

Night Games & Walks Activity Plan

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1 OUTCOMES

- Participate in a night exploratory activity;
- Experience different environments and conditions;
- Learn about the local flora & fauna as well as the solar system
- Learn about the history of how Coolamatong came to exist

2 ACTIVITY

2.1 OUTLINE

A night walk or night game can be anywhere within the 170 acres of the Coolamatong property and down at Mason's Bay. The furthest a group will be away from the main Coolamatong buildings will be 1.5km. A session can run from ½ - 1 ½ hours in length.

Each session will start with the rules, boundaries, attention signals and counting off each student. It will also involve students having their own allocated number that they will need to remember for the night. This can be done by activity group when there are larger numbers. Students will be paired up with a buddy who they will swim with a keep an eye on. The session will end with students counting off back in the dining hall.

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 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. Those that are assisting need to be prepared to enter the water in the event of an emergency.

Instructor's Kit: Each instructor will also carry the following safety equipment:

- Whistle
- Mobile phone
- First Aid Kit

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

- Enclosed shoes, good for walking/running.
- Clothing suitable for the weather conditions (e.g. hats for sunny days & thermals for the cold)
- Torch (optional).

2.3 COMMUNICATION

Camp Coolamatong staff carry mobile phone communications with them on every activity and there is coverage throughout the campsite property.

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

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 one Coolamatong staff for this activity. The school will need to provide staff at a minimum ratio of 1:20. These staff will need to spread themselves out between the group and the boundaries specified so they can supervise student behavior and ensure no one wanders off.

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 and DEECD policy that 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 familiarise 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 responsible 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

4.1 LOCATION

A night walk or night game can be anywhere within the 170 acres of the Coolamatong property and down at Mason’s Bay. The location is accessible by tracks suitable for vehicles in the instance of an emergency. Some parts of a night walk may be along a quiet road and participants will be required to walk on the verge in single file on any road.

4.2 WEATHER

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 sessions being cancelled or the activity modified in accordance with Coolamatong’s Adverse Weather Policy.

5 RISKS

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	<p>At start of week briefing teachers are required to give Coolamatong staff details of any allergies and anaphylaxis.</p> <p>School staff need to carry epi-pens on all activities with those students and be trained how to administer them</p> <p>School staff liaise with Coolamatong kitchen staff at every meal for students with allergies</p>	Satisfactory	Major	Unlikely	Medium	Ongoing review required

	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.					
	When walking through the bush there should be a Coolamatong leader at the front.					
	When walking through the bush groups must stick to the defined and clear tracks					
	Students are not allowed in the bush in groups of less than three.					
Campers will be encouraged to use torches to help them spot snakes.						
Cold Exposure	Students are briefed on what is appropriate clothing to wear according to weather	Satisfactory	Minor	Likely	Medium	Ongoing review required
	If multiple students are cold, leaders have the option to terminate session early to ensure that students get warm and dry.					
	Adherence to the Coolamatong Extreme Weather Policy in dealing with managing, modifying and cancelling activities due to extreme weather.					
Drowning	Students are briefed on activity boundaries and told that the dams are out of bounds	Satisfactory	Severe	Rare	Medium	Ongoing review required
	There should always be a staff member nearby unfenced water areas when students are off in small groups and not supervised as one large group					
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 paths is sought					

	<p>Night walks to follow easy and tracks</p> <p>Students asked to bring a torch to buddy up with someone who has one</p> <p>Leader at the front sends back track information such as roots or overhanging branches</p> <p>Extra leader may be stationed at a hazard until all the students have passed</p> <p>Bi-yearly Camp site hazard checks identify trip hazards to be addressed by maintenance work</p>					
Lost Student	<p>Students are asked to stay with their group at all times.</p> <p>When travelling between activities there should always be a Coolamatong leader at the front and a school staff member at the back.</p> <p>Leaders gather the group at each intersection</p> <p>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.</p> <p>All students will be briefed on the end of activity signal and where to meet when they hear it</p> <p>Start of week briefing advises school staff that they need to provide group management and student supervision for all activities</p> <p>Start of week briefing advises school staff that they need to manage students whereabouts during the free time periods of the week.</p>	Satisfactory	Moderate	Unlikely	Medium	Ongoing review required
Sprains and Strains	<p>Students are told to take care of where they are walking when it is dark and be careful not to roll ankles</p> <p>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.</p>	Satisfactory	Moderate	Unlikely	Medium	Ongoing review required
Injury due to Lightning strike	Adherence to the Coolamatong Extreme Weather Policy dealing with managing, modifying and cancelling activities due to extreme weather	Satisfactory	Major - Severe	Rare	Medium	Ongoing review required

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:

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