

# Bushcraft Activity Plan

## CONTENTS

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1	Outcomes.....	2
2	Activity.....	2
2.1	Outline	2
2.2	Equipment	2
2.3	Communication	3
2.4	First Aid	3
3	People.....	3
3.1	Activity Instructor	3
3.2	School Staff Member Requirements	3
3.3	Students	4
4	Environment.....	4
4.1	Location	4
4.2	Weather	4
5	Risks.....	4
5.1	Risk Assessment Matrix	4
5.2	Emergency Management	7

## 1 OUTCOMES

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- Demonstrate safe and correct use of equipment in the Bushcraft Kitchen.
- Display good fire safety technique and have an understanding of how to light and maintain a fire.
- Collect fuel, construct and light a pit fire (using steel wool and a battery).
- Cook food in a pit fire, such as pancakes, popcorn and damper
- Experience a bush pioneer style hut and campsite.
- Provide an opportunity for campers to discuss themes, issues and ideas in a non-threatening environment.

## 2 ACTIVITY

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### 2.1 OUTLINE

Bushcraft/Bushcooking is conducted at both Farm Camp and Lake Camp. A Bushcraft session at Farm Camp is held at the mud brick hut and campfire area in the bush paddock less than 400 metres from the Farm Camp main buildings. A Bushcraft session at Lake Camp is held in a cleared location onsite amidst banksia scrub approximately 200 metres from the Dining Hall.

A session can run from 1.5 to 2.5 hours in length. Each session will include these elements and follow a similar outline:

- Introduction to lighting a fire and an explanation of the fire triangle.
- During the walk out to the Bushcraft location, students will use this knowledge to collect fuel for their fires (kindling and dried bracken).
- Orientation to the area and time to explore and become familiar with all the different components of the Bushcraft activity site.
- Demonstration of how to construct and light a fire using steel wool and a battery, including fire safety and tips for keeping the fires going.
- Each group will be given time to collect more wood, construct and light their fire.
- Demonstration of how to cook the food, including food hygiene and fire safety.
- Students can cook damper, pancakes & popcorn (time dependent)
- Instructor will circulate to keep an eye on each fire, look out for fire safety and give cooking tips.
- Students will clean their cooking utensils and pack away all plates and cups.
- FARM CAMP: Time may allow further exploration of the hut site and extra activities such as tying a net, using a manual wooden lathe, cracking a whip etc.
- After the equipment has been placed away, the session will be wrapped up before the group heads back to the campsite with the school staff member whilst the instructor puts out the fires and ensures the area is safe and ready for the next session.

### 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 required communication devices are in working order, is adequate for use in an emergency and is taken on the activity
- all participants (including school staff) have appropriate footwear and clothing

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

- Whistle
- Mobile phone
- First Aid Kit

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

- Older clothes that are flexible and easy to move in and can get dirty and smoky
- Sturdy, enclosed shoes that can get dirty
- Clothing suitable for the weather conditions (e.g. hats for sunny days & thermals or polar fleece for colder weather)
- Any glasses or sunglasses should be secured.
- It is strongly encouraged that valuable or sentimental jewellery is removed.

## 2.3 COMMUNICATION

Camp Coolamatong instructors carry mobile phones with them on every activity and there is coverage throughout the campsite property. Participants doing this activity are within 200-400 metres of the main campsite buildings in the event of communications failure.

## 2.4 FIRST AID

Camp Coolamatong instructors all hold current certification in *HLTAID009 Provide Cardiopulmonary Resuscitation* and *HLTAID011 Provide First Aid* as a minimum. They will carry a First Aid Kit with them on all activities. 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, or
- the school staff member is not trained and it cannot wait until the school's designated first aider is consulted/located.

# 3 PEOPLE

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## 3.1 ACTIVITY INSTRUCTOR

All Camp Coolamatong instructors hold industry recognised First Aid and CPR qualifications (see 2.4) and have a current Working with Children Check (WWCC).

There must be a minimum of two staff at the Bushcraft location. One instructor will be provided by Camp Coolamatong, who will have experience in this activity. The second staff member will need to be provided by the school. If there is more than one group at the session i.e. double group together, then the school will need to provide a staff member per activity group. Ideally, group sizes will be capped at 30.

## 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 participants on the technical knowledge and skills they require to participate in the activity.

It is Camp Coolamatong and DET 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. The activity cannot commence if he/she is not present.

