



# CAVE HILL CREEK

## Specialised Activity

## Instructor Notes



Specialist Activity Instructor and Activity Instructor Notes have been designed to assist CHC Staff in activity delivery, roles and responsibilities, and mitigation of risks. They form a part of Cave Hill Creek's Standard Operating Procedures (SOP) and can be used by Principals and School Councils when approving or reviewing all *Cave Hill Creek* activities.

### **Specialist Activity Instructor Notes**

Staff must have specific qualifications to run these activities

1. Abseiling
2. Biking
3. Canoeing
4. Crate Stack
5. Giant's Ladder
6. Possum Glider
7. Vertical Challenge
8. Raft Building
9. Raft Play
10. Swimming



# Abseiling

## Specialist Activity Instructor Notes



### Location:

Our abseil site is located at Raglan Falls in the Mt Cole State Forest. A CHC vehicle is used to transport abseiling equipment to the car park and remains for emergency options. The equipment is hiked in for the final 300 meters. Groups take approx. 30 minutes to walk to *and* from the site from Cave Hill Creek. CHC operates two abseil sites at Raglan Falls.

The first being the nursery site. An abseil suitable for beginners or novices and appropriate for ages 6 years or older. The Look Out site is the secondary site and is a more advanced abseil for participants who have prior experience in abseiling.

### Specialist Instructors responsibility:

The Specialist Instructor is the Abseil Site Manager and is responsible for all technical and safety related aspects of the activity whilst at the Abseil Site. It is their responsibility to ensure they are up to date with current emergency responses and requirements for this role. Below are the critical elements within CHC Abseiling facilitation to maintain safe, consistent and enjoyable outcomes for the participants in the Specialist Instructors care:

### Pre-Activity:

- Check site for any overhead limbs, loose rocks, trip hazards or changes to site conditions that may be harmful to the activity or participants.
- Adequate consideration of age and experience of participants to determine appropriate abseil site.
- Check all equipment prior to use – look for any faults or damage.
- Set up anchor system according to CHC HIRA. Double check all elements of the system.
- Test the abseil system by self-belaying down abseil line.
- Ensure you have rescue items (rescue kit).
- Check with Assisting Leader for any relevant medical information and ensure relevant medications are present – Asthma, Anaphylaxis
- A personal First Aid Kit is required.

### Briefing:

- Welcome participants to site – identify cliff location and group waiting area.
- Instruct participants on safety around cliff environments – remain 3 m from edge unless on safety line and wearing a helmet and harness; no running; no throwing rocks or sticks; walking around ropes.
- Discuss fear and trust – introduce the “Challenge by Choice” philosophy. Balance this with the need to challenge existing ‘comfort zone’ and fears.
- Instruct participants on correct usage and fitting of harness and helmets (Hats, hoods and beanies to be worn over helmets).
- Ensure that any loose clothing is tucked in, pockets are empty, all rings and hanging jewelry are removed and any long hair tied back.
- Introduce and instruct participants on correct use of screw gate carabineer to connect into safety line.
- Explain importance of notifying Specialist Instructor if any abseiling metalwork is dropped.
- Demonstrate participant entry to activity – i.e. use of safety line to approach cliff site.
- Demonstrate abseiling techniques to allow for a controlled descent - i.e. Wide stance, flat feet, hand positions, braking and accelerating.
- Demonstrate *off-rope* requirements (2 thumbs up and call “SAFE” prior to disengaging from belay).
- Discuss importance of any participants at the base of the abseil to wear a correctly fitted helmet at all times.
- Explain to participants and Assisting Leader the return track from base of abseil to waiting area.
- Discuss the importance of participants returning in pairs.
- Discuss group and personal goal setting, then set a group goal that is challenging yet achievable for ALL participants (i.e. – everyone to put on harness, helmet, attach to safety line, walk to abseil entry point. Individuals can set individual goals beyond this).

### **During Activity:**

- Ensure that the group is in the designated waiting area and actively supervised by Assisting Leader.
- Ensure that **you** are on a safety line that is independent of Abseiling System.
- Invite 1<sup>st</sup> participant to enter abseil area – ensure safety line is attached correctly prior to participant entering abseil launch area.
- Double check – harness, helmet, jewelry, hair and shoes.
- Ensure participant has a glove on their “abseil descent hand”
- Ensure Abseil Line and Belay are attached to participant prior to detaching safety line.
- Keep participant on belay at all times until they have reached the bottom and indicated that they are safe.
  - If a participant does not abseil, they are to remain on the safety line until safely back in the group management area.
- Once detached from the abseil and belay, participants should walk back to the designated group management area in pairs.

### **End of Activity:**

- Ensure all harnesses are loosened fully and removed – keep them out of the dirt and hang in designated area.
- Ensure all helmets and gloves are returned and placed neatly in designated area.
- Ensure all metals (figure 8's, carabiners) are accounted for and in good order.
- Try to plan time to briefly identify some key moments within the activity that could highlight elements of: goal setting, fear, trust or risk taking in a controlled environment - celebrate the successes of the group.
- Ensure site is clear of any participant's belongings prior to their departure.
- Inform MOO of any equipment concerns.

### **If abseil site unattended (eg. lunch break, assisting a group):**

- Ensure all ropes are pulled up, coiled and are away from cliff edge.
- Collect and stash all harnesses and metal work whilst unattended.
- Remember to check ALL equipment at the recommencement of session.

### **Emergency Contingent:**

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

The Abseil Site is approximately 300 meters from the CHC emergency vehicle. All areas of the site have reliable Telstra range and Specialist Instructor and Assisting Leader shall have Emergency Contacts if assistance is required. The Assisting Leader is responsible for First Aid and shall assume primary First Aid responsibilities, however the Specialist Instructor may assume first aid or emergency response in accordance with *Standard of Care and Good Samaritan Laws*.

The final 300 metres of the walk which follows the Beeripmo Trail to Raglan Falls is the only section of the walk that is inaccessible for vehicles. All other sections of the walk have full vehicle access if required.

### **Weather Conditions:**

Check weather conditions prior to activity. Abseiling may be cancelled in the event of high fire danger, high winds, extreme temperatures, heavy rain, or lightning.

CHC **trigger points** for cancellation of activities based within the Mount Cole State Forest are:

- Wind speed 50+ km/hr: Beaufort Wind Scale Force 6: Strong breeze – large tree branches moving.
- Lightning activity within 10 km of the abseil site - (30 / 30 Rule): *when under 30 seconds from lightening and its associated thunder clap*, the session is to end. Participants should descend to the water catchment area. Participants are to separate and squat down on their haunches. Vehicle support should be sought over walking beyond this point during lightning activity.
- Total Fire Ban: High fire danger rating resulting in total fire ban

This is to be done at the discretion of Manager of Outdoor Operations, Specialist Instructor or CHC Management.



# Biking

## Specialist Activity Instructor Notes



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### Location:

CHC Biking has a variety of selected trails dependent upon participants' prior experience and client outcomes.

Participants are never to be taken into traffic conditions - all riding is to occur on CHC Private Property or within the allocated Mt Cole State Forest Trails. There are reliable Telstra signals throughout all trails and several vehicle access points identified on the **CHC Bike Map**.

There is a minimal chance that groups may experience trail bikers whilst biking. Specialist Staff are to be aware of this and upon hearing Trail Bike activity, place the participants in a clear safe area if the trail bikers seem likely to encroach upon the activity.

### Specialist Instructors responsibility:

The Specialist Instructor is the Biking Activity Manager and is responsible for the safety of all participants whilst riding. The Specialist Instructor must be familiar with their route, hazards, trail specifics and be able to respond to an emergency situation at any given time.

*Please note:*

Guidelines suggest that there should be one Specialist Instructor and one Assisting Leader (Teacher) who are responsible for the group at all times. Therefore, a group going offsite should have an assisting leader present.

*However, if there are inexperienced riders, there may be a discussion with the specialist instructor, and a decision for another assisting leader to remain onsite with full duty of care for these participants.*

### Pre Activity:

- Ensure you have a charged Telstra mobile with credit – CHC has a Telstra phone available on request.
- Take Bike Kit – map, emergency contacts, minimal first aid, bike multi tool, hand pump and tubes.
- Open Bike Shed and inspect bikes and equipment for irregularities. Remove any equipment deemed unsafe, place in the Bike Shed and inform Manger of Outdoor Operations.
- Meet the group and check that adequate clothing is being worn.
- Ensure you have an accurate participant numbers before walking participants to the Bike Shed.

