

# Off Road Cycling Activity Plan

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## 1 OUTCOMES

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- To be able to correctly adjust the seat height so that bike is fitted to their 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

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### 2.1 OUTLINE

Off-road Cycling sessions are mainly in the back paddock approximately 800 metres from the campsite with groups riding through the bush paddocks to get there. A session can run from 45 minutes - 2 ½ 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 practice and familiarise themselves with the bikes
- 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.
- 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 gather 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 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 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 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 including 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 800 metres of the main campsite buildings or the office in even of communications failure.

## 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 staff at an Off-Road Cycling session. One instructor will be provided by Camp Coolamatong, who will have experience delivering off-road 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.

Maximum 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 DEECD 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.

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 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

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### 4.1 LOCATION

The off-road cycling takes place in the bush and paddocks of the Camp Coolamatong property on the Banksia Peninsula. The main part of the session will be held in the back bush paddock which is situated approximately 800 metres and the end of a paddock laneway. This laneway can be accessed directly from camp through the gate on the western side of the male toilets. The location is accessible by tracks suitable for vehicles in the instance of an emergency, but 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 Weather Policy.

## 5 RISKS

### 5.1 RISK ASSESSMENT MATRIX

The following table outlines the specific risks associated with canoeing 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					
	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	Ongoing review required
	Students who show signs of being 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 <b>Coolamatong Extreme Weather Policy</b> 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 and not supervised as one large group					
Falls & Trip Hazards	Students must wear closed toed shoes at all time 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 paths is sought					
	Bi-yearly Camp site 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 <b>Coolamatong Extreme Weather Policy</b> dealing with managing, modifying and cancelling activities due to extreme weather					
Lost Student	Students are asked to stay with their group at all times.	Satisfactory	Mode rate	Unlikely	Medium	Ongoing review

	When travelling between activities there should always be a Coolamatong leader at the front and a school staff member at the back.					required
	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 each of 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 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
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 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 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 en-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					
	Brief students on the horn signals to indicate that there is a car coming from behind					
	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 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	<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
2. NOTIFY	<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>
3. ASSESS	<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>
4. ACT	<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>