School staff members are encouraged to 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 Bushcraft Huts and fire pit area is situated on Camp Coolamatong property on the Banksia Peninsula. The immediate area around each hut is cleared and easily accessible. There is seating for the convenience of the participants. 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 session being cancelled or the activity modified in accordance with Coolamatong's Adverse Environmental Conditions Policy.

## 5 RISKS

### 5.1 RISK ASSESSMENT MATRIX

The following table outlines the specific risks associated with Bushcraft 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.

Description	Existing Controls	Rating				Actions
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	<b>Extreme/High:</b> Do not proceed <b>Medium:</b> Ongoing review required <b>Low:</b> periodic review required
Anaphylaxis	At start of camp 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 epipens on all activities with anaphylactic students and be trained how to administer them					
	School staff liaise with Coolamatong kitchen staff at start of camp for students with allergies					

	School staff hand out morning and afternoon tea so students with allergies are getting the right food.					
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
	If multiple students are cold, leaders have the option to terminate session early to ensure that students get warm and dry.					
	Adhere to the <b>Coolamatong Adverse Environmental Conditions Policy</b> when managing, modifying and cancelling activities due to extreme weather.					
Falls & Trip Hazards	Students must wear closed-toe 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 easily removable, an alternative path is sought					
	Bi-yearly campsite hazard checks identify trip hazards to be addressed by maintenance work					
Heat Exposure: - dehydration - heat stroke - hyperthermia - sunburn	Students are instructed to bring full 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 (terms 1 & 4), extra water is taken out to refill water bottles.					
	All students must wear hats, sunscreen and appropriate sun smart clothing (terms 1 & 4).					
	Adhere to the <b>Coolamatong Adverse Environmental Conditions Policy</b> when managing, modifying and cancelling activities due to extreme weather.					

Lost Student	Students are asked and expected 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.					
	Orientation briefing advises school staff that they need to provide group management and student supervision for all activities.					
	Orientation briefing advises school staff that they need to manage students' whereabouts during the free time periods of the camp.					
Injury due to Lightning strike	Adhere to the <b>Coolamatong Adverse Environmental Conditions Policy</b> when managing, modifying and cancelling activities due to extreme weather.	Satisfactory	Major - Severe	Rare	Medium	Ongoing review required
Burns	Students are instructed on lighting a fire, the safe size of a fire and how to place sticks on the fire.	Satisfactory	Minor	Possible	Medium	Ongoing review required
	Students are instructed on safe handling of cooking utensils: always holding a pan so they know when it's becoming too hot and being aware of hot cooking utensils that have been used (or are in use) by other people.					
	Coolamatong leader and school staff supervise behaviour of students around fires and within the general cooking and preparation area.					
Out of control fire	Most senior member of Coolamatong staff to make decision about the safety of the activity in accordance with CFA Fire danger ratings on any day of elevated fire risk.	Satisfactory	Moderate	Rare	Low	Periodic review required
	Coolamatong leaders to ensure that fires are appropriately managed at the end of each session.					
	In windy or warm conditions, each fire pit has a bucket of water on the outside of the seating area.					
Injury - Falling Branches	Periodic inspection by qualified arborist and reduction of trees as needed.	Satisfactory	Major	Rare	Low	Periodic review required
Illness from Food	Coolamatong leaders complete safe food handling training.	Satisfactory	Moderate	Rare	Low	Periodic review required
	Students provided with hand sanitiser prior to handling food.					
	All food is kept in the safe food zone prior to session and only taken out at the start of each session.					
	All food is cooked before being eaten.					
	Any food not cooked or eaten is discarded at the end of the session.					

## 5.2 EMERGENCY MANAGEMENT

It is a requirement that all Coolamatong Instructors must carry a mobile phone with available reception to make calls on. They must also carry a first aid kit. All Coolamatong Instructors have, as a minimum, current certification in *HLTAID009 Provide Cardiopulmonary Resuscitation* and *HLTAID011 Provide First Aid*.

In the event of a medical emergency, the Coolamatong instructor or School Staff member at the site of the emergency should call 000 if needed and will begin coordinating the handling of the emergency. The most senior member of Coolamatong staff should be notified as soon as practicable, and they will step in to manage the situation as required.

Refer to Camp Coolamatong's Emergency Management Plan for further details about procedures and incident protocol in an emergency.