### Briefing:

**Biking is a dynamic activity in which the facilitator has limited participant control once engaged in riding - the briefing and activity delivery must reduce related risks prior to commencing any new action / skill.**

- Discuss the purpose of the activity (ie. - to develop skills, explore the forest, etc) - this provides a focus for the activity.
- Discuss the bike parts and how to operate. Pay particular attention to:
  - ✓ Brakes – discuss difference between Coaster Braking (*Back Pedal or Foot Brake*) and Lever Braking. Encourage the participants to apply both rear and front lever brakes to ensure a controlled and effective braking technique.
  - ✓ Gears – Keep this simple. The front derailleur has been removed, so that there is only the one control to consider. Briefly discuss correct gear changing techniques and usage – keep relevant to participants prior experiences.
  - ✓ Seat - Adjust height to suit individual participants for a sustained ride (ie. seat @ hip height for full leg extension) – these are all on quick release systems to adjust with ease.
- Emphasize care of the bike (i.e., please don't skid; bikes can be placed on the ground or leant on a tree on the non-derailleur side of the bike).
- Assist students with helmets – ensure all baseball style caps and thick beanies are removed. Pony tails, hair buns, etc must be below the helmet line. Ensure chinstraps are adjusted correctly. **Helmets to be worn at all times when riding a bike.**

### During Activity:

- Bike loop is always ridden in a clockwise direction to eliminate a steep descent
- The specialist instructor to assess the skill level and ability of riders and choose adequate route.

- Line participants up in order of height:
  - ✓ Dispense bikes in sizing order relevant to participants. Have them walk their bike to the grassed paddock area.
- Allow participants time to adjust seats and test brakes and gears on grass area.
- After assessing riders ability, participants may be able to use the Ampitheatre Hill and Bike Track (See **CHC Bike Map**). CHC recommends splitting the group in two – half on the Bike Track; half on the grass area and the Ampitheatre Hill – then swapping.
- Ride one of the Bike Loops: Appoint a leader at the front and a whip at the rear of the group - no one rides ahead of the leader or behind the whip. CHC recommends the Specialist Instructor initially take the front role and the Assisting Leader take the rear. A participant may be the leader, however it is suggested that the Specialist Instructor rides 2-3 riders from the front.
  - ✓ This can be altered at the Specialist Instructor's discretion, however, an appropriate group control strategy must remain in place.
  - ✓ Confirm participant numbers prior to heading off-site.

There are 4 identified high risk downhill gradients on the Biking Map.

The Specialist Instructor is to:

- Stop participants and discuss and demonstrate safe downhill technique – standing on pedals, body positioned low and over rear tyre with brakes applied.
- Allow only one at a time.
- Instruct participants not to stop at base of slope, but continue 50 m to the next intersection (applies to both downhill sections).
- Place themselves towards the top of the slope to ensure participants have control prior to gaining momentum.

**End of Activity:**

- Stack bikes carefully in the shed, front wheels in the rack, and hang helmets on brackets provided.
- Lock bike shed, return key and report any equipment problems to MOO or CHC Management.
- Plan the session to leave adequate time for a quick de-brief. Focus on skill development, achievements, persistence, bike safety at home, etc. Keep it brief, fun and engage participants. Celebrate specific successes of individuals and the group.
- Plan a few moments at the end of the day to either:
  - ✓ Wash bikes - hose and wipe down bikes; or
  - ✓ Lubricate chains - ensure that this **does not get on braking disc**.

**Emergency Contingent:**

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

When riding on site, participants shall never be more than 200 metres from the Main Buildings and support. The Assisting Leader is responsible for First Aid and shall assume primary First Aid responsibilities, however the Specialist Instructor may assume first aid or emergency response in accordance with Standard of Care and Good Samaritan Laws in an emergency **or** if riding without an Assisting Leader.

Specialist Leaders are required to carry First Aid Kit, emergency contacts, map and charged Telstra Phone on all forest trails.

**Weather Conditions:**

Check weather conditions prior to activity. Biking may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain.

CHC **trigger points** for cancellation of biking are:

- Wind speed 50+ km/hr: Beaufort Wind Scale Force 6: Strong breeze – large tree branches moving.
- Lightning activity within 10 km of CHC – (30 / 30 Rule): when *under 30 seconds from lightning and its associated thunder clap*, bikers are to begin making their way back towards the Main Buildings.

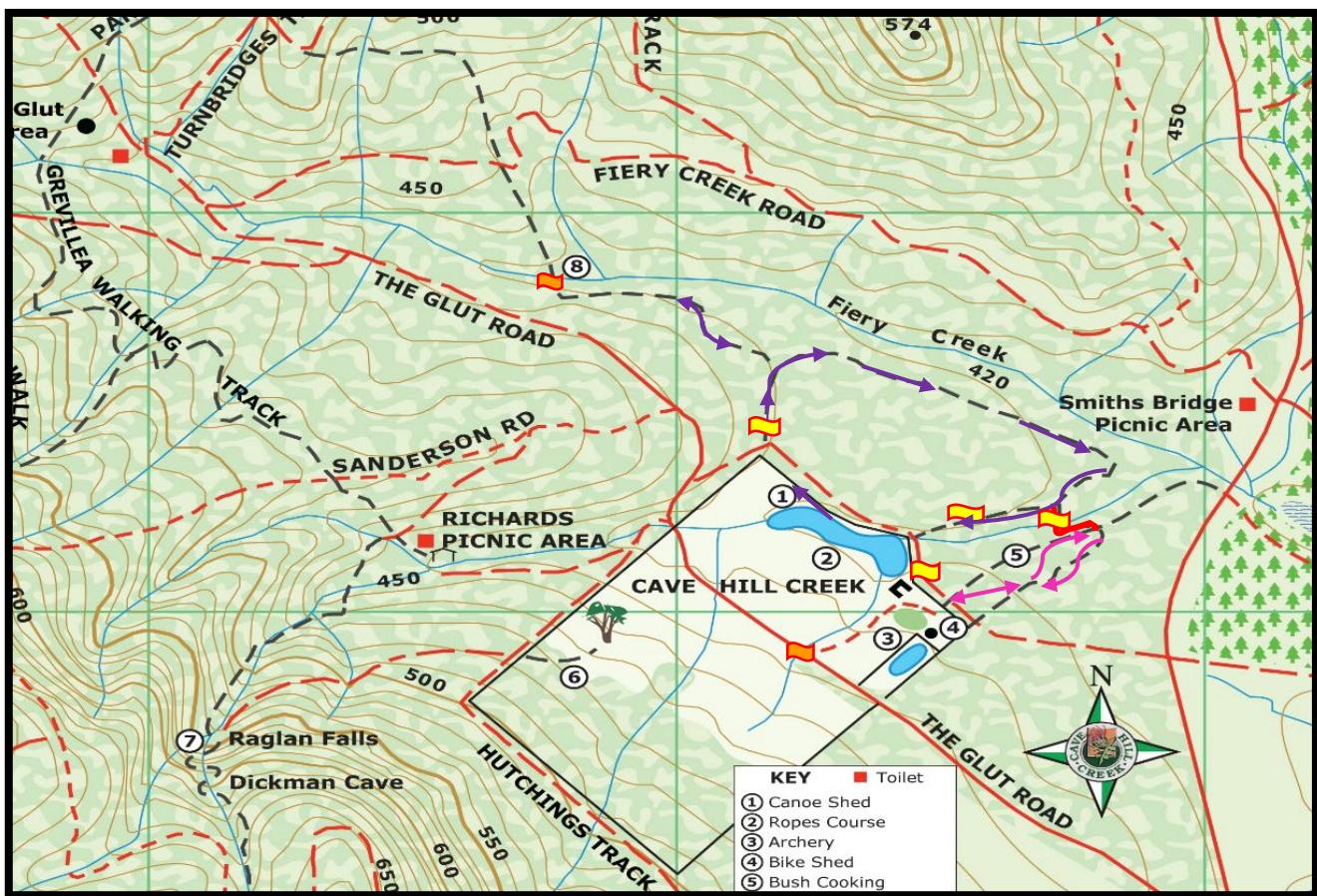
**If unable to make it back** - participants are best to remain in the forest, rather than crossing open, cleared land. In this instance, have participants hop off bikes, spread out and squat down. **Never** stop directly under a tree and **never** be the highest point within your immediate landscape.



