

Offsite Cycling Activity Plan

CONTENTS

1	Outcomes	2
2	Activity	2
2.1	Outline	2
2.2	Equipment	2
2.3	Communication	3
2.4	First Aid	3
3	People	3
3.1	Activity Instructor	3
3.2	School Staff Member Requirements	4
3.3	Students	4
4	Environment	4
4.1	Location	4
4.2	Weather	4
5	Risks	5
5.1	Risk Assessment Matrix	5
5.2	Emergency Management	8

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; how to use brakes effectively
- Display safe riding techniques for riding in a group situation
- Experience riding a mountain bike in a variety of 'on-road' and/or 'off-road' conditions
- Develop skills in awareness of other road users e.g. cars, pedestrians
- Some sessions will focus more on off-road skills, including getting into attack position, how to jump obstacles safely, how to ride up/down hills safely
- To establish an attitude of mutual encouragement and individual perseverance

2 ACTIVITY

2.1 OUTLINE

Offsite cycling sessions are mainly to Banksia Peninsula, Newlands Arm, Paynesville, Raymond Island and to the Mitchell River Silt Jetty via Eagle Point with a variety of on-road and off-road riding. A session can run from 2 - 7 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 briefed and coached on the use of gears to improve their riding experience
- Students are correctly fitted with a helmet and bike.
- Time is given for students to familiarise themselves with the bikes and practise.
- Any student/s whom the instructor deems to have insufficient riding skills may be refused permission to participate on the ride. The student/s can travel in the support vehicle with the school staff.
- The instructor will provide a briefing on riding safely in a group and on the road and communication system for stopping, keeping the group together and warning others of hazards ahead or behind.
- The group will ride along high speed country roads and on bike trails.
- Students may be broken into two groups to enable vehicles to pass more easily.
- The Coolamatong staff member or a school staff member will stay at the front and back of the/each riding group
- Once the group is gathered back together they will ride back to the equipment shed.
- After the equipment has been placed away, 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 enough 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 fitted correctly, and they know how to use it appropriately.
- All participants have a water bottle, and additional water is in the support vehicle.

Bikes: All bikes are multi geared bikes with front and back brakes. There are a variety of sizes, and all have quick release adjustable seat posts.

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

Support Vehicle: Vehicle equipped with flashing light and “Bikes Ahead” sign to be driven at the back of the cycling group by school staff member.

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

- UHF Radios
- Mobile phone
- First Aid Kit
- Bike repair kit

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
- Clothing suitable for the weather conditions (e.g. thermals for cold and spray jackets for wet weather)
- Any glasses or sunglasses should be secured
- Valuable or sentimental jewellery should be removed
- High Visibility vests are to be worn by all participants on bikes

2.3 COMMUNICATION

Camp Coolamatong staff carry mobile phone communications with them on every activity and there is coverage throughout the trip. UHF Radios will also be used by leaders and school staff.

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
- 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 three staff at an On-Road Cycling session. One instructor will be provided by Camp Coolamatong, who will have experience delivering offsite cycling activities. Additional staff members will generally need to be provided by the school. One school staff member will be required to drive the car. The school staff member(s) may be required to assist students who are struggling.

Ideally, group size will be capped at 24 participants. The maximum ratio of riding staff to riding participants will be 1:8.

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 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. Each activity cannot commence if they are 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 on-road cycling usually takes place on roads and cycling tracks around and to Banksia Peninsula, Newlands Arm, Paynesville and to the Mitchell River Silt Jetty via Eagle Point. The specific location depends on the programming time and desired outcomes of the activity.

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 session 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 offsite 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 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 riding through the bush, there should be a Coolamatong leader at the front.					
	When riding 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 may be placed in the support vehicle and, in the extreme event that they are still very 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 Coolamatong 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 lakes, creeks/rivers and 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 at all times 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					
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
	Extra water is taken in the support vehicle for refilling of water bottles.					
	All students must wear sunscreen and appropriate sun smart clothing (term 1 & 4)					
	Adherence to 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.					
	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 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 Lightening strike	Adhere to the Adverse Environmental Conditions Policy when managing, modifying & 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 when riding bikes.					
	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 always worn and 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 hills, obstacles, track changes and people stopping suddenly.					

Injury from traffic accident	Thorough safety briefing for all participants prior to commencement of activity and at each point on route prior to a significant riding section, including:	Satisfactory	Major	Rare	Medium	Ongoing review required
	Provide safety vehicle with flashing light, "BIKES AHEAD" sign, and trailer at back of group to provide visual and protection from traffic					
	Whilst riding on main/sealed roads, participants are to ride in single file on the left edge of the road.					
	Car will signal ahead with radio that cars are approaching. Students will pass 'car' call along the line.					
	When vehicles are coming from behind, under no circumstances do participants overtake other riders until the instructor communicates that it is safe to do so.					
	Crossing of all major intersections to be marshalled by Coolamatong team member in a safe and coordinated fashion.					
Separated group	Don't go through any intersection without gathering group together	Satisfactory	Moderate	Rare	Low	Periodic review required
	Provide ongoing instruction to school staff including the driver of the safety vehicle and spread them amongst group to enable them to support the activity					
	Regularly stops are made to ensure the whole groups stays together					
	Brief students that they are not to be in front of leader					

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.