

Overnight Hike Activity Plan

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1 OUTCOMES

- Participate in an day hike;
- Experience different environments and conditions;
- Learn tips on appropriate gear/clothing;
- Learn about the history of how Coolamatong came to exist and the area;
- Provide an opportunity to explore the theme through action reflection model;
- Provide opportunity for students to take personal responsibility for the success of their experience.

2 ACTIVITY

2.1 OUTLINE

Day hikes usually take place in the Gippsland Lakes National Park, The Lakes National Park and on Coolamatong and Banksia Peninsula property. These can be varying in distance and time.

Each session will include preparing for day hike, inc. food requirements, basic group management and safety procedures. It will also involve students having their own allocated number that they will need to remember for the expedition to assist in group management (including numbering off). Hike will end with debrief.

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 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.
- Appropriate food and water (additional water drops are made during warmer weather)
-

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

- Whistle
- Mobile phone
- Expedition First Aid Kit
- Medications Kit
- Tarp/Fly (for emergency shelter)

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

- Enclosed shoes, good for walking/running.
- Clothing suitable for the weather conditions (Participants should not have cotton or denim, they should have hats for sunny days, thermals for the cold, water proof jackets and pants for wet weather)

2.3 COMMUNICATION

Camp Coolamatong staff carry mobile phone communications with them on every activity and there is coverage throughout hiking areas.

2.4 FIRST AID

Camp Coolamatong activity staff all hold a current CPR and Level II First Aid Qualification. They will carry a First Aid Kit with them on all activities. It is preferred that a Coolamatong staff member with Wilderness or Remote Area First Aid Qualification is on each trip. 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 and Working with Children’s Check (WWCC)

There must be a minimum of one Coolamatong staff for this activity. Ratio of leaders to participants is maintained at a maximum ratio of 1:8 (this ratio is deemed adequate due to easy terrain, non-remote locations and short duration of hikes – increased ratios will be provided if any of these variables are different for a particular hike).

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, 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 familiarize 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

Day hikes usually take place in the Gippsland Lakes National Park, The Lakes National Park and on Coolamatong and Banksia Peninsula property. These can be varying in distance and time. The locations are accessible by roads suitable for emergency vehicles or by water police in the instance of an emergency.

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 Weather Policy.

5 RISKS

5.1 RISK ASSESSMENT MATRIX

The following table outlines the specific risks associated with an overnight hike 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 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					
	Coolamatong Instructors will carry an additional EpiPen as a spare and only use if trained					
	School staff liaise with Coolamatong kitchen staff to ensure they have appropriate food for the overnight hike, including for participants with special dietary requirements					
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 during the hike and 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>If multiple students are cold, leaders have the option to terminate the session early to ensure that students get warm and dry.</p> <p>Adherence to the Coolamatong Extreme Weather Policy in dealing with managing, modifying and cancelling activities due to extreme weather.</p>					Ongoing review required
Heat Exposure/ Dehydration	<p>Students are briefed on what is appropriate clothing to wear according to the weather</p> <p>Students are briefed on the necessary level of water they should be drinking to stay hydrated (e.g. minimum of 2 litres per day, more if hotter) and water drops are made at various sites so participants can top up their supplies.</p> <p>Adherence to the Coolamatong Extreme Weather Policy in dealing with managing, modifying and cancelling activities due to extreme weather.</p>	Satisfactory	Minor	Likely	Medium	Ongoing review required
Drowning	<p>Students are briefed on activity boundaries and told that the lakes and 90 Mile Beach are out of bounds. If a Bronze Medallion trained person is present and permission for swimming has been given by school staff. Under no circumstances does any participant enter the water on 90 Mile Beach.</p> <p>There should always be a staff member nearby unfenced water areas when students are off in small groups and not supervised as one large group</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>Night walks to follow easy tracks</p> <p>Students asked to bring a torch to buddy up with someone who has one</p> <p>Leader at the front sends back track information such as roots or overhanging branches</p> <p>Extra leader may be stationed at a hazard until all the students have passed</p>	Satisfactory	Insignificant - Minor	Likely	Medium	Ongoing review required

Lost Student	Students are asked to stay with their group at all times.	Satisfactory	Moderate	Unlikely	Medium	Ongoing review required
	When hiking there should always be a Coolamatong leader at the front and a school staff member at the back.					
	Leaders gather the group at each intersection					
	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 (numbering off).					
	All students will be briefed on the end of activity signal and where to meet when they hear it.					
	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	Students are told to take care of where they are walking when it is dark and be careful not to roll ankles	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 Coolamatong Extreme Weather Policy dealing with managing, modifying and cancelling activities due to extreme weather	Satisfactory	Major - Severe	Rare	Medium	Ongoing review required
Injury from falling branches	Periodic inspection by Parks Victoria is undertaken at campsites and walking tracks	Satisfactory	Major	Rare	Low	Periodic review required
	Adherence to the Coolamatong Extreme Weather Policy dealing with managing, modifying and cancelling activities due to extreme weather					
Blisters	Students are briefed on appropriate footwear and socks for hiking	Satisfactory	Insignificant	Possible	Low	Periodic review required
	Students instructed on how to detect a blister coming on and asked to stop the leader and get the area taped to prevent further rubbing					

Illness from Food	Coolamatong Staff complete safe food handling training.	Satisfactory	Moderate	Rare	Low	Periodic review required
	Students provided with hand sanitiser prior to handling food.					
	Students are instructed on safe food preparation and required to have their own drink bottles					
	Any food not cooked or eaten that is fresh or opened is discarded at the end of the session					

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:

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