bush in groups of less than three.					
Cold Exposure	Students are briefed on what is appropriate clothing to wear according to weather	Satisfactory	Minor	Likely	Medium	Ongoing review required
	In water activities students are advised to not get into the water until the end of the session					
	For all water activities leaders carry spare jumpers & beanies					
	Students who show signs of being cold are to be taken back to camp for a <u>warm</u> shower and dry clothes.					
	If multiple students are cold, leaders have the option to terminate session early to ensure that students get warm and dry.					

	Adherence to the <b>Coolamatong Extreme Weather Policy</b> in dealing with managing modifying and cancelling activities due to extreme weather.					
Drowning	All PFD's are checked to be in working order before each session.	Satisfactory	Severe	Rare	Medium	Ongoing review required
	During water activities student are to wear PFD's that have been checked by a Coolamatong instructor to be properly fitted.					
	Students who are identified by schools to poor swimmer are identified to the Coolamatong staff.					
	There is always 1 bronze medallion qualified staff member to 20 participants.					
	Students are briefed on activity boundaries to participants prior to entering the water					
	Whistle signals are explained before entering the water.					
	Students each have a buddy who they cannot enter the water without.					
	Regular head checks are made.					
	Students are briefed on what to do if they capsize their watercraft (e.g. canoe).					
	If free swimming without PFD's students are not allowed any deeper than their waist height.					
	Coolamatong leader is first on – last off water in all water based activities					
Falls & Trip Hazards	Students must wear closed toed shoes at all time when outside	Satisfactory	Insignificant - Minor	Likely	Medium	Ongoing review required
	Students are briefed on appropriate footwear for each activity					
	Debris is removed from all paths as seen. If object is not removable by hand then an alternative path is sought					
	Bi-yearly Camp site hazard checks identify trip hazards to be addressed by maintenance work					
Heat Exposure: -dehydration -heat stroke -hyperthermia -sunburn	Students must bring water bottles to all activities. Spares are available for those who don't have one.	Satisfactory	Insignificant - Minor	Possible	Medium	Ongoing review required
	During hot weather (term 1 & 4) extra water is taken out to refill water bottles.					
	All students must wear hats, sunscreen and appropriate sun smart clothing (term 1 & 4)					
	Adherence to the <b>Coolamatong Extreme Weather Policy</b> dealing with managing, modifying and cancelling activities due to extreme weather					

Lost Student	Students are asked to stay with their group at all times.	Satisfactory	Moderate	Unlikely	Medium	Ongoing review required
	When travelling between activities there should always be a Coolamatong leader at the front and a school staff member at the back.					
	When going on extended periods of travel the Coolamatong leader will ensure they have the entire group by stopping to group up and doing regular head counts.					
	Start of week briefing advises school staff that they need to provide group management and student supervision for all activities					
	Start of week briefing advises school staff that they need to manage students whereabouts during the free time periods of the week.					
Sprains and Strains	Technique coaching is given during each of the activities.	Satisfactory	Moderate	Unlikely	Medium	Ongoing review required
	School staff should be aware of any existing injuries and are asked (during the start of week briefing) to notify Coolamatong leaders if these affect a student involvement with an activity.					
Injury due to Lightening strike	Adherence to the <b>Coolamatong Extreme Weather Policy</b> dealing with managing, modifying and cancelling activities due to extreme weather	Satisfactory	Major - Severe	Rare	Medium	Ongoing review required
Illness due to presence of harmful algae in the water	Staff to advise participants on the suitability of water activities on the basis of advice provided by Parks Victoria on water conditions during Algal blooms	Satisfactory	Moderate	Rare	Low	Periodic review required
Split Group	In a journey program groups are to stay within voice contact of front and back boats and regular stops made to keep group close together	Satisfactory	Minor	Possible	Medium	Ongoing review required
	Ratio of 1 leader : 6 boats on flat undemanding water					
	There is always 1 bronze medallion qualified staff member to 20 participants.					
	At least one canoe has an adult capable of deep water rescue					
	Adherence to the <b>Coolamatong Extreme Weather Policy</b> dealing with managing, modifying and cancelling activities due to extreme weather					



Injury due to hit from Paddle	All students in grade 6 or younger must wear helmets	Satisfactory	Minor	Unlikely	Low	Periodic review required
	Briefing to advise students no splashing with paddles, splash only using hands					
	Students briefed about always holding the T grip of the paddle					
Graze/laceration from barnacles	Closed secured shoes must be worn in water at all times	Satisfactory	Insignificant	Possible	Low	Periodic review required
	When holding onto jetties or buoys students are warned not to touch the barnacles.					
	Students are advised to not capsize their canoes around the banks, jetties or branches.					
	Capsizing on canoes is done in a controlled environment at the boat ramp that is clear from debris on which barnacles grow					

## 5.2 EMERGENCY MANAGEMENT

It is a requirement that all Coolamatong Activity Instructors must carry a mobile phone with available reception to call on. They must also carry a first aid kit and will all hold a current Level 2 First Aid Qualification.

In the event of an emergency the Coolamatong Program Manager should be notified immediately. To avoid confusion they will then call 000 if need be and will coordinate the handling of the emergency. The procedure for handling an emergency is as follows:

<b>1. VERIFY</b>	<b>Verify the Report</b>	Confirm with other campers, campsite staff, emergency services or other reliable people the accuracy of the information about the emergency
<b>2. NOTIFY</b>	<b>Notify Camp Staff &amp; Emergency Services</b>	By the quickest means possible notify: <ul style="list-style-type: none"> <li>• Camp Coolamatong staff; and they will contact the Emergency Services</li> </ul>
<b>3. ASSESS</b>	<b>Assess the danger posed</b>	Observe what is happening to determine: <ul style="list-style-type: none"> <li>• Has the danger passed;</li> <li>• Is the danger increasing or decreasing;</li> <li>• How many casualties there are</li> <li>• What are their injuries (if any)</li> </ul>
<b>4. ACT</b>	<b>Take action based on assessment</b>	<ul style="list-style-type: none"> <li>• Move people away from the danger</li> <li>• Collect camper medical forms and medication</li> <li>• Apply first aid if needed</li> <li>• Sound the fire alarm (located in Pantry) if campers need to be assembled</li> </ul>