

Swimming Activity Plan

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1 OUTCOMES

- Participate in a swimming activity;
- Experience different environments and conditions;

2 ACTIVITY

2.1 OUTLINE

A Swimming session is at Mason’s Bay about 700 metres from the Farm Camp. Swimming sessions are occasionally run at other places on the lakes, e.g. Paynesville. This document outlines a free time swimming session. During the warmer months, swimming may also be done as part of another water-based activity. A session can run from ½ - 1 ½ hours in length.

Each session will start with the rules, boundaries, whistle and hand signals. It will also involve student pairing up with a buddy who they will swim with and keep an eye on. The session will end with students exiting the water and packing up.

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 are taken on the activity
- All participants, including school staff, have appropriate footwear and clothing. Those that are assisting need to be prepared to enter the water in the event of an emergency.
- All participants have been checked that their safety equipment is correctly fitted and they know how to use it appropriately.
- Any participants who cannot swim with be fitted with a PFD.

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

- Whistle
- Mobile phone
- First Aid Kit
- Floatation device
- Throw rope

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

- Clothes that are sun smart (covered shoulders).
- Enclosed shoes, preferably water shoes or old runners.
- Clothing suitable for the weather conditions (e.g. hats for sunny days & thermals for the cold)
- Any glasses or sunglasses should be taken off prior to entering the water.

- 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

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 qualified Bronze Medallion staff and a second assisting staff member to 20 students. Coolamatong will provide the Bronze Medallion qualified staff. It will be the Coolamatong Bronze qualified staff who will ensure the boundaries and rules are adhered to.

The second staff member will need to be provided by the school. They should at a minimum be able to step into a supervisory role if needed and hold a current CPR. At all times these staff will need to be alert and watching the students in the water not distracted elsewhere.

Maximum group size will be capped at the number of qualified Bronze Medallion staff and suitable assistants within the group. For large groups this may mean students will be in the water on rotational basis in order to ensure they can be adequately supervised.

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 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

4.1 LOCATION

The designated swimming area at Mason’s Bay is 400 metres south east from the Farm Camp. It is situated adjacent to the Camp Coolamatong property on the Banksia Peninsula. The location is accessible by tracks suitable for vehicles in the instance of an emergency, but does not have any vehicle traffic going past.

The water area is classified as a Type 1 venue according to the DEECD. It is a shallow, natural water venue and the depth of the water is not above any participant’s waist. The boundaries are clearly defined by the shore, floating buoys and human markers.

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

	<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 & 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 Coolamatong Extreme Weather Policy in dealing with managing, modifying and cancelling activities due to extreme weather.</p>				required	
Drowning	<p>All PFD's are checked to be in working order before each session.</p> <p>During water activities student are to wear PFD's that have been checked by a Coolamatong instructor to be properly fitted.</p> <p>Students who are identified by schools to poor swimmer are identified to the Coolamatong staff.</p> <p>There is always 1 bronze medallion qualified staff member to 20 participants.</p> <p>Students are briefed on activity boundaries prior to entering the water</p> <p>Whistle signals are explained before entering the water.</p> <p>Students each have a buddy who they cannot enter the water without.</p> <p>Regular head checks are made.</p> <p>Students are briefed on what to do if they capsize their watercraft (e.g. canoe).</p> <p>If free swimming without PFD's students are not allowed any deeper than their waist height.</p> <p>Coolamatong leader is first on – last off water in all water based activities</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>	Satisfactory	Insignificant - Minor	Likely	Medium	Ongoing review required

	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 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

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
Graze/ laceration from barnacles	Closed secured shoes must be worn in water at all times	Satisfactory	Insignificant	Possible	Low	Periodic review required
	When holding onto jetties or buoys students are warned not to touch the barnacles.					
	Students are advised to not capsize their canoes around the banks, jetties or branches.					
	Capsizing on canoes is done in a controlled environment at the boat ramp that is clear from debris on which barnacles grow					

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