

# Raft Building Activity Plan

## CONTENTS

---

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.....	4
3.3	Students.....	4
4	Environment.....	4
4.1	Location.....	4
4.2	Weather.....	4
5	Risks.....	5
5.1	Risk Assessment Matrix.....	5
5.2	Emergency Management.....	9
6	Appendix A.....	9
6.2	Appendix B.....	11

## 1 OUTCOMES

---

- Develop teamwork, communication and cooperation in the building of a raft.
- Correctly tie the following knots – **clove hitch, square lashing; reef knot and truckers hitch.**
- Experiment and trial several methods in the construction of a raft.
- Demonstrate the correct fitting of a buoyancy vest.
- Launch, propel and moor a raft.
- Take responsibility for team and individual safety.

## 2 ACTIVITY

---

### 2.1 OUTLINE

Raft Building is held at Mason's Bay approximately 400 metres from the campsite and can run from 1 ½ - 3 hours in length. Each session will include these elements and follow a similar outline:

- The instructor will provide an outline of the raft building challenge and its aim. This will include more or less detail on the following elements depending on the age group: team formation, materials and design.
- Fitting of Life Jackets demonstrated by instructor, students to fit and checked by instructor.
- Students will be instructed on several knots (including their purpose) and given time to practice these knots until they are mostly able.
- Students are then given time to come up with a design and as a whole group to talk about the pros and cons of different teams ideas
- Then there is ample time to build the raft.
- Paddles distributed between the team and quick technique and safety instructions given
- The race or challenge will be outlined again before boundaries and whistle signals are highlighted.
- After the equipment has been placed away, the session will be wrapped up at Mason's Bay or 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 are in working order and ample for use in an emergency and are 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.

Paddles: Fiberglass or aluminium shaft with plastic blades, fixed length only.

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

Wooden poles/ ropes/ Pipes or Barrels: All equipment used for building the raft is checked for cracks, that it still floats and has no part that could injure a participant.

Instructor's Kit: Each instructor will carry a bag with them containing 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:

- Clothes that can get wet. Bathers must provide adequate sun protection.
- Enclosed shoes that will stay on in the water.
- 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.

Maintenance

- Maintenance is performed on all the activity equipment at the conclusion of every term. This is documented.

## **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 event 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 for this activity. One instructor will be provided by Camp Coolamatong. They will hold a current Bronze Medallion.

The minimum supervision will be at 1:8 participants (this includes the School Staff Member) for risk management and 2:16 to fulfill child safe policy.

### **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 DET 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 Raft Building activity at Coolamatong is undertaken at 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 Raft Building will students be more than 200 metres from shore or in water deeper than 1metre. 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. There will also be a kayak ready at the shore should the instructor need to render assistance.

### **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 sessions 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. Rafts 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. Rafts 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 rafts 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 rafts 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 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
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		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
	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 <b>Coolamatong Extreme Weather Policy</b> 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 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 fall off the raft						
	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						
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	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 <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
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
Injury due to hit from equipment	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						
	Students instructed not to stand up on the raft or to jump off						
	Students instructed to be careful and aware of their team mates while paddling, work together to ensure everyone stays on the raft.						
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.						



Entanglement on raft (higher risk on a pipes and plank design raft)	Instructor always in the water in close proximity to rafters. Instructor observing and being vigilant of students position on the raft while in the water.	Satisfactory	Moderate	Rare	Low		Ongoing review required
Stings: Jelly fish- (Appendix)	Coolamatong staff able to ID jelly fish and look for the presence and number of jelly fish present in the water	Satisfactory	Moderate	Rare	Low		Ongoing review required
	Staff trained in First Aid						

## 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.

## 6 Appendix A

## BLUBBER (CATOSTYLUS MOSAICUS)

### Common Name

Blubber

### Size and Appearance

Mushroom-shaped bell 5-30cm in diameter. They are a creamy white brown colour (blue if found further north). No tentacles but eight 'fronds' or 'frills' hang underneath. The sting causes minor skin irritation.



### Distribution

The Australian species is found in Queensland, Victoria and New South Wales and into South East Asia.



### First Aid

1. Remove casualty from water if safe to do so
2. DRSABCD
3. Wash area with sea water (not freshwater)
4. Keep casualty at rest and reassure
5. Do not allow rubbing of the sting area
6. Place casualty's stung area in hot water (as hot as the victim can stand) for 20 minutes
7. If local pain is unrelieved by heat or if hot water is not available, apply a cold pack or ice in a bag
8. Send for medical aid if symptoms persist or covers a sensitive area (e.g the eyes) and seek assistance from lifeguards



## LITTLE MAUVE STINGER (PELAGIA NOCTILUCA)

### Common Name

Little Mauve Stinger

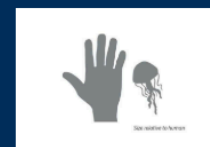
### Size and Appearance

A small mushroom-shaped body from 2-6cm in diameter. Unlike most jellyfish, the bell is covered with numerous wart like lumps containing nematocysts (stinging capsules). The bell is usually pink or mauve with 8 pale brown tentacles 10-30cm in length.



### Distribution

Common in Australian waters. Occasionally large swarms invade the Sydney region.



### First Aid

1. Remove any adhering tentacles
2. Wash area with seawater (not freshwater)
3. Place casualty stung area in hot water no hotter than the rescuer can comfortably tolerate for 20 minutes.
4. If pain is unrelieved by heat or if hot water is not available apply a cold pack or ice in a dry plastic bag.
5. Send for medical assistance if symptoms persist.



## JIMBLE (CARYBDEA RASTONI)

### Common Name

Jimble

### Size and Appearance

Transparent bell 1.5-3cm in diameter. Four tentacles, one in each corner, 5-15cm long.

### Distribution

Australia-wide. Most common in South Australia, Western Australia and southern New South Wales.

### First Aid

1. Remove casualty from water if safe to do so
2. DRSABCD
3. Remove any adhering tentacles
4. Wash area with sea water (not freshwater)
5. Place casualty's stung area in hot water (as hot as the victim can stand) for 20 minutes
6. If local pain is unrelieved by heat or if hot water is not available, apply a cold pack or ice in a bag
7. If pain persists or is generalised, or if the sting area is large or involves sensitive areas (e.g. the eyes), dial triple zero (000) and seek assistance from lifeguards if available



## Appendix B