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# Biking

## Specialist Instructor Map



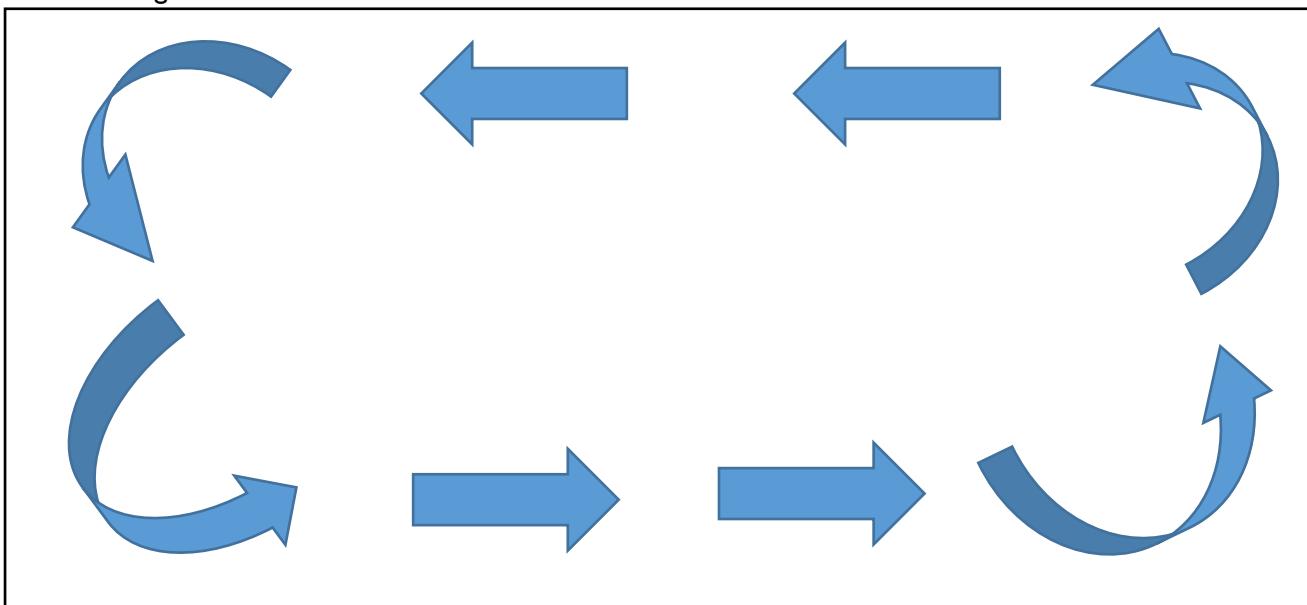
	Location	Duration	Comments / Notes
↔↔	Forest Introductory Loop	5 – 10 mins	Excellent introduction to riding in the forest as a group.
↔↔	Fiery Creek Loop	30 mins	红旗 Denotes downhill section. Refer to <i>Specialist Instructor Notes</i> for management of downhill sections. <b>Fiery Creek Loop must be ridden clockwise.</b>
↔↔ (8)	Duckboards Single Trail extension	(10 -15 mins extra)	红旗 Denotes hazard. Do not proceed on bikes beyond these points. Refer to <i>Specialist Instructor Notes</i> for expected management of these sections.
↙	Cave Hill Creek Gully Crossing	Short, steep slope leading into Cave Hill Creek line. Only to be attempted when creek is dry and with experienced riders.	红旗 Manage downhill section according to <i>Specialist Instructor Notes</i> .

Emergency Contacts	Phone Numbers
Cave Hill Creek – Office	(03) 5349 7381
Emergency Services	000 or 112 (mobile)
Police (Beaufort)	03) 5349 2101
Hospital (Beaufort – Business hrs ONLY)	03) 5349 1600
Hospital	03) 5320 4000
Poisons Hotline	13 11 26

**Bike Track**

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Ride anti-clockwise. Kids ability to ride needs to be assessed before beginning on the pump track. Leaving appropriate space between riders (3-4 bike lengths). No more than about 6 on the track at a time. Can go around an obstacle.





# Canoeing

## Specialist Activity Instructor Notes



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### **Location:**

The lake is 50 meters from the CHC Main Buildings at its closest point and 300 meters at its furthest. The canoe shed is at the far end and accessed via the eastern side (right hand side) of the lake and stores all canoeing equipment. The lake's main entry / exit point is sheltered, shallow and gradually deepens providing a safe space for participants to gather whilst launching. In the event of capsizing or an emergency on the water, the shore is never more than 25m away and all banks provide shallow waters with manageable exit points. There is a small island that Specialist Instructors must be aware of where participants may be temporarily out of view. This section should be pro-actively and directly supervised and ensure all water vessels are out of the island area prior to moving the group onwards.

### **Specialist Instructors responsibility:**

The Specialist Instructor is the Site Manager and is responsible for the safety of all participants and staffing whilst canoeing. The Specialist Instructor must be able to respond to canoeing rescue situations at any given time. It is their responsibility to be up to date with current emergency responses and requirements for this role. Staff will operate under ratios 1:12 according to AAS guidelines. Students may be in the water during this activity as part of water play as long as they are wearing PFD's.

### **Pre Activity:**

- Ensure you have a whistle.
- A personal First Aid Kit is strongly recommended.
- Check equipment for any damage, faults or irregularities (PFD's, canoes and paddles).
- Check the water for any notable environmental hazards.
- Meet participants and Assisting Leader in Lake View Lodge or Glamping Village:
- ✓ Ensure that all participants are wearing appropriate clothing (closed toe shoes, pants that can get wet and a weather appropriate clothing – sunscreen, hat, OR warm / waterproof jacket).
- ✓ Make sure you have an accurate head count of all participants and walk the group to Canoe Shed.
- ✓ Identify any weak / non swimmers with the Assisting Leader.



### **Briefing:**

- Welcome participants to the lake.
- If required, address any anxieties or concerns regarding canoeing on CHC Lake – sheltered, calm water; no dangerous animals in or around the lake and using large, stable canoes ideal for beginners.
- Introduce PFD's – discuss their purpose and the need for it to be worn at all times on the water.
  - ✓ Demonstrate and supervise the correct fitting of PFD's.
- Introduce the paddle – explain the different parts of the paddle (T-grip, shaft, blade).
- ✓ Demonstrate correct handling of the paddle, particularly safe T-grip control, explaining the importance of retaining a hold of the T-Grip at all times. Ensure blade is not used as a shovel.
- ✓ Introduce paddling strokes relevant to the participant's prior experiences.
- Introduce the canoe – briefly outline the canoe and its parts to both educate and improve communication on the water.
  - ✓ Demonstrate safe entry and exit from the canoe – paddles in canoe, one person at a time, hands free using the gunnel with a low center of gravity, and moving along the spine of the canoe.
- Discuss participant capsizing response – stay calm / check yourself / check your buddy / grab canoe & locate paddle if you can / await instruction from Specialist Instructor. Assistant Leader to direct other group members to raft up.

- Explain participants are required to wear helmets if intending to stand up. If a participant is not wearing a helmet they must be seated at all times.

#### **During Activity:**

- Establish clear boundaries in the launching phase - have participants raft up at close proximity.
- Specialist Instructor should be the first on the water.
- Whilst rafted up:
  - ✓ Briefly discuss reasons for rafting up.
  - ✓ Introduce whistle as emergency contingent. **If blown** – stop, listen / watch for instruction.
- From here your session should be flexible and relevant to your participant's age and experience and could include: relevant paddling techniques; rafting up / balancing games; tip; races; ball games; etc
- Return to the exit point ensuring you have all participants.

#### **End of Activity:**

- Clean canoes with sponges provided and return to racks - actively manage and ensure correct lifting principles are applied (*refer below*)
- Return all paddles and PFD's to their racks – keep PFD's in sizing order.
- Check all equipment as it is being returned – note / remove any faulty equipment and inform MOO.
- Please ensure you leave adequate time to conduct a quick de-brief. You may focus on skill development, communication, teamwork, water safety, etc. Keep brief, fun and engage the participants - celebrate the successes of individuals and the group.
- Participants may be allowed to return to the Main Building under the supervision of the Assisting Leader.

**NB** – if you have another group to follow, have all canoes ready for the next group. Hang paddles and PFD's and lock canoe shed if you leave it unattended.

#### **Lifting of canoes:** - CHC recommends:

- ✓ 6 participants per canoe @ under 12 yrs
- ✓ 4 participants per canoe @ 12+ yrs
- ✓ 2 capable adults per canoe.
- ✓ Slide off racks; lower to ground; flip to correct orientation; lift and carry to water.
- ✓ Keep backs straight, bend at knees.

#### **Emergency Contingent:**

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

The lakes proximity to the Main Building means communication and support is readily accessible. The Assisting Leader is responsible for First Aid and shall assume primary First Aid responsibilities, however the Specialist Instructor may assume first aid or emergency response in accordance with *Standard of Care and Good Samaritan Laws.*

#### **Weather Conditions:**

Check weather conditions prior to activity. Canoeing may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain.

**CHC trigger points** for cancellation of canoeing are:

- Lightning activity within 10 km of CHC - (30 / 30 Rule): when *under 30 seconds from lightning and its associated thunder clap*, the lake is to be vacated immediately. If unsafe to return to the Canoe Shed, participants are to paddle to land, beach their canoes and make their way to the Main Buildings.
- Wind speed 50+ km/hr: Beaufort Wind Scale Force 6: Strong breeze – large tree branches moving.

