

# Boat Trip Activity Plan

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## 1 OUTCOMES

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- Provide opportunities for participants to learn about local flora and fauna
- Provide opportunities for participants to visit new and unique places
- Encourage and foster cooperation as participants enjoy an outing together
- Observe safety issues related to travelling in the boat, including emergency procedures and correct use of Level 100 life jackets
- Identify navigational marks used on the Gippsland Lakes as well as lake and land formations
- Learn and recall major features of the boat including correct terminology such as port, starboard, stern, bow, hull and berthing

## 2 ACTIVITY

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### 2.1 OUTLINE

The Boat Trip can go to a number of places around the Gippsland Lakes. Each trip includes a range of different elements depending on school preference, timeframe and weather conditions:

#### **Ocean Grange**

Situated in The Lakes National Park about a 50-minute boat ride away. There is a picnic area and toilets on the lake side. Access to 90 Mile Beach is a 300m walk over the sand dunes

#### **Steamer Landing**

Situated in The Lakes National Park about a 60-minute boat ride away. There are toilets at the jetty. Access to the 90 Mile Beach is a 100m walk over the sand dunes.

#### **Sperm Whale Head**

Situated in The Lakes National Park about a 30-minute boat ride away. There is a large picnic area, including an undercover section and toilets 100m walk from jetty. There are plenty of walks through the bushland and along the lake and the jetty area has a nice sandy (lake) beach.

#### **Rotamah Island**

Situated in The Lakes National Park about a 40-minute boat ride away. There is a picnic area and toilets 100m walk from jetty. There are plenty of walks through the bushland, which are ideal for bird watching. There is also beach access via different tracks to 90 Mile Beach via about a 1.5-3 km walk.

#### **Raymond Island**

The Island is a short ferry ride across from mainland Paynesville. The boat can drop passengers at either Paynesville to catch the ferry or directly at Raymond Island. There is a picnic area, toilet & playground. The main feature is the many koalas who live on the Island. There is a defined tourist-focused koala spotting route that can be walked. There are also many tracks through the bush reserve to observe them.

#### **Paynesville**

The closest town to Coolamatong, about a 30-minute boat ride away. There are plenty of shops, playgrounds, plus BBQ and toilet facilities. There is also a paved path along the foreshore area by the lake.

There are also a number of timeframes, from 3 to 7 hour trips, and activity options including:

- 'Fox holes' and other beach games on 90 Mile Beach
- Beach or bushwalks
- Swimming in the Gippsland Lakes (not allowed at 90 Mile Beach as it is unpatrolled, and our staff are not trained for Surf Rescue)
- Morning tea, lunch and afternoon tea provided

### 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 required communication devices are in working order, is adequate 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 briefed on how to correctly fit the lifejackets in the case of an emergency.

CC Neill: The boat (MB 27) is surveyed under Maritime Safety Victoria and complies with all legislation. As part of this survey, all equipment is regularly checked and maintained.

Instructor's Kit: Each instructor will carry a bag with them during all aspects of the boat trip (on and off the boat) containing the following safety equipment:

- Whistle
- Mobile phone
- First Aid Kit

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

- Clothing suitable for the weather conditions (e.g. hats for sunny days & thermals for the cold)
- An extra layer if it gets windy and cold on the boat
- Any glasses or sunglasses should be secured
- Valuable or sentimental jewellery should be removed

## 2.3 COMMUNICATION

Camp Coolamatong instructors carry mobile phone communications with them on every activity and there is coverage throughout the Gippsland Lakes area that the boat travels through. In addition to this, the boat has a VHF radio that can listen to updated weather forecasts and warnings as well as being able to contact the Paynesville Coastguard or Water Police in the event of an emergency.

## 2.4 FIRST AID

Camp Coolamatong instructors all hold current certification in *HLTAID009 Provide Cardiopulmonary Resuscitation* and *HLTAID011 Provide First Aid* as a minimum. They will carry a First Aid Kit with them on all activities. 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, or
- the school staff member is not trained and it cannot wait until the school's designated first aider is consulted/located.

# 3 PEOPLE

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## 3.1 ACTIVITY INSTRUCTOR

All Camp Coolamatong instructors hold industry-recognised First Aid and CPR qualifications (see 2.4) and have a current Working with Children Check (WWCC).

