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### Risk Management Planning Form

Activity:	Canoeing – Evans River at Evans Head
Description:	This is an introduction to canoeing session that commences and finishes at the camping reserve at Evans Head. Conditions are flat water, with some protection from wind, and the bottom is generally sand
Location:	Evans Head camping reserve, Evans River and reserve located off McDonald Pl.
Commencement:	See attached Programme
Date and Time Out:	See Attached Programme
Instructors:	All Employed Koinonia Instructors and contractors are qualified and trained in this activity. This training meets industry standards as set out in Department of Sport and Recreation Documents SRO99. Further all Koinonia Senior Instructors hold a basic skills instructor qualification from the Board of Canoe Education. Koinonia instructors hold senior first aid certification and have annual updates on CPR.
School Supervision:	A teacher or parent is required to help in the supervision of the students whilst canoeing.
Number of People:	Group sizes at Koinonia are to be between 9 and 12 students. A list of all participants in each group is to accompany the school appointed supervisor. The medical condition of all students is to be included in this list. This list is to be shown to the instructor prior to the activity.
Aim of the Activity:	This activity is provided to allow students: <ul style="list-style-type: none"><li>• To gain experience in canoeing</li><li>• To develop trust in their group partners.</li><li>• To provide a challenge physically, emotionally and intellectually.</li><li>• To provide a peak experience for the students time at Koinonia.</li><li>• To allow students to learn some basic canoeing skills.</li></ul>
Skills Required:	Participants and school appointed supervisors are assumed to have no skills or experience in this area. It is preferred that the school supervisors have some first aid qualifications.
Equipment Provided by Koinonia:	Canoes, Paddles, PFD's (Type 2) are supplied to all participants. The instructor carries repair tape, spare paddle, throw bag, towrope, first aid kit, high energy food (emergency only) warm clothing (thermals)
Equipment provided by participant:	Hat, Sunscreen, Shirt to be worn in the water, shoes to wear in the water, water bottle with water.
Outside Contact:	As this is an offsite activity all emergency communications is via the camp mobile 0434744753. General communications is via the camp office phone (02) 66824329. In the event of a major emergency the manager can be contacted at home after hours on 66824166
Mobile Phones:	A camp mobile phone is provided for emergency communications. The use of personal mobile phones and other mobile electronic devices e.g. ipods, mp3 players,



- School Camps
- Youth Camps
- Group Camps
- Accommodation

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during activities should not be required so are not be taken to activities. If required to carry clear this thru the Activities Manager prior to activity.

Safety Guidelines:

Guidelines for the Safe Conduct of Sport and Physical Activity in Schools (1999 NSW Department of Education and Training)

Emergency assembly areas are located

Northern Bank and sand banks

All southern bank where accessible

Point of Last resort is inside the inner wall on the Northern Bank

Risks:

1. Drowning
2. Participant suffers injury from contact with rocks, oysters, craft etc.
3. Participant suffers from sunburn
4. Participant suffers from hypothermia
5. Participant suffers dehydration
6. Participant's craft is caught in current
7. Participant becomes separated from party
8. Participant suffers exhaustion
9. A high wind causes difficulty in bringing the participant's craft back to the starting point.
10. Participant suffers a medical emergency

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Risk Management Planning Form Part 2  
Canoeing Evans River Recreational Activity Part 2

	Dangers	Risk Management Strategies
People	1. Poor Group control  2. Inadequate swimming ability 3. Exposure (Sunburn)  4. Exposure (hypothermia)  5. Dehydration 6. Participant is carried away by current (Poor Group control)  7. Participant is separated from the group during walk down or back (poor group control)  8. Poor organization of programme	1. Ensure all safety equipment is used at all times (esp PFD's) 1. Capsize instruction is carried out prior to leaving shallows 1. Adequate briefing of participants on safety procedures and boundaries 1. Close supervision by instructor and school supervisor at all times 2. Non or poor swimmers to stay in shallow water 3. Wear hat shirt and sunscreen 3. Close supervision by instructor and school supervisor at all times 4. Wear adequate warm clothing and have dry clothing available at conclusion of activity 4. Instructor to carry recovery / rescue kit in dry bag 5. Bring water in plastic water bottle, each participant advised to bring a drink 6. Close supervision by instructor and school supervisor at all times 6. Adequate briefing of participants on safety procedures and boundaries 7. Close supervision by instructor and school supervisor at all times 7. Adequate briefing of participants on safety procedures and boundaries 8. Instructor to ensure students are fit for the task at hand 8. Assess conditions and change programme accordingly
Equipment	9. Poor maintenance 10. No medication	9. Canoes and safety equipment is checked prior to and after the activity 10. All first aid kits and personal medication are checked and packed prior to leaving camp. 10. All participants fill in a medical form which is checked by school supervisor and instructor
Environment	11. Adverse weather conditions (storm, wind, rain, waves)  12. Exposure	11. Weather is checked prior to departure and cancelled in event of dangerous weather 11. In event of sudden weather change event is abandoned and escape routes are used 12. Ensure correct clothing is worn for conditions

As of: 7 September 2014