This is to be done at the discretion of Manager of Outdoor Operations, Specialist Instructor or CHC Management.



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# Crate Stack

## Specialist Activity Instructor Notes



### Location

Cave Hill Creek's Crate Stack activity is located at the far end (Western End) of the lake. Accessed via the walking track on the Northern side of the lake, follow the walking path past the outdoor pavilion, around the lake and past the bouldering wall. You will then see the High Ropes activity site. The activity utilizes a purpose-built Challenge Ropes course installed by a specialist. Surrounding trees are regularly inspected by arborists.

The Crate Stack element is made up of 2 vertical 15.5m high poles embedded approximately 16 meters apart. At Crate Stack participants are tethered by belay rope through the belay bank, with a belay team wearing harnesses. Crate Stack involves participants working at height above 2m from the ground. All participants wear climbing harnesses and helmets. Non-climbers assist with belaying. Crate stack is led by a single qualified specialist instructor with an assisting leader.



### Responsibility

The Cave Hill Creek appointed Specialist Instructor is responsible for all technical and safety related aspects of the activity whilst at the activity site. This activity involves climbing at height above 2m from the ground therefore Specialist Instructors must be confident in their high ropes training and ability. Crate Stack is led by a single qualified specialist instructor with an assisting adult leader.

### Pre-Activity:

- Ensure activity checks are completed as per the *Activity Checklist*
- Collect all equipment from the Shed. Required for one group:
  - ✓ 16 harnesses
  - ✓ A box of helmets (13 orange, 4 blue, 1 white)
  - ✓ 4 x carabiners
  - ✓ 2 x prussic with carabiners
  - ✓ 2 x ropes
  - ✓ 2 x sets of gloves
  - ✓ 1 rescue kit
- Set up activity and belay system, while physically inspecting and checking all elements in place in the system. Double check all elements of the system. *For more information, see the Activity Set Up Sheet.*
- A personal first aid kit is strongly recommended.
- Instructor must carry a Telstra mobile phone.
- Check participant first aid requirements prior to activity starting and assess their ability to participate.
- Check for medical requirements and ensure relevant medication is present.

### Briefing:

- Welcome participants to site – identify climbing activity and Safe Zone waiting area
- Instruct participants on safety around rope elements – remain in the designated waiting zone away from either element unless directed to assist with belay by instructor; no running; no throwing rocks or sticks.
- Discuss fear and trust – introduce the “Challenge by Choice” philosophy (challenge yourself). Balance this with the need to challenge existing ‘comfort zone’ and fears.
- Instruct participants on correct use and fitting of harness and helmets (Hats, hoods and beanies to be worn over helmets). All participants (including non-climbers) wear climbing helmets. Non-climbers assisting with belaying also wear helmets.
- Ensure that any loose clothing is tucked in, pockets empty, rings and hanging jewelry is removed and long hair tied back.
- Introduce and instruct participants on correct use of carabiners and tri lock carabiner to connect into safety line.
- Explain importance of notifying Specialist Instructor if any equipment is dropped.

- Demonstrate participant entry to activity – ie. approach.
- Introduce and Instruct Belaying technique and explain each belayers role. Belayers pulling rope are required to wear gloves.
- Demonstrate communication between belay team and climbers. Explain the different commands that the participants will use throughout the activity. I.E. “On belay”, “climber ready”, “climbing” and “slack”
- Explain if climbers are ascending to fast the belay team will communicate to the climber to slow down therefore slack rope can be “Taken in”.
- Demonstrate *off-rope* requirements (2 thumbs up and call “SAFE” prior to disengaging from belay).
- Demonstrate the role of the climbers and how to climb the crates using 3 points of contact at all times
- Demonstrate the climber’s assistant to pass up crates to the climber using the pole available. Explain that the climber’s assistant is to step away from the stack once the crate has been handed over to the climber.
- Discuss the importance of crates being stacked away from climbers. When a climber falls it is the climber’s assistant’s responsibility to ensure all crates are returned to the stack before the climber can then commence climbing again.
- Discuss group and personal goal setting, then set a group goal that is challenging yet achievable for ALL participants (ie – everyone to put on harness, helmet. Individuals can set individual goals beyond this).

**During Activity:**

- Ensure that the group in the designated “Safe Zone” waiting area and actively supervised by Assisting Leader.
- Ensure **the primary belay is established and ready under instruction of the Specialist Instructor.**
- Invite 1<sup>st</sup> participant to enter high element activity area
- Ensure attachment points are connected and secure for climbers and belayers prior to climbing.
- Double check – harness, helmet, jewellery, hair and shoes.
- Ensure participants are using calls and commands related to the activity such as “on Belay”, “climber ready”, “climbing”.
- Keep participant on belay at all times until they have reached the highest point, ensuring the descent is controlled and the participant is only taken off belay when they have indicated that they are safe.
- Should a participant leave the area, their harness must be checked for correct fitting by the instructor on their return and prior to climbing.
- Once detached from the climbing rope and belay, participants should walk back to the designated “Safe Zone” area and remain under the supervision of the assistant leader with helmet and harness on.

**If activity site unattended (eg. lunch break, assisting a group):**

- Ensure all ropes are pulled up off the ground and inaccessible.
- Connect ropes to Crates/poles
- Collect and store all harnesses and metal work.
- Remember to check ALL equipment at the recommencement of session.

**End of Activity:**

- Ensure all harnesses are loosened fully and removed – keep them out of the dirt and hang in designated area.
- Ensure all helmets are returned and placed neatly in designated area.
- Ensure all metals (carabiners) are accounted for and in good order.
- Plan time to briefly identify some key moments within the activity that could highlight elements of: goal setting, fear, trust or risk taking in a controlled environment - celebrate the successes of the group.
- Ensure site is clear of all participant belongings prior to their departure.
- Ensure any damaged or unsuitable equipment is tagged, removed from service and the Manager of Outdoor Operations is informed of any equipment concerns.
- The Assistant leader will return with the group to the designated change of activity site with the group once the activity is complete.

**End of the School (ie: Mon-Wed/Wed-Fri)**

Return equipment used to the Shed. Ensure any wet equipment is hung up to dry properly. Record any problems with any equipment in Venuelife, as well as informing the Manager of Outdoor Operations.

**Emergency Contingent:**

The information provided in this card forms part of Cave Hill Creek’s standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

The activity site is approximately 300 meters from the main accommodation. All areas of the site have reliable Telstra mobile service and the Specialist Instructor and assisting leader shall have emergency contacts if assistance is required. The assisting leader is responsible for First Aid and shall assume primary First Aid responsibilities, however the Specialist Instructor may assume first aid or emergency response in accordance with *Standard of Care and Good Samaritan Laws*.

#### **Weather Conditions:**

Crate Stack may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain. This is to be done at the discretion of MOO, Specialist Instructor or CHC Management.

- Wind speed 50+ km/hr: Beaufort Wind Scale Force 6: Strong breeze – large tree branches moving.
- Lightning activity within 10 km of CHC – (30 / 30 Rule): when *under 30 seconds from lightening and its associated thunder clap*, participants are to begin making their way back towards the Main Buildings.

#### **Set Up Instructions**

All Participants in the “Activity Zone” are to wear helmets during the activity. Participants waiting in the “Safety Zone” designated to the sides of the activities may not necessarily be wearing helmets but must remain supervised by assisting staff.

- Thread climbing rope from rear of element up through rope slide at the top of the element and down to belay system. Thread belay system as indicated in image below.

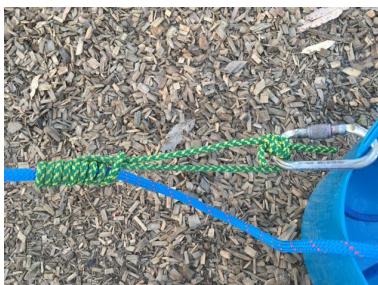
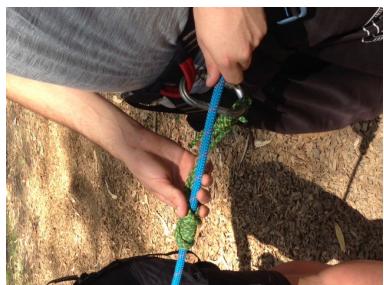


Front



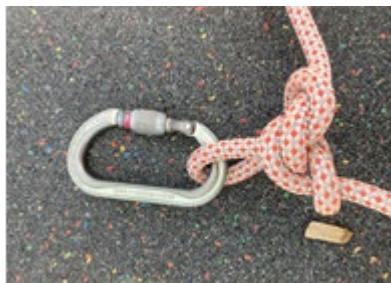
Rear

- 2x ropes (one either side of centre bar) may belay off a single anchor embedded into the ground.
- Have approx. 2-3 m of rope after the anchor before threading a prussic into the system and collecting rope into tubs.



