

Onsite Cycling Activity Plan

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1 OUTCOMES

- To be able to correctly adjust the seat height so that bike is fitted to the participant's height
- Start riding from a stationary position in a safe, fluent motion
- Demonstrate an emergency stop
- Display safe riding techniques for riding in a group situation
- Experience riding a mountain bike in a variety of 'off-road' conditions
- Learn basic map skills and have a sense of achievement in finding the navigation points
- Participate in a team to find navigation points

2 ACTIVITY

2.1 OUTLINE

Onsite Cycling sessions are mainly conducted in the back paddock of Farm Camp, with the furthest point within 500 metres from Farm Camp Dining Hall. The group rides through farmland and bush paddocks to get to the back paddock. This is where they participate in a Bike Orienteering activity. Each mini-team rides as a group to find navigation points according to the map given. Points are gained for stamping the correct punch marker on the team's score card for the eight navigation points situated around the back paddock. A session can run from 1 hour - 2 hours in length. Each session will include these elements and follow a similar outline:

- Students are briefed on the different part of the bikes: brakes, seat height, helmet fitting etc.
- Students are correctly fitted with a helmet and bike.
- Time is given for students to familiarise themselves with the bikes and practice riding.
- The instructor will provide a briefing on riding safely in a group and a communication system for stopping, keeping the group together and warning others of hazards ahead.
- The group will ride through Coolamatong property on bush tracks and through paddocks. If there is time different games and activities to improve riding skills will be undertaken.
- Once at the back paddock, the group will ride the perimeter to show students where they are.
- Students will be broken up into smaller groups of no less than three.
- The instructor will brief students on the orienteering activity including: map reading, what to find, how to keep score and safety and emergency procedures
- Students will get a specified time to complete the orienteering activity and will be called back to one spot using a pre-designated signal.
- The Coolamatong staff member or a school staff member will stay at the starting point to assist students coming back and the other one will ride the paddock giving encouragement and advice.
- Once the group is gathered back together, they will ride back to the equipment shed.
- After the equipment has been placed away in the bike shed, the session will be wrapped up before the group heads back to the campsite.

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

Bikes: All bikes are single geared bikes with back brakes. Some front brakes have been removed as they are unnecessary for the activity. There are a variety of sizes, and all have quick release adjustable seat posts

Helmet: All helmets meet the current Australian Standards. There are a variety of sizes and all have adjustable head bands and chin straps.

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

- Whistle
- Mobile phone
- First Aid Kit
- Bike repair kit
- Bike Orienteering materials

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

- Clothes that are flexible and easy to move in
- No loose fitting pants that can get caught in the bike chain
- Enclosed shoes, preferably runners or volley type shoes
- 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. All activities are within 500 metres of the Farm Camp Dining Hall in the event of communications failure.

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. 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, or
- 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 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 staff at an onsite cycling session. One instructor will be provided by Camp Coolamatong, who will have experience conducting cycling within the Coolamatong property. The second staff member will need to be provided by the school. The school staff member will be required to assist students who are struggling. Ideally, group sizes will be capped at 14.

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 a safe manner and instruct the students 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.

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 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

The onsite cycling takes place in the bush and paddocks of Coolamatong property on the Banksia Peninsula. The main part of the session will be held in the back bush paddock (which is situated no more than 500 metres from Farm Camp Dining Hall) and the end of a paddock laneway. This laneway can be accessed directly from camp through the gate on the western side of the Shearing Shed. The location is accessible by tracks suitable for vehicles in the instance of an emergency, but it does not have any vehicle traffic going past.

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 Environmental Conditions Policy.

5 RISKS

5.1 RISK ASSESSMENT MATRIX

The following table outlines the specific risks associated with onsite cycling 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 Low - Only periodic review
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 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 & afternoon tea to so students with allergies are given correct food.					
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 closed toe shoes at all times around the campsite.					
Bites & Stings: snakes	Students must wear closed toe 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.					

Cold Exposure	Students are briefed on what is appropriate clothing to wear according to weather	Satisfactory	Minor	Likely	Medium	Ongoing review required
	Students who show signs of being cold can return to camp for a warm 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 Coolamatong's Adverse Environmental Conditions 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, not supervised as one large group					
Falls & Trip Hazards	Students must wear closed toed shoes outside	Satisfactory	Insignificant - Minor	Likely	Medium	Ongoing review required
	Students briefed on appropriate shoes for activity					
	Debris is removed from all paths as seen. If object isn't removable by hand, a different path is sought					
	Bi-yearly campsite 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 Coolamatong Adverse Environmental Conditions Policy dealing with managing, modifying and cancelling activities due to extreme weather					
Lost Student	Students 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					
	Start of week briefing advises school staff that they need to provide group management and student supervision for all activities					
	Remind students at start of activity that the activity area is enclosed for the ride. If they find a fence and follow, it will return to start area.					

Sprains and Strains	Technique coaching is given during the activity.	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 lightning strike	Adherence to the Adverse Environmental Conditions Policy dealing with managing, modifying and cancelling activities due to extreme weather	Satisfactory	Major - Severe	Rare	Medium	Ongoing review required
Injury from Equipment: - falling off a bike	Students have a full safety briefing before being given any equipment.	Satisfactory	Minor	Unlikely	Low	Periodic review required
	Students must wear helmets at all times when riding a bike.					
	Short ride on grass near shed to familiarise participants with bikes					
	Leaders to check if any students are not able to ride a bike and arrange an alternative option					
Injury from Equipment: -faulty bike	All equipment must be checked and ridden at the start of the day	Satisfactory	Minor	Unlikely	Low	Periodic review required
	Faulty bikes must be taken off the activity and moved to maintenance area with "fault" tag					
Injury from fall	Helmets are to be always worn & properly fitted	Satisfactory	Minor	Possible	Medium	Ongoing review required
	Explain to participants the type of tracks prior to commencing activity and advise to be careful of branches and sticks on the track					
	Students briefed on the safe distance to leave between them and the bike in front					
	Students briefed on the correct method of communicating obstacles, track changes and people stopping suddenly					

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 *HLTAID009 Provide Cardiopulmonary Resuscitation* and *HLTAID011 Provide First Aid*.

In the event of a medical emergency, the Coolamatong instructor 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.

Refer to Camp Coolamatong's Emergency Management Plan for further details about procedures and incident protocol in an emergency.