There must be a minimum of two Coolamatong staff for this activity, the Boat Master and General Purpose Hand. The deckhand will hold a current Bronze Medallion and have experience and training in line with Maritime Safety Victoria's guidelines regarding crewing a boat.

### 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 participants on the technical knowledge and skills they require to participate in the activity.

It is Camp Coolamatong and DET 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. The activity cannot commence if he/she is not present. The school will need to provide staff members at a ratio of 1:20 for a Boat Trips.

School staff members are encouraged to 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 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

As mentioned in the Activity Outline (2.1), there are a number of locations and different environments that the CC Neill can access for a boat trip. It will be up to the Program Manager in liaison with the School Staff Member in charge as to where the boat trip goes. The Coolamatong staff onboard are trained in dealing with a variety of emergencies.

### 4.2 WEATHER

Due to the nature of activities conducted on and in the water, the weather can seriously affect a boat trip. Each boat trip is assessed by the Program Manager prior to commencing; with participant age and capacity, plus weather conditions and outcomes being taken into consideration. During the boat trip, the Coolamatong staff members and instructors may also use their discretion to modify the boat trip plans, delay departures, or finish the trip early based on conditions changing.

CC Neill trips will continue as planned up to and including forecasts of 25 knots average wind speed depending on direction. Once forecast reaches 30 knots average wind speed, CC Neill trips will be rescheduled or if necessary cancelled.

CC Neill trips may be adversely affected by winds from South West or North East even at levels from 20-25 knots due to the long fetch in those directions. Trips may be modified in consultation with the Coolamatong Program Manager, the school's Teacher in Charge and the CC Neill Master.

## 5 RISKS

### 5.1 RISK ASSESSMENT MATRIX

The following table outlines the specific risks associated with a Boat Trip 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.

Description	Existing Controls	Rating				Actions
		Effectiveness of existing	Risk Consequenc	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					<b>Extreme/High:</b> Do not proceed <b>Medium:</b> Ongoing review required <b>Low:</b> periodic review required
Anaphylaxis	During camp orientation 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 epipens on all activities with anaphylactic students and be trained how to administer them.					
	School staff liaise with Coolamatong kitchen staff at start of camp regarding students with allergies.					
	School staff hand out morning and afternoon tea to ensure students with allergies are getting the right food.					
Bites & Stings: Insects (mosquitoes, ants, bees, wasps, scorpions)	Students are instructed to apply insect repellent before commencing the boat trip and at different times during the trip as appropriate.	Satisfactory	Insignificant	Likely	Medium	Ongoing review required
	Students must wear fully enclosed shoes at all times when on the boat and walking between destinations.					
Bites & Stings: snakes	Students must wear fully enclosed shoes at all times when on the boat and walking between destinations.	Satisfactory	Major	Possible	High	Constant review required
	During orientation and before any part of the trip that tours through bush or scrub, students are briefed as to what to do if they see a snake.					
	Students and school staff should walk as a group, and a Coolamatong leader should be at the front.					
	When walking, the group must stick to the defined and clear tracks.					

Cold Exposure	Students are briefed on what is appropriate clothing to wear according to weather	Satisfactory	Minor	Likely	Medium	Ongoing review required
	Water activities are undertaken with consideration of the weather and the capacity for students to become dry again or change into dry clothing.					
	Students who show signs of being cold are given fleeces, thermals, beanies to gradually increase body temperature					
	If multiple students are cold, leaders have the option to terminate the boat trip early to ensure that students get warm and dry.					
	Adhere to the <b>Coolamatong Adverse Environmental Conditions Policy</b> in managing, modifying and cancelling activities due to extreme weather.					
Drowning	School staff are to notify Coolamatong staff or students who are identified as poor swimmers	Satisfactory	Severe	Rare	Medium	Ongoing review required
	No swimming is permitted along 90 Mile Beach due to the nature of the surf and lack of adequate training of Coolamatong instructors.					
	There is always 1 bronze medallion qualified staff member to 20 participants.					
	If free swimming without lifejackets, students are not allowed any deeper than their waist height.					
	Safety briefing from deckhand outlines how to put on a lifejacket if there is an emergency and passengers were required to get into the water					
Falls & Trip Hazards	Students must wear closed-toe shoes at all time when outside	Satisfactory	Insignificant - Minor	Likely	Medium	Ongoing review required
	Students are briefed on appropriate footwear for the boat trip.					
	Debris is removed from all paths as seen. If object is not removable by hand then an alternative path is sought					
	Routine hazard checks for the CC Neill identify hazards to be addressed by maintenance work					
Heat Exposure: -dehydration -heat stroke -hyperthermia -sunburn	Students must bring full water bottles on the boat trip. Spares are available for those who don't have one.	Satisfactory	Insignificant - Minor	Possible	Medium	Ongoing review required
	Extra water is taken to refill water bottles.					
	All students must wear hats, sunscreen and appropriate sun smart clothing (term 1 & 4).					
	Adhere to the <b>Coolamatong Adverse Environmental Conditions Policy</b> when managing, modifying and cancelling activities due to extreme weather					