(note the second image is for demonstration only the carabiner will always be attached to a belayers harness)

- Participant climber must be harnessed in a chest harness and tied in using a rethreaded figure eight on a tri lock carabineer and alpine butterfly with a screw gate carabineer.



- Specialist Instructor to instruct Crate Stack according to the briefing notes below that clarify their role, the role of the assistant leaders and participants before proceeding with the activity. Constantly monitor the belay during the climb.
- The specialist instructor may not necessarily be included in the system. Due to the nature of the fixed Bollard Belay system all rescues will be conducted from the ground. The instructor is able to tie in and take control of the belaying process using a second prussic if necessary.

## Set Up Technical Specifications and additional information

### **Crate stack apparatus:**

The Crate stack apparatus is essentially a shear reduction device fixed in one position mounted to a critical cable between two 15.5 metre vertical posts that are approximately 16 metres apart. The course structure is guyed with wire rope guy cables that are anchored into a concrete block with a U-shaped galvanised steel anchor.

Below the shear reduction, a flat area can be created using either level ground, or a removable platform to commence the crate stack. The Shear reduction device is designed to support a single climber being belayed with an assisted belay, and exerting a reaction force onto the Shear reduction device.

For the crate stack, a belay bank is provided. Assisted belaying is achieved by installing the belay rope using the mouse cords, then loading the belay bank and creating a suitable amount of friction. The belay rope **must** be loaded with at least one threading between the two bollards. A separate rope is required for each crate stack element.

For this activity, simplistically this load can be calculated vertically down at the Shear reduction block by doubling the weight of the climber then converting weight to tension (ie 1 kilogram = 0.00981 Kn)

Where a harness-based belay is used, the belayer will generally be directly below the climber and this loading will hold to be true.

Assuming that the installed belay bank is used, there is an angle change for the belay rope where it attends each Shear reduction device. This angle change improves (reduces) the actual load applied at the cable by a fall where climber is suspended off the ground wholly by the belay system, so the calculated load of twice the climber's weight can be considered to be the maximum loading.

### **Weight limit:**

Weight limit should be set at the maximum weight for the harness being used – or at 135 Kilograms whichever is the lower.

### **Backup loops:**

At the access pole, a shear reduction is installed at the pole top, suitably backed up, and with an access string (mousing cord or P cord) installed. By attaching the string to the belay rope provided, the belay rope can be installed from ground. Belaying can be achieved from the harness of the assistant in a suitable manner, and with a belay system suited to the age and experience of the belayer.

### **Belay Banks/Bollards:**

Belay Banks are made from 150 Universal Column (UC) embedded in a 600 mm diameter hole approximately 1500 mm deep, and of a volume approximately .5 cubic metres filled with 25mpa, 14mm aggregate concrete. Across the base of the column, holding bars are welded for concrete to adhere to. The approximate weight of concrete in each hole is 1.0 tonne, and the steel structure itself weighs approximately 60kg

### **Mousing cords (lazy line, P cord):**

Are installed through each shear reduction device and allow belay rope to be drawn through simply from ground. It is recommended a hole be bored through the end of each belay rope across the rope at 15 mm distance from the end through which the mousing cord can be tied to ensure a simple setup. A hot nail can be used with care to create this hole. Do not drop the line during installation or pack up as it will take quite a long time to climb the element and reinstall the line. Lines are secured at each post with a bull horn created from 2 x 100 mm galvanised bugle batten screws.



LIVE THE OUTDOORS

# Giant's Ladder

## Specialist Activity Instructor Notes



### Location

The Giant's Ladder Specialist Instructor will meet the group near the Lake View Lodge or The Glamping Village. Cave Hill Creek's Giant's Ladder is located at the far end (Western end) of the lake past the bike shed. Accessed via the walking track on the Northern side of the lake, walk down the path past the pavilion, around the lake and past the bouldering wall where you will then see the Giant's Ladder.

Cave Hill Creek's Giant's Ladder element is made up of 13 Horizontal rungs between 2 vertical 15.5m high poles embedded approximately 5 meters apart. This activity involves participants working at height > 2m from the ground. All participants wear climbing harnesses and helmets. Climbers are tethered to a belay rope that is threaded through a belay bank. Non-climbers assist with belaying. Giant's Ladder is led by a single qualified specialist instructor with an assisting leader.

### Responsibility

The Cave Hill Creek appointed Specialist Instructor is responsible for the technical and safety related aspects of the activity whilst at the activity site. This activity involves climbing at height > 2m from the ground therefore Specialist Instructors must be confident in their formal high ropes training and ability. This must be led by a single qualified specialist instructor with an assisting adult leader.

### Pre-Activity:

- Ensure activity checks are completed as per *Activity Checklist*
- Collect all equipment from the Shed. Required for one group:
  - ✓ 16 harnesses (Includes a blue XL harness)
  - ✓ 2 boxes of helmets (15 Blue, 3 white)
  - ✓ 1 box of ropes and hardware
    - 2 ropes, 2 screw gate carabiners, 4 Tri Lock carabiners
    - 2 sets of gloves, 1 rescue kit
- Set up activity and belay system, while physically inspecting and checking all elements in place in the system. Double check all elements of the system. For more information, see *Activity Set Up Sheet*.
- A personal first aid kit is strongly recommended
- Instructor must carry a Telstra mobile phone.
- Check Participant first aid requirements prior to activity starting and assess their ability to participate.

### Briefing:

- Welcome participants to site – identify climbing activity and Safe Zone waiting area
- Instruct participants on safety around rope elements – remain in the designated waiting zone away from the element unless directed to assist with belay by instructor; no running; no throwing rocks or sticks.
- Discuss fear and trust – introduce the “Challenge by Choice” philosophy (challenge yourself). Balance this with the need to challenge existing ‘comfort zone’ and fears.
- Instruct participants on correct use and fitting of harness and helmets (Hats, hoods and beanies to be worn over helmets). All participants (including non-climbers) wear climbing helmets.
- Ensure that any loose clothing is tucked in, pockets empty, rings and hanging jewellery is removed and long hair tied back.
- Introduce and instruct participants on correct use of Tri Lock carabiner to connect into safety line. Explain to participants importance of notifying Specialist Instructor if any equipment is dropped.
- Introduce Belaying technique and explain each belayers role. Belayers pulling rope are required to wear gloves.
- Demonstrate participant entry to activity – i.e. approach.
- Explain the importance of participants **not** holding onto any cables. And only holding onto the rope if instructed to.
- Explain if climbers are ascending too fast the belay team will communicate to the climber to slow down therefore slack rope can be “Taken in”.
- Demonstrate *off-rope* requirements (2 thumbs up and call “SAFE” prior to disengaging from belay).

- Demonstrate communication between belay team and climbers. Explain the different commands that the participants will use throughout the activity. I.E. “On belay”, “climber ready”, “climbing” and “slack”
- Discuss group and personal goal setting, then set a group goal that is challenging yet achievable for ALL participants (i.e. – everyone to put on harness, helmet. Individuals can set individual goals beyond this).

#### **During Activity:**

- Ensure that the group in the designated “Safe Zone” waiting area and actively supervised by Assisting Leader.
- **Ensure the primary belay is established and ready under instruction of the Specialist Instructor**
- Invite 1<sup>st</sup> participants to enter high element activity area – ensure safety line is attached correctly prior to participants beginning to climb.
- Ensure both carabiners are attached to participant prior to climbing.
- Double check – harness, helmet, jewellery, hair and shoes.
- Ensure participant understands calls and commands related to the activity such as “on belay”, “climber ready”, “climbing”.
- Keep participant on belay at all times until they have reached the highest point and ensure the descent is controlled and only taken off belay when the climber has indicated that they are safe.
- Should a participant leave the area, their harness must be checked for correct fitting by the instructor on their return and prior to climbing.
- Once detached from the climbing rope and belay, participants should walk back to the designated “Safe Zone” area and remain under the supervision of the assistant leader with helmet on.

#### **If activity site unattended (e.g. lunch break, assisting a group):**

- Ensure all ropes are pulled up off the ground and inaccessible.
- Collect and store all harnesses and metal work.
- Remember to check ALL equipment at the recommencement of session.

#### **End of Activity:**

- Ensure all harnesses are loosened fully and removed – keep them out of the dirt and hang in designated area.
- Ensure all helmets are returned and placed neatly in designated area.
- Ensure all metals (carabiners) are accounted for and in good order.
- Plan time to briefly identify some key moments within the activity that could highlight elements of: goal setting, fear, trust or risk taking in a controlled environment - celebrate the successes of the group.
- Ensure site is clear of all participant belongings prior to their departure.
- Ensure any damaged or unsuitable equipment is tagged, removed from service and the Manager of Outdoor Operations is informed of any equipment concerns.
- The Assistant leader will return with the group to the designated change of activity site with the group once the activity is complete.

