



Risk Management Planning Form

Activity:	Rock-it (Aquaglide floatation activity) – Evans River at Evans Head
Description:	This is an introduction to Rock-it 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 and Evans River
Commencement:	See attached Programme
Date and Time Out:	See Attached Programme
Instructors:	All Employed Koinonia Instructors are qualified and trained in this activity. This training meets industry standards as set out in Department of Sport and Recreation Documents SRO99. 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 participating in this activity, and may involve getting into the water.
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">• To gain experience in a fun, team building water activity• To develop trust in their group partners.• To provide a challenge physically, emotionally and intellectually.• To provide a peak experience for the students time at Koinonia.• To allow students to learn some basic balance, co-ordination, and water safety skills.
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:	Rock-it (Aquaglide floatation device), PFD's (Type 2) are supplied to all participants. The instructor carries repair kit, 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.
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, during activities should not be required so are not to be taken to activities. If required to carry clear this thru the Activities Manager prior to activity.
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.



- School Camps
- Youth Camps
- Group Camps
- Accommodation

In the event of a major emergency the manager can be contacted at home after hours on 66824329

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

Rockit Safety: This product should never be used by participants except under Koinonia Staff supervision.
This product is not a personal flotation device.
Always wear a floatation vest (PFD).
Never place wrists or feet through handles.
Do not use in shallow water (less than 1.8m deep).
Do not use within 4.5m of shore, docks, pilings or other hard objects.
Never swim under this product.
Do not jump or dive from this product.
Do not exceed 8 user's at any one time, or 450kg.

Risks:

1. Drowning
2. Participant suffers injury from contact with rocks, oysters, river bottom, craft etc.
3. Participant suffers from sunburn
4. Participant suffers from hypothermia
5. Participant suffers dehydration
6. Participant comes in to contact with another participant
7. Participant becomes separated from party
8. Participant suffers exhaustion
9. Participant suffers a medical emergency



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

	Dangers	Risk Management Strategies
People	1. Inadequate swimming ability 2. Poor Group control 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. Person to person injury e.g. head clash resulting in a laceration	1. Non or poor swimmers to stay in shallow water 2. Ensure all safety equipment is used at all times (esp PFD's) 2. Capsize instruction is carried out prior to leaving shallows 2. Adequate briefing of participants on safety procedures and boundaries 2. Close supervision by instructor and school supervisor at all times 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 locate first aid / rescue kit in dry bag, close on the shore 5. Bring water in plastic water bottle 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. Instructor to make all participants aware of the possible dangers and precautions to mitigate such an occurrence e.g. no climbing on top of the Rockit
Equipment	9. Poor maintenance 10. No medication 11. Incorrect use of equipment	9. Rockit and safety equipment is checked prior to 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 11. Instructor to complete a comprehensive instruction on the correct use of the equipment
Environment	12. Adverse weather conditions (storm, wind, rain, waves) 13. Exposure	12. Weather is checked prior to departure and cancelled in event of dangerous weather 12. In event of sudden weather change event is abandoned and all participants are relocated back to the camp 13. Ensure correct clothing is worn for conditions

As of: 7/9/14