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## Risk Management Planning Form

- ACTIVITY** Stand up paddling (SUP) Evans River at Evans Head
- DESCRIPTION:** This is an introduction to SUP session that commences and finishes at the reserve at Evans Head. Conditions are flat water, with some protection from wind, and bottom is Generally sand
- LOCATION:** Evans Head camping reserve, Evans River and all reserve areas located in and around the town of Evans Head .
- 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 SR099. Further all Koinonia Senior Instructors hold a basic skills instructor qualification from the Board of SUP 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 using the SUP.
- 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:
- To gain experience in SUP
  - 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 SUP 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 KOINOIA:**  
SUP boards, 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. Further, a gold phone is



provided to handle outgoing calls. In the event of a major emergency the manager can be contacted at home or after hours on 66824166.

**MOBLIE 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 and are not to be taken to activities. If required to carry clear this through the Activities Manager prior to activity.

**SAFTY GUIDELINES:**

Guidelines for the Safe Conduct of Sport and Physical Activity in School (1999 NSW Department of Education 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 in the Northern Bank

**RISKS:**

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

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

	Dangers	Risk Management Strategies
People	<ol style="list-style-type: none"> <li>1. Poor group control</li> <li>2. Inadequate swimming ability</li> <li>3. Exposure (Sunburn)</li> <li>4. Exposure (Hypothermia)</li> <li>5. Dehydration</li> <li>6. Participant is carried by current (Poor group control)</li> <li>7. Participant is separated from the group during walk down or back (Poor group control)</li> <li>8. Poor organization of programme</li> </ol>	<ol style="list-style-type: none"> <li>1. Ensure all safety equipment is used at all times (esp PDF's)</li> <li>1. Capsize instruction is carried out prior to leaving shallows</li> <li>1. Adequate briefing of participants on safety procedures and boundaries</li> <li>1. Close supervision by instructor and school supervisor at all times</li> <li>2. Non or poor swimmers to stay in shallow water</li> <li>3. Wear hat, shirt, and sunscreen</li> <li>4. Wear adequate warm clothing and have dry clothing available at conclusion of activity</li> <li>4. Instructor to carry recovery/rescue kit in dry bag</li> <li>5. Bring water in plastic bottle, each participant is advised to bring a drink</li> </ol>



- School Camps
- Youth Camps
- Group Camps
- Accommodation

		<p>6. Close supervision by instructor and school supervisor at all times</p> <p>6. Adequate briefing of participants on safety procedures and boundaries</p> <p>7. Close supervision by instructor and school supervisor at all times</p> <p>7. Adequate briefing of participants on safety procedures and boundaries</p> <p>8. Instructor to ensure students are fit for the task at hand</p> <p>8. Asses conditions and change programme accordingly</p>
Equipment	<p>9. Poor maintenance</p> <p>10. No medication</p>	<p>9. SUP boards and safety equipment is checked prior to and after activity</p> <p>10. All first aid kits and personal medication are checked and packed prior to leaving camp</p> <p>10. All participants fill in a medical form which is checked by school supervisor and instructor</p>
Environment	<p>11. Adverse weather conditions (Storm, wind, rain,</p> <p>12. Exposure</p>	<p>11. Weather is checked prior to departure and cancelled in the event of dangerous weather</p> <p>11. In the event of sudden weather change event is abandoned and escape routes are used</p> <p>12. Unsure correct clothing is worn for conditions</p>

Revised 7/9/14