#### **End of the School / Group (i.e.: Mon-Wed/Wed-Fri)**

Return equipment used to the Shed. Ensure any wet equipment is hung up to dry properly. Record any problems with any equipment in Gear Log, as well as informing the Manager of Outdoor Operations.

#### **Emergency Contingent:**

The information provided in this card forms part of Cave Hill Creek’s standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

The activity site is approximately 300 metres from the main accommodation. All areas of the site have reliable Telstra mobile service and the Specialist Instructor and assisting leader shall have emergency contacts if assistance is required. The assisting leader is responsible for First Aid and shall assume primary First Aid responsibilities, however the Specialist Instructor may assume first aid or emergency response if necessitated.

#### **Weather Conditions:**

Giant’s Ladder may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain. This is to be done at the discretion of MOO, Specialist Instructor or CHC Management.

- Wind speed 50+ km/hr: Beaufort Wind Scale Force 6: Strong breeze – large tree branches moving.
- Lightning activity within 10 km of CHC – (30 / 30 Rule): when *under 30 seconds from lightening and its associated thunder clap*, participants are to begin making their way back towards the Main Buildings.

## Set Up Instructions

All Participants in the “Activity Zone” are to wear helmets during the activity. Participants waiting in the “Safety Zone” designated to the sides of the activities may not necessarily be wearing helmets but must remain supervised by assisting staff.

- Thread climbing rope from rear of element up through rope slide at the top of the element and down to belay system. Thread belay system as indicated in image below.

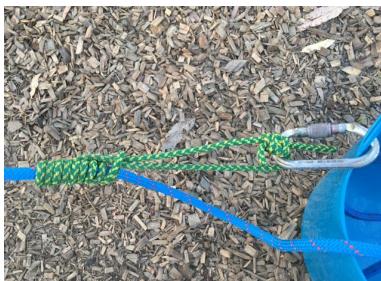
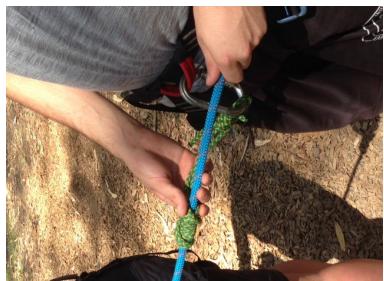


Front



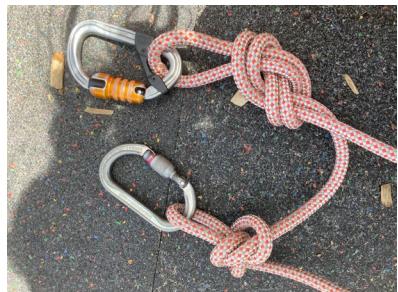
Rear

- 2x ropes (one either side of centre bar) may belay off a single anchor embedded into the ground.
- Have approx. 2-3 m of rope after the anchor before threading a prusick (classic) into the system and collecting rope into tubs.



(note the second image is for demonstration only the carabiner will always be attached to a belayers harness)

- Participant climber must be harnessed in a chest harness and attached using two tri lock carabiners, one on a rethread figure 8, the other on an alpine butterfly.
- Specialist Instructor to instruct each element according to the briefing notes below clarify their role and the role of the assistant and participants before proceeding with the activity of the belay in their role and monitor constantly during climb.
- A Cave Hill Creek specialist instructor may not necessarily be included in the system. Due to the nature of the fixed Bollard Belay system all rescues will be conducted from the ground. Should a rescue at height be required on the Giant’s ladder (unlikely) the second person on the activity is to be lowered immediately and the Specialist Instructor to lower the rescued party from the ground. The instructor is able to tie in and take control of the belaying process using a second prusick if necessary.



## Set Up

### Technical Specifications and additional information

#### **Giant's Ladder Apparatus:**

The Giant's Ladder is installed on 2 poles approximately 5 metres apart. The Giant's ladder has a pair of vertical cables supporting 10 horizontal rungs, constructed of 125 mm diameter x 3500 mm wide treated pine logs. Logs are treated with ACQ Eco-safe treatment.

Cables are terminated at height as for a critical line (i.e. double ferrule swaged termination, with a backup loop installed). Rungs are threaded on to the cabling, and secured in position with a pair of 10 mm wire rope grips below each end of each rung. Below the 10 topmost rungs, sets of 3 horizontal half width rungs are installed in such a way as to be removable for security.

Across the base of the rung system, a horizontal cable is set approximately 150 mm above dry ground level, with 4 rigging points installed to affix the lower end of the rung systems for stability. Once grass is removed and soft fall installed the horizontal cable will rest at the level of the soft fall, and should pose no trip hazard.

Activity equipment is designed for a maximum of 2 users at any time, with a weight limit of 120 Kg per participant. The equipment is also designed to be suitable for a rescuer to attend a participant who may require assistance. Normally this would be achieved by lowering one climber and making use of the second belay rope for the rescuer. In an extreme case where both climbers require assistance, a rescuer can access the high point via the belayed staple climb, and create a temporary belay on the critical line at any point across the critical line.

For the Giant's Ladder, simplistically this load can be calculated vertically down at the Shear reduction block by doubling the weight of the climber then converting weight to tension (ie 1 kilogram = 0.00981 Kn)

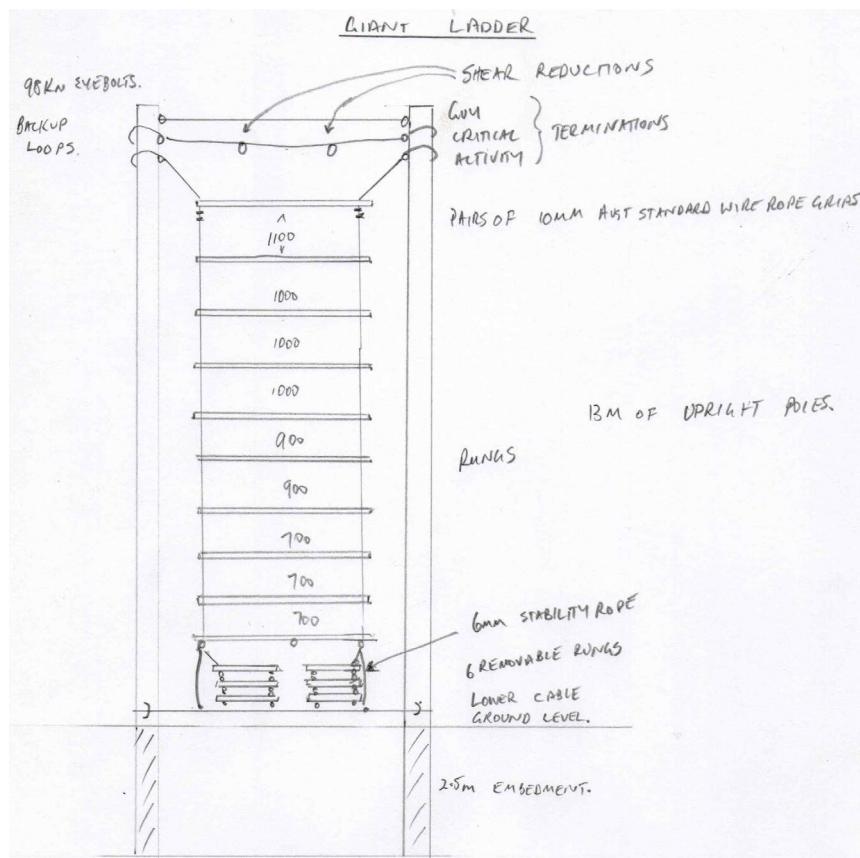
For the Giant's Ladder, a belay bank is provided. Assisted belaying is achieved by installing the belay rope using the mouse cords, then loading the belay bank and creating a suitable amount of friction. The belay rope **must** be loaded with at least one threading between the two bollards. A separate rope is required for each Shear Reduction device.

Where a harness-based belay is used, the belayer will generally be directly below the climber and this loading will hold to be true.

Assuming that the installed belay bank is used, there is an angle change for the belay rope where it attends each shear reduction device. This angle change improves (reduces) the actual load applied at the cable by a fall where climber is suspended off the ground wholly by the belay system, so the calculated load of twice the climber's weight can be considered to be the maximum loading.

#### **Weight limit:**

Weight limit should be set at the maximum weight for the harness being used – or at 120 Kilograms whichever is the lower.