Lost Student	Students are asked to stay with the group at all times.	Satisfactory	Moderate	Unlikely	Medium	Ongoing review required
	When travelling between locations, a Coolamatong leader should be at the front and a school staff member at the back.					
	On extended periods of walking the Coolamatong leader will ensure they have the entire group by stopping to group up and do regular head counts.					
	Before leaving each location on the boat, head counts are done to ensure all participants are present.					
	Start of camp briefing advises school staff that they need to provide group management and student supervision for all activities and manage the whereabouts of students during free time periods.					
Injury due to Lightning strike	Adhere to the <b>Coolamatong Adverse Environmental Conditions Policy</b> when 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 based on advice from Parks Victoria on water conditions during Algal blooms	Satisfactory	Moderate	Rare	Low	Periodic review required
Crush injury: hands and fingers when boat is docking and departing	Deck Hand to advise all passengers to keep hands and fingers well inside the boundary of the boat at all times while the boat is approaching and departing a jetty.	Satisfactory	Moderate	Rare	Low	Periodic review required
Person overboard	Staff to move around the boat and manage any disruptive behaviour	Satisfactory	Moderate	Rare	Low	Periodic review required
	Staff complete 'overboard' drills as part of start of year training.					
	Staff trained in appropriate use of life jackets					
	Adhere to <b>Coolamatong Adverse Environmental Conditions Policy</b> for managing, modifying or cancelling activities due to extreme weather					
	Passengers below 10 years of age are required to wear a lifejacket at all times					
	Students briefed about limiting movement around the boat and, if weather requires, they may be instructed to stay in the one seat.					
Fire in engine bay	Engine bay is always clean with no unnecessary flammable material in bay.	Satisfactory	Catastrophic	Rare	Low	Periodic review required
	Remote fuel shut off fitted					
	Fire extinguishers and blankets fitted and in working order					

Running aground	Up to date navigation charts are always on board and accessible.	Satisfactory	Insignificant-Minor	Unlikely	Low	Periodic review required
	Depth sounder on and in working order					
	Routes are planned, and channel markers and speed restrictions are adhered to					
Collision at sea	Maintain watch at all times.	Satisfactory	Catastrophic	Unlikely	Medium	Ongoing review required
	Observe other vessels.					
Flood	Sound and secure water hoses are fitted	Satisfactory	Moderate	Unlikely	Medium	Ongoing review required
	Shut off valves are accessible					
	Hull maintained and in good condition					
	Spare bungs and plugs are carried					
	High water level alarm fitted and in working order					

## 5.2 EMERGENCY MANAGEMENT

It is a requirement that all Coolamatong instructors must carry a mobile phone with available reception to make calls on. They must also carry a first aid kit. All Coolamatong instructors have, as a minimum, current certification in *HLTAID001 Cardio Resuscitation* and *HLTAID003 Provide First Aid*.

In the event of a medical emergency, the Coolamatong leader or School Staff member at the site of the emergency should call 000 if needed and will begin coordinating the handling of the emergency. The most senior member of Coolamatong staff should be notified as soon as practicable, and they will step in to manage the situation as required.

## 5.3 VESSEL EMERGENCY SITUATIONS

In an emergency on board the CC Neill, the Coxswain has highest authority regarding the vessel.

