

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 held at Mason Bay approximately 300 metres from both Lake Camp and Farm Camp Dining Halls. Swimming sessions are occasionally run at other places on the Gippsland Lakes, e.g. Paynesville, Sperm Whale Head. 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, plus explanation and demonstration of 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 will be fitted with a PFD

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

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

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

- Clothes that are sun smart (covered shoulders)
- Closed toe shoes, preferably water shoes or old runners
- Clothing suitable to the weather conditions (e.g. hats for sunny days & jackets / fleece jumpers 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 instructors 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. Swimming at Mason Bay is approximately 300 metres from Farm Camp and Lake Camp Dining Halls 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. 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 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 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 a 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 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. 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 designated swimming area at Mason Bay is approximately 300 metres from both Farm Camp and Lake Camp Dining Halls. It is adjacent to the Camp Coolamatong property on Banksia Peninsula. The location is accessible by vehicles in the instance of an emergency, but it does not have any passing vehicle traffic. It is a shallow, natural water venue. Boundaries can be 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 considered. During the session, the Coolamatong leader may also use their discretion to modify or finish a session based on conditions changing. Strong winds, wet and cold conditions and extreme temperatures may result in a session being cancelled or 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 swimming sessions 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 Low - Only periodic review
Anaphylaxis	At start of camp briefing, teachers are required to give Coolamatong staff details of any allergies and anaphylaxis. School staff need to carry epipens on all activities with anaphylactic students and be trained how to administer them.	Satisfactory	Major	Unlikely	Medium	Ongoing review required
	School staff liaise with Coolamatong kitchen staff at start of camp regarding students with allergies					

	School staff hand out morning/afternoon tea to ensure students with allergies get 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 closed toe shoes at all times around the campsite.					
Bites & Stings: snakes	Students must wear closed toe 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					
Cold Exposure	Students are briefed on what is appropriate clothing to wear according to weather	Satisfactory	Minor	Likely	Medium	Ongoing review required
	For water activities leaders carry spare jumpers & beanies					
	Students who show signs of being cold are 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 Adverse Environmental Conditions Policy in dealing with managing, modifying and cancelling activities due to extreme weather.					
Falls & Trip Hazards	Students must wear closed toed shoes at all times 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					

Drowning	All life jackets are checked to be in working order before each session.	Satisfactory	Severe	Rare	Medium	Ongoing review required
	During water activities students are to wear life jackets 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 explained before entering water.					
	Students each have a buddy who they cannot enter the water without.					
	When free swimming occurs, regular head checks are made by the Coolamatong instructor					
	If free swimming without PFD's students are not allowed any deeper than their waist height.					
	Bronze medallion staff will remain on the beach where they can most easily monitor all participants.					
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 (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 Adverse Environmental Conditions Policy dealing with 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.					
Sprains and Strains	Technique coaching is given during 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 Adverse Environmental Conditions Policy when 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 toe 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.					

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.