### **Critical line**

A 12 mm critical line is set as a critical line, (ie double ferrule swaged termination, with a backup loop installed) with fixed placement of 2 shear reduction devices at height. Mousing cord is installed, to facilitate the installation from ground of belay ropes.

### **Backup loops:**

Weight bearing installations at height each have a backup loop installed as do critical installations. The backup loop surrounds the Pole where each Eye bolt is installed. The loop forms a visible and inspectable component of the installation. It protects the installation should the pole split sufficiently for a bolt to slide through the split, and it protects the installation should a bolt fail inside the pole where it is installed.

### **Belay Banks/Bollards:**

Belay Banks are made from 150 Universal Column (UC) embedded in a 600 mm diameter hole approximately 1500 mm deep, and of a volume approximately .45 cubic metre and filled with 25mpa, 14mm aggregate concrete. Across the base of the column, holding bars are welded for concrete to adhere to. The approximate weight of concrete in each hole is 1.0 tonne, and the steel structure itself weighs approximately 60 Kg.

The belay bank has two bollards welded on either side, with a holding plate also attached outside the bollards. Importantly when loading the rope into the belay bank, each side is for one rope, and each rope must be loaded at least once through the gap between the two bollards.

A suitable amount of friction can be created by adding more or less turns about one or both bollards. Belay ropes can be managed by as few as one person per belay rope or by an entire group. Factors determining the method for belay include the competence of the belayer(s), age of the belayer(s), learning outcomes desired, simplicity of operation.



LIVE THE OUTDOORS

# Possum Glider

## Specialist Activity Instructor Notes



Cave Hill Creek's Possum Glider activity is located at the far end (Western End) of the lake. Accessed via the walking track on the Northern side of the lake, walk down the path past the outdoor pavilion, around the lake and past bouldering wall, where you will then see the Possum Glider activity site. The activity utilizes a purpose-built Challenge Ropes course installed by a specialist. Surrounding trees are regularly inspected by arborists.

The Possum Glider element is made up of 2 vertical 15.5m high poles embedded approximately 16 meters apart. At the Possum Glider, participants are tethered by belay rope through a critical line pulley with a belay team wearing harnesses. This activity involves participants working at height above 2m from the ground. All participants wear climbing harnesses and helmets where non-climbers assist with belaying. The Possum Glider is led by a single qualified specialist instructor with an assisting adult leader.

### **Responsibility**

The Cave Hill Creek appointed Specialist Instructor is responsible for the technical and safety related aspects of the activity whilst at the activity site. This activity involves climbing at height above 2m from the ground therefore Specialist Instructors must be confident in their high ropes training and ability.

### **Pre-Activity:**

- Ensure activity checks are completed as per *Activity Checklist*
- Collect all equipment from the Shed. Required for one group:
  - ✓ 16 harnesses (Including 1 blue adult harness)
  - ✓ A box of helmets (13 orange, 4 blue, 1 white)
  - ✓ 10 x screw gate carabiners
  - ✓ 1 x rope
  - ✓ 1 x rescue kit
  - ✓ 2 cones
- Set up activity and belay system, while physically inspecting and checking all elements in place in the system. Double check all elements of the system. *For more information, see Activity Set Up Sheet.*
- A personal first aid kit is strongly recommended
- Instructor must carry a Telstra mobile phone.
- Check Participant first aid requirements prior to activity starting and assess their ability to participate.

### **Briefing:**

- Welcome participants to site – identify climbing activity and Safe Zone waiting area
- Instruct participants on safety around rope elements – remain in the designated waiting zone away from either element unless directed to assist with belay by instructor; no running; no throwing rocks or sticks.
- Discuss fear and trust – introduce the “Challenge by Choice” philosophy (challenge yourself). Balance this with the need to challenge existing ‘comfort zone’ and fears.
- Instruct participants on correct use and fitting of harness and helmets (hats, hoods, beanies to be worn over helmets). All participants (including non-climbers) wear climbing helmets. Non-climbers assisting with belaying also wear helmets and harnesses.
- Ensure that any loose clothing is tucked in, pockets empty, rings and hanging jewelry is removed and long hair tied back.
- Introduce and instruct participants on correct use of Tri-Lock carabineer to connect into safety line.
- Explain importance of notifying Specialist Instructor if any equipment is dropped.
- Demonstrate participant entry to activity – i.e., approach.
- Demonstrate *off-rope* requirements (2 thumbs up and call “SAFE” prior to disengaging from belay).
- Demonstrate communication between belay and climbers

- Demonstrate the role of the rider (Possum) and identify where the rider is to stand which is marked by 2 cones. Each cone represents a starting point for the possum, where the further cone will generate more swing.
- Demonstrate the roll of the Haulers (belay team) ensuring the haulers are instructed on the correct technique to pull the rope e.g., walking, backwards facing the possum, no hands near carabiners or entangled within rope etc.
- Position the Possum and the Haulers in their designated positions. Communicate where the Haulers need to stop as to make sure the Possum is not pulled into the pulley.
- Discuss that on the instructor's command of "GLIDE" the Possum will walk in the direction of the Haulers and the Haulers walk in the opposite direction. The Haulers stop at a demonstrated designated point so the possum is not pulled into the pulley.
- Discuss that Haulers can move back and forth 1-2 metres once to allow the Possum more swing.
- Ensure the Haulers on the command of the instructor slowly lower the Possum to the ground ensuring a controlled descent. And explain the importance to the Possum of bending their knees and prepare for landing.
- Discuss group and personal goal setting, then set a group goal that is challenging yet achievable for ALL participants (i.e. – everyone to put on harness, helmet. Individuals can set individual goals beyond this).

**During Activity:**

- Ensure that the group in the designated "Safe Zone" waiting area and actively supervised by Assisting Leader.
- **Ensure the primary belay is established and ready under instruction of the Specialist Instructor.**
- Invite 1<sup>st</sup> participant to enter high element activity area
- Ensure attachment points are connected and secure for climbers and belayers prior to climbing.
- Double check – harness, helmet, jewelry, hair and shoes.
- Ensure participant understands calls and commands related to the activity such as "on Belay", "Possum ready", "Ready".
- Keep participant on belay at all times until they have reached the highest point, ensuring the descent is controlled and only taking the participant off belay when they have indicated that they are safe. Participants to have 2-3 consecutive attempts.
- Should a participant leave the area, their harness must be checked for correct fitting by the instructor on their return and prior to climbing.
- Once detached from the climbing rope and belay, participants should walk back to the designated "Safe Zone" area and remain under the supervision of the assistant leader with helmet and harness on.

**If activity site unattended (e.g. lunch break, assisting a group):**

- Ensure all ropes are pulled up off the ground and inaccessible.
- Connect ropes to poles
- Collect and store all harnesses and metal work.
- Remember to check ALL equipment at the recommencement of session.

**End of Activity:**

- Ensure all harnesses are loosened fully and removed – keep them out of the dirt and hang in designated area.
- Ensure all helmets are returned and placed neatly in designated area.
- Ensure all metals (carabiners) are accounted for and in good order.
- Plan time to briefly identify some key moments within the activity that could highlight elements of: goal setting, fear, trust or risk taking in a controlled environment - celebrate the successes of the group.
- Ensure site is clear of all participant belongings prior to their departure.
- Ensure any damaged or unsuitable equipment is tagged, removed from service and the Manager of Outdoor Operations is informed of any equipment concerns.
- The Assistant leader will return with the group to the designated change of activity site with the group once the activity is complete.

**End of the School (i.e.: Mon-Wed/Wed-Fri)**

Return equipment used to the Shed. Ensure any wet equipment is hung up to dry properly. Record any problems with any equipment in Venuelife, as well as informing the Manager of Outdoor Operations.

### **Emergency Contingent:**

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

The activity site is approximately 300 meters from the main accommodation. All areas of the site have reliable Telstra mobile service and the Specialist Instructor and assisting leader shall have emergency contacts if assistance is required. The assisting leader is responsible for First Aid and shall assume primary First Aid responsibilities, however the Specialist Instructor may assume first aid or emergency response in accordance with *Standard of Care and Good Samaritan Laws*.

### **Weather Conditions:**

The Possum Glider may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain. This is to be done at the discretion of MOO, Specialist Instructor or CHC Management.

- Wind speed 50+ km/hr: Beaufort Wind Scale Force 6: Strong breeze – large tree branches moving.
- Lightning activity within 10 km of CHC – (30 / 30 Rule): when *under 30 seconds from lightening and its associated thunder clap*, participants are to begin making their way back towards the Main Buildings.

### **Set Up**

### **Technical Specifications and additional information**

#### **Possum Glider apparatus:**

The Possum Glider apparatus is essentially a pulley device fixed in one position mounted to a critical cable between two 15.5-metre-high vertical posts that are approximately 16 metres apart. The course structure is guyed with wire rope guy cables that are anchored into a concrete block with a U-shaped galvanised steel anchor.