The Muster List is as follows:

1. Raise alarm (verbal, whistle)
2. Verify nature of emergency
3. Muster crew (wheel house)
4. Don life jackets
5. Assemble passengers
6. Passengers don life jackets
7. Do not abandon vessel unless directed by the Coxswain

Emergency	Coxswain's role	Deckhand's role
Man Overboard	<ul style="list-style-type: none"> <li>- Stay at wheel</li> <li>- Alert passengers</li> <li>- Have a leader or other crew assemble:               <ul style="list-style-type: none"> <li>o life jacket</li> <li>o throw bag</li> <li>o life ring</li> <li>o ladder</li> </ul> </li> <li>- Bring vessel to leeward side of MOB</li> <li>- Cut engine</li> </ul>	<ul style="list-style-type: none"> <li>- Throw buoyancy aid out</li> <li>- Gain visual sight</li> <li>- Have all passengers seated and quiet</li> <li>- Move to the stern and keep coxswain informed of position of MOB in water using o'clock positions</li> </ul>



<p>Fire</p>	<ul style="list-style-type: none"> <li>- Raise alarm (verbal, whistle)</li> <li>- Muster crew</li> <li>- Have passengers don life jackets</li> <li>- Where possible, cut engine and go with deckhand to fight fire</li> </ul> <p><b>If fire unable to be contained:</b></p> <ul style="list-style-type: none"> <li>- Radio Mayday</li> <li>- Give command to abandon vessel</li> <li>- Use mobile phone to alert camp</li> </ul>	<ul style="list-style-type: none"> <li>- Investigate and notify coxswain</li> <li>- Assemble fire-fighting equipment             <ul style="list-style-type: none"> <li>o fire extinguishers</li> <li>o fire blanket</li> <li>o fire bucket</li> </ul> </li> <li>- Appoint others to control group (don life jackets)</li> <li>- Go with coxswain to fight fire</li> </ul> <p><b>If fire unable to be contained:</b></p> <ul style="list-style-type: none"> <li>- Organise group to exit points</li> <li>- Collect grab bag</li> <li>- Abandon vessel and group passengers</li> </ul>
<p>Loss of steering</p>	<ul style="list-style-type: none"> <li>- Alert crew and call to muster</li> <li>- Slow to idle</li> <li>- Drop anchor if starting to drift into shallow water</li> <li>- Transfer to manual steering until safe to investigate</li> </ul>	<ul style="list-style-type: none"> <li>- Check steerage linkages for source of problem and rectify</li> <li>- Check chain in forecastle</li> <li>- On Coxswain's command get emergency steering arm ready</li> <li>- Have all passengers seated and quiet</li> </ul>
<p>Run aground</p>	<ul style="list-style-type: none"> <li>- Raise alarm (verbal, whistle)</li> <li>- Stay at wheel</li> <li>- Try to rectify by moving passengers forward, aft or side to alter weight</li> <li>- Disembark passengers if safe</li> <li>- Radio for help as needed</li> </ul>	<ul style="list-style-type: none"> <li>- Report to mustering station</li> <li>- Assess situation and report to coxswain</li> <li>- Have passengers don life jackets</li> <li>- Supervise passengers disembarking</li> </ul>

\*Refer to flip chart located on the CC Neill for more Emergency Procedures

#### 5.4 FOLLOW UP ON HAZARDOUS OCCURRENCES

- All incidents shall be reported to the owner and investigated fully by the Master. The investigation and findings shall be recorded.
- All incidents shall be reported to the appropriate authority as soon as possible, but no later than 24hrs after the incident.
- Passengers and crew are encouraged to report to the Master or crew member any incident that may be detrimental to the safety and welfare of the passengers, crew and the vessel. Any such report shall be recorded in the vessel's log book and reported to the owner in writing.
- The definition of incidents shall include (but is not limited to) accidents, injury, illness, non-conformance and near misses.

## 5.5 INCIDENT REPORTING

Incident/Accident Reports for:

- Transport Safety Victoria
- EPA
- Water Police

TYPE OF INCIDENT	AUTHORITY TO CONTACT
Fire / Smoke Collision / Grounding / Near Misses Man Overboard Passenger / Crew Injury Flood / Abandon Ship	<b>Immediate Assistance</b> Coast Guard 5156 0106 VHF Ch 16 Water Police 5156 7462 Emergency Services (000) <b>Within 24 hours</b> <a href="mailto:reports@amsa.gov.au">reports@amsa.gov.au</a> Water Police (5156 7462)
Oil or Sewage Spill	<b>Immediate Assistance:</b> Coast Guard 5156 0106 EPA (Melbourne Metro – 9695 2777) (Outside Metro – 1800 444 004) <b>Within 24 hours:</b> <a href="mailto:reports@amsa.gov.au">reports@amsa.gov.au</a> Water Police (5156 7462)