

Stand Up Paddleboarding (SUP) Activity Plan

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1 OUTCOMES

The participant can expect to focus on:

- To teach basic SUPing techniques (positioning and stroke).
- Allow participants experience and time on the water to become confident in techniques
- Promote teamwork between SUPing partners where paired.
- Maximise fun throughout the activity
- Introduce participants to new experiences (i.e. SUPing for the first time, balance etc)

2 ACTIVITY

2.1 OUTLINE

A basic SUP session is held at Mason's Bay approximately 400 metres from the campsite and can run from 1 - 1 ½ hours in length. Each session will include these elements and follow a similar outline:

- The correct fitting of life jackets 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 SUP.
- What to do if the participant falls off the SUP 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 board the SUP 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.
- 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.

SUPs: SUPs and wide design for stability

Paddles: Plastic t-grip and blade with metal handles. Paddles lengths are adjustable.

Life jackets: These must be properly sized and fitted by the Coolamatong instructor for all participants. All lifejackets are made to AS 4758 and are Level 50, compliant with what is required for personal watercraft in protected waters and when within 400m of the shore.

Instructor's Back Pack: Each instructor will carry a backpack with them containing the following safety equipment:

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

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

- clothes that can get wet, not just bathers
- closed-toe shoes that will stay on in the water
- Clothing suitable for the weather conditions (e.g. hats for sunny days, polar fleece or woolen tops for cooler weather)
- 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 instructors all hold current certification in *HLTAID0009 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 Coolamatong activity staff hold a current First Aid qualification, CPR certification (see 2.4 above) and a valid Working with Children Check (WWCC).

There must be a minimum of two staff on the water during SUPing. 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 Guide or Instructor. The second staff member will need to be provided by the school.

The minimum supervision will be at 1:8 (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 and DET 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. 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 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

4.1 LOCATION

SUPing at Coolamatong is undertaken at Mason Bay on Lake Victoria. It is conducted so that SUPers will be less than 75 metres from shore. Mason Bay is located approximately 300m from the Dining Halls of both Lake Camp and Farm Camp. 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

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 desired 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**. In addition to this, the following local wind descriptors for Mason Bay should be taken into account.

- **South / South Easterly Winds:** Area boundary is buffered by waves beyond 15 knots. SUPs will be pushed back towards the shore and in stronger winds it may be difficult to leave shore.
- **South / South Westerly Winds:** Area boundary is buffered by waves beyond 15 knots. SUPs will be pushed back towards the shore and in stronger winds it may be difficult to leave shore.
- **North / North Easterly / North Westerly Winds:** Area boundary is sheltered up to 25 knots. Beyond the sand-bar and spit on the easterly side of the bay wind will take the SUPs further into the lakes. In winds stronger than 15 knots it is important to maintain the boundary line.
- **Easterly Winds:** Area boundary sheltered up to 15 knots, winds beyond this will move SUPs significantly towards the westerly shore of Mason Bay.
- **Westerly Winds:** Area boundary is buffered by waves beyond 15 knots. Rafts will be pushed back towards the sandbar and spit. In winds stronger than 15 knots it is important to maintain the boundary line.

5 RISKS

5.1 RISK ASSESSMENT MATRIX

The following table outlines the specific risks associated with SUPing 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 camp 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 ensure students with allergies get the right food.					
Bites & Stings: Insects <small>(mosquitoes, ants, bees, wasps, scorpions)</small>	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, groups must stick to the defined and clear tracks					
Cold Exposure	Students are briefed on what is appropriate clothing to wear according to weather In water activities students are advised to not get into the water until the end of the session	Satisfactory	Minor	Likely	Medium	Ongoing review required
	Students showing signs of being cold can 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 Adverse Environmental Conditions Policy in managing modifying and cancelling activities due to extreme weather.					

Drowning	Life jackets checked to be in working order before each session.	Satisfactory	Severe	Rare	Medium	Ongoing review required
	During water activities, students are to wear life jackets that have been checked by a Coolamatong instructor to be properly fitted.					
	The school is to identify poor swimmers in the group to the Coolamatong instructor					
	Bronze medallion qualified : participants is 1:20					
	Students are briefed on activity boundaries to participants prior to entering the water					
	Whistle signals explained before entering water.					
	If free swimming, students each have a buddy who they cannot enter the water without.					
	Coolamatong instructor does a regular headcount					
	Students briefed on what to do if they fall off SUP					
	If free swimming without life jackets, students are not allowed any deeper than their waist height.					
Coolamatong leader is first on & last off the water for entirety of activity						
Falls & Trip Hazards	Students must wear closed toed shoes outside	Satisfactory	Insignificant - Minor	Likely	Medium	Ongoing review required
	Students briefed on appropriate shoes for SUPing					
	Debris is removed from paths as seen. If object is not 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 Adverse Environmental Conditions Policy when managing, modifying and cancelling activities due to extreme weather					
Lost Student	Students are asked and expected to stay with their group at all times.	Satisfactory	Moderate	Unlikely	Medium	Ongoing review required
	Students are briefed on the activity boundaries.					
	When going to and from activity, Coolamatong leader is at the front and school adult 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 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 from lightning strike	Adherence to the Adverse Environmental Conditions Policy when managing, modifying and cancelling activities due to extreme weather	Satisfactory	Major - Severe	Rare	Medium	Ongoing review required
Illness from 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
Lost student from group splitting up on water	Clearly defined boundaries which are enforced	Satisfactory	Minor	Possible	Medium	Ongoing review required
	1 adult : 8 SUPers on flat undemanding water					
	1 bronze medallion qualified adult : 20 participants.					
	Adherence to the Adverse Environmental Conditions Policy when managing, modifying and cancelling activities due to extreme weather					
Injury due to hit from Paddle or Board	Briefing to advise students no splashing with paddles, splash only using hands	Satisfactory	Minor	Unlikely	Low	Periodic review required
	Students briefed about always holding the T grip of the paddle					
	Brief students on falling safely into the water when balance lost					
	Brief students on falling safely onto the board when balance lost					
	Brief students on being aware of other group members and looking after their safety					

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.