

Stand Up Paddle Boarding (SUP) Activity Plan

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1 OUTCOMES

Basic SUP session (1 - 1 ½ hours)

- To teach basic SUP technique (positioning and stroke).
- Allow participants experience and time on the water to become confident in technique.
- Promote teamwork between SUP 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 PFD’s 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.

Personal Flotation Device (PFD): All PFD’s are Type 2 Ultra Blade L50 in line with Australian Standards.

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 including the following:

- Clothes that can get wet. Not just bathers. Rashly top suggested
- Enclosed 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 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

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 on the water during SUPing. One instructor will be provided by Camp Coolamatong. They will hold a current Bronze Medallion. 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's, as well as the DEECD's, 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

SUPing at Coolamatong is undertaken in Mason's Bay on Lake Victoria. This venue is classified by the Victorian Department of Education and Early Childhood Development as a Type 2 Venue: Open deep-water venues include deep and/or flowing water at non-surf beaches, lakes, channels, rivers and dams.

Due to the topography of the land at no point during the SUPing will students be more than 200 metres. The long sand bar that comes out from the spit of land on the easterly shore provides a natural boundary and students can stand the whole way from shore to the sandbar.

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 session being cancelled or the activity modified in accordance with Coolamatong's Adverse Weather Policy. In addition to this the following local wind descriptors for Mason's 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's 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 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. | | | | | |

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| 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. | | | | | |
| | 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 |
| | In water activities students are advised to not get into the water until the end of the session | | | | | |
| | For all water activities leaders carry spare jumpers & beanies | | | | | |
| | 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 Coolamatong Extreme Weather Policy in dealing with managing modifying and cancelling activities due to extreme weather. | | | | | |
| Drowning | All PFD's are checked to be in working order before each session. | Satisfactory | Severe | Rare | Medium | Ongoing review required |
| | During water activities student are to wear PFD's that have been checked by a Coolamatong instructor to be properly fitted. | | | | | |
| | Students who are identified by schools to poor swimmer are identified to the Coolamatong staff. | | | | | |
| | There is always 1 bronze medallion qualified staff member to 20 participants. | | | | | |
| | Students are briefed on activity boundaries to participants prior to entering the water | | | | | |
| | Whistle signals are explained before entering the water. | | | | | |
| | Students each have a buddy who they cannot enter the water without. | | | | | |
| | Regular head checks are made. | | | | | |
| | Students are briefed on what to do if they capsize fall off their SUP. | | | | | |
| | If free swimming without PFD's students are not allowed any deeper than their waist height. | | | | | |
| | Coolamatong leader is first on – last off water in all water based activities | | | | | |

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| 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 path 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 Coolamatong Extreme Weather Policy 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 | 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 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 Coolamatong Extreme Weather Policy dealing with managing, modifying and cancelling activities due to extreme weather | Satisfactory | Major - Severe | Rare | Medium | Ongoing review required |

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| 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 |
| Group | Clearly defined boundaries which are enforced | Satisfactory | Minor | Possible | Medium | Ongoing review required |
| | Ratio of 1 leader: 8 SUPers on flat undemanding water | | | | | |
| | There is always 1 bronze medallion qualified staff member to 20 participants. | | | | | |
| | Adherence to the Coolamatong Extreme Weather Policy dealing with 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 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 |