

# 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 & unique places;
- Encourage and foster cooperation as participants enjoy an outing together;
- Observe safety issues relating to travelling in the boat, including emergency procedures and correct use of PFD1's;
- Identify navigational marks used on the 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 Gippsland Lakes National Park about a 50 minute boat ride away. There is a picnic area and toilets on the lake side. Access to the 90 Mile Beach is a 300m walk over the sand dunes

#### Steamers Landing

- Situated in the Gippsland 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 bush land 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 bush land, which are ideal for bird watching. There is also beach access via a number of different tracks to the 90 mile beach 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 on Raymond Island. There is a picnic area, toilet & playground. The main feature is the many koalas who live on the Island and there are many tracks through the bush to observe them from.

#### Paynesville

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

There are also a number of time frames from 3 -7 hour trips and activity options including:

- Fox holes on the beach
- Beach games
- 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 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

CC Neill: The boat (MB 27) is surveyed under Marine 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 containing 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:

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

## 2.3 COMMUNICATION

Camp Coolamatong staff carry mobile phone communications with them on every activity and there is coverage throughout the Gippsland Lakes area that the boat travel through. In addition to this the boat has a VHF radio which 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 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

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## 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 two Coolamatong staff for this activity, the Coxswain and deckhand. The deckhand will hold a current Bronze Medallion and have experience and training in line with Transport Safety Victoria’s guidelines around crewing a boat.

The school will also need to provide staff members at a ratio of 1:20

### 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’s, as well as the DEECD, 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. 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 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 Summary 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 School Staff Member in charge and the Program Manager as to where the boat trip goes. The CC Neill and the Coolamatong staff are trained in dealing with a variety of emergencies.

### 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 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.

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 Neil Skipper.

## 5 RISKS

### 5.1 RISK ASSESSMENT MATRIX

The following table outlines the specific risks associated with the Adventure Race 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.

Describe the risk event, cause/s and consequence/s	Describe any existing policy, procedure, practice or device that acts to minimise a particular risk	Effectiveness of existing controls	Risk Consequences	Risk Likelihood	Risk Rating	Extreme/High - Do not proceed Medium - Ongoing review required Low - Only periodic review required
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 epi-pens on all activities with those students and be trained how to administer them					
	School staff liaise with Coolamatong kitchen staff at every meal for students with allergies					
	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.					
Cold Exposure	Students are briefed on what is appropriate clothing to wear according to weather	Satisfactory	Minor	Likely	Medium	

	<p>In water activities students are advised to not get into the water until the end of the session</p> <p>For all water activities leaders carry spare jumpers &amp; beanies</p> <p>Students who show signs of being cold are to be taken back to camp for a <u>warm</u> shower and dry clothes.</p> <p>If multiple students are cold, leaders have the option to terminate session early to ensure that students get warm and dry.</p> <p>Adherence to the <b>Coolamatong Extreme Weather Policy</b> in dealing with managing, modifying and cancelling activities due to extreme weather.</p>					Ongoing review required
Drowning	<p>Students who are identified by schools as poor swimmer are identified to the Coolamatong staff.</p> <p>There is always 1 bronze medallion qualified staff member to 20 participants.</p> <p>If free swimming without PFD's students are not allowed any deeper than their waist height.</p> <p>Safety briefing from deck hand outlines how to put on a PFD if there is an emergency and passengers were required to get into the water</p>	Satisfactory	Severe	Rare	Medium	Ongoing review required
Falls & Trip Hazards	<p>Students must wear closed toed shoes at all time when outside</p> <p>Students are briefed on appropriate footwear for each activity</p> <p>Debris is removed from all paths as seen. If object is not removable by hand then an alternative paths is sought</p> <p>Bi-yearly Camp site hazard checks identify trip hazards to be addressed by maintenance work</p>	Satisfactory	Insignificant - Minor	Likely	Medium	Ongoing review required
Heat Exposure: -dehydration -heat stroke -hyperthermia -sunburn	<p>Students must bring water bottles to all activities. Spares are available for those who don't have one.</p> <p>During hot weather (term 1 &amp; 4) extra water is taken out to refill water bottles.</p> <p>All students must wear hats, sunscreen and appropriate sun smart clothing (term 1 &amp; 4)</p> <p>Adherence to the <b>Coolamatong Extreme Weather Policy</b> dealing with managing, modifying and cancelling activities due to extreme weather</p>	Satisfactory	Insignificant - Minor	Possible	Medium	Ongoing review required
Lost Student	Students are asked to stay with their group at all times.	Satisfactory	Mode rate	Unlikely	Medium	

	<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>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>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>					Ongoing review required
Injury due to Lightning strike	Adherence to the <b>Coolamatong Extreme Weather Policy</b> dealing with 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 on the basis of advice provided by 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 buoyancy vests					
	Adherence to <b>Coolamatong Extreme Weather 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 to limit moving 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
	Routes are planned					
	Depth sounder on and in working order					
	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.	Satisfactory	Moderate	Unlikely	Medium	Ongoing review required
	Shut off valves are accessible					
	Hull maintained and in good condition					
	Carry spare bungs and plugs					
	High water level alarm fitted and in working order					

## 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:

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

### 5.3 CC NEILL MUSTER LIST

In an Emergency

1. Raise Alarm (Verbal)
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 Skipper

### 5.4 EMERGENCY SITUATIONS

EMERGENCY	SKIPPER ROLE	DECK HAND ROLE
MAN OVERBOARD	Stay at wheel Alert Passengers Have a leader or other crew assemble: <ul style="list-style-type: none"> <li>- life jacket</li> <li>- throw bag</li> <li>- life ring</li> <li>- ladder</li> </ul> Bring vessel to leeward side of MOB Cut engine	Throw buoyancy aid out Gain visual sight Have all passengers seated and quiet Move to the stern and keep skipper informed of position of MOB in water using O-clock positions
FIRE	Sound Alarm (Verbal) Muster Crew Have Passengers don life jackets Where possible cut engine and go with deckhand to fight fire <b>If fire unable to be contained:</b> <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>	Investigate and notify skipper Assemble fire-fighting equipment <ul style="list-style-type: none"> <li>- fire extinguishers</li> <li>- fire blanket</li> <li>- fire bucket</li> </ul> Appoint others to control group (don life jackets) Go with skipper to fight fire <b>If fire unable to be contained:</b> <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>
LOSS OF STEERING	Alert Crew and call to Muster Slow to idle Drop Anchor if starting to drift into shallow water Transfer to manual steering until safe to investigate	Check steerage linkages for source of problem and rectify Check chain in forecastle On skippers command get Emergency steering arm ready Have all passengers seated and quite
RUN AGROUND	Sound Alarm Stay at Wheel Try to rectify by moving passengers forward, aft or side to alter weight <ul style="list-style-type: none"> <li>o Disembark passengers if safe</li> <li>o Radio for help as needed</li> </ul>	Report to Mustering Station Assess situation and report to skipper Have passengers don life-jackets Supervise passengers disembarking

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

### 5.5 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 vessels 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.

### 5.6 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 HRS:</b> <a href="mailto:marineincidents@transportsafety.vic.gov.au">marineincidents@transportsafety.vic.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 HRS:</b> <a href="mailto:marineincidents@transportsafety.vic.gov.au">marineincidents@transportsafety.vic.gov.au</a> WATER POLICE (5156 7462)