Below the pulley is a runway for participants to run along safely (soft fall mulch). The Pulley device is designed to support a single climber being belayed with an assisted belay, and exerting a reaction force onto the Pulley device.

Assisted belaying is achieved by installing the belay rope using the mouse cords, then tying 10 anchor loops along the belay rope that are then connected to Haulers via their harness loop.

For this activity, simplistically this load can be calculated vertically down at the Shear reduction block by doubling the weight of the climber then converting weight to tension (ie 1 kilogram = 0.00981 Kn)

Where a harness-based belay is used, the belayer will generally be directly below the climber and this loading will hold to be true.

#### **Weight limit:**

Weight limit should be set at the maximum weight for the harness being used – or at 135 Kilograms whichever is the lower.

#### **Backup loops:**

At the access pole, a shear reduction is installed at the pole top, suitably backed up, and with an access string (mousing cord or P cord) installed. By attaching the string to the belay rope provided, the belay rope can be installed from ground. Belaying can be achieved from the harness of the assistant in a suitable manner, and with a belay system suited to the age and experience of the belayer.

#### **Mousing cords (lazy line, P cord):**

Are installed through each shear reduction device and allow belay rope to be drawn through simply from ground. It is recommended a hole be bored through the end of each belay rope across the rope at 15 mm distance from the end through which the mousing cord can be tied to ensure a simple setup. A hot nail can be used with care to create this hole. Do not drop the line during installation or pack up as it will take quite a long time to climb the element and reinstall the line. Lines are secured at each post with a bull horn created from 2 x 100 mm galvanised bugle batten screws.

## Set Up Instructions

- Tie the belay rope to the Mousing cord and thread through the pulley, and then down to the re-directional Pulley as indicated below.



- Once threaded through the re-directional pulley on the ground, tie 10 Alpine Butterfly knots on the belay rope 1.5 metres apart. A stop is created using an Alpine Butterfly and Rubber toy, this is tied onto the belay rope 1.5 metres above the Climbers Tie-In point. As can be seen below.



- Participant climber must be harnessed in a chest harness and tied in using a rethreaded figure eight on a tri lock carabineer and alpine butterfly with a screw gate carabineer.





LIVE THE OUTDOORS

# Vertical Challenge

## Specialist Activity Instructor Notes



### Location

Your Vertical Challenge Specialist Instructor will meet you near the Lake View Lodge or The Glamping Village. Cave Hill Creek's Vertical Challenge is located at the far end (Western End) of the lake past the bike shed. Accessed via the walking track on the Northern side of the lake, walk down the path past the outdoor pavilion, around the lake and past the bouldering wall where you will then see the Giants Ladder.

A purpose-built Challenge Ropes course installed by a specialist made up of 2 vertical 15.5m high poles embedded approximately 4.5 metres apart. A rope ladder, tyre climb, cargo net and climbing wall make up the four elements of the Vertical Challenge. This activity involves participants working at height above 2m from the ground. All participants wear climbing harnesses and helmets. Climbers are tethered to a belay rope that is threaded through a belay bank. Non-climbers assist with belaying. The Vertical Challenge is led by a single qualified specialist instructor with an assisting leader.

### Responsibility

The Cave Hill Creek appointed Specialist Instructor is responsible for the technical and safety related aspects of the activity whilst at the activity site. This activity involves climbing at height above 2m from the ground therefore Specialist Instructors must be confident in their high ropes training and ability. This must be led by a single qualified specialist instructor with an assisting adult leader.

### Pre-Activity:

- Ensure activity checks are completed as per *Activity Checklist*
- Collect all equipment from the Shed. Required for one group:
  - ✓ 16 harnesses (Includes a blue XL harness)
  - ✓ 2 boxes of helmets (15 white s/m, 3 white m/l)
  - ✓ 1 box of ropes and hardware
    - 2 ropes, 2 screw gate carabiners, 4 Tri Lock carabiners
    - 2 sets of gloves, 1 rescue kit
- Set up activity and belay system, while physically inspecting and checking all elements in place in the system. Double check all elements of the system. *For more information, see Activity Set Up Sheet.*
- A personal first aid kit is strongly recommended
- Instructor must carry a Telstra mobile phone.
- Check Participant first aid requirements prior to activity starting and assess their ability to participate.

### Briefing:

- Welcome participants to site – identify climbing activity and Safe Zone waiting area
- Instruct participants on safety around rope elements – remain in the designated waiting zone away from the element unless directed to assist with belay by instructor; no running; no throwing rocks or sticks.
- Discuss fear and trust – introduce the “Challenge by Choice” philosophy (challenge yourself). Balance this with the need to challenge existing ‘comfort zone’ and fears.
- Instruct participants on correct use and fitting of harness and helmets (Hats, hoods and beanies to be worn over helmets). All participants (including non-climbers) wear climbing helmets.
- Ensure that any loose clothing is tucked in, pockets empty, rings and hanging jewellery is removed and long hair tied back.
- Introduce and instruct participants on correct use of Tri Lock carabiner to connect into safety line. Explain importance of notifying Specialist Instructor if any equipment is dropped.
- Introduce Belaying technique and explain each belayers role. Primary belayers pulling rope are recommended to wear gloves.
- Demonstrate participant entry to activity – i.e. approach.
- Explain the importance of participants **not** holding onto any cables and only holding onto the rope if instructed.
- Explain if climbers are ascending to fast the belay team will communicate to the climber to slow down therefore slack rope can be “Taken in”.

- Demonstrate *off-rope* requirements (2 thumbs up and call “SAFE” prior to disengaging from belay).
- Demonstrate communication between belay team and climbers. Explain the different commands that the participants will use throughout the activity. I.e. “On belay”, “climber ready”, “climbing” and “slack”
- Discuss group and personal goal setting, then set a group goal that is challenging yet achievable for ALL participants (i.e. – everyone to put on harness, helmet. Individuals can set individual goals beyond this).

**During Activity:**

- Ensure that the group in the designated “Safe Zone” waiting area and actively supervised by Assisting Leader.
- **Ensure the primary belay is established and ready under instruction of the Specialist Instructor**
- Invite 1<sup>st</sup> participants to enter high element activity area – ensure safety line is attached correctly prior to participants beginning to climb.
- Ensure both carabiners are attached to participant prior to climbing.
- Double check – harness, helmet, jewellery, hair and shoes.
- Ensure participant understands calls and commands related to the activity such as “on belay”, “climber ready”, “climbing”.
- Keep participant on belay at all times until they have reached the highest point and ensure the descent is controlled and only taken off belay when the climber has indicated that they are safe.
- Should a participant leave the area, their harness must be checked for correct fitting by the instructor on their return and prior to climbing.
- Once detached from the climbing rope and belay, participants should walk back to the designated “Safe Zone” area and remain under the supervision of the assistant leader with helmet on.

**If activity site unattended (e.g. lunch break, assisting a group):**

- Ensure all ropes are pulled up off the ground and inaccessible.
- Collect and store all harnesses and metal work.
- Remember to check ALL equipment at the commencement of session.

**End of Activity:**

- Ensure all harnesses are loosened fully and removed – keep them out of the dirt and hang in designated area.
- Ensure all helmets are returned and placed neatly in designated area.
- Ensure all metals (carabiners) are accounted for and in good order.
- Plan time to briefly identify some key moments within the activity that could highlight elements of: goal setting, fear, trust or risk taking in a controlled environment - celebrate the successes of the group.
- Ensure site is clear of all participant belongings prior to their departure.
- Ensure any damaged or unsuitable equipment is tagged, removed from service and the Manager of Outdoor Operations is informed of any equipment concerns.
- The Assistant leader will return with the group to the designated change of activity site with the group once the activity is complete.

**End of the school or group stay (i.e.: Mon-Wed/Wed-Fri)**

Return equipment used to the Shed. Ensure any wet equipment is hung up to dry properly. Record any problems with any equipment in Gear log, as well as informing the Manager of Outdoor Operations.

**Emergency Contingent:**

The information provided in this card forms part of Cave Hill Creek’s standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

The activity site is approximately 300 meters from the main accommodation. All areas of the site have reliable Telstra mobile service and the Specialist Instructor and assisting leader shall have emergency contacts if assistance is required. The assisting leader is responsible for First Aid and shall assume primary First Aid responsibilities, however the Specialist Instructor may assume first aid or emergency response as necessary.

**Weather Conditions:**

Vertical Challenge may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain. This is to be done at the discretion of MOO, Specialist Instructor or CHC Management.

- Wind speed 50+ km/hr: Beaufort Wind Scale Force 6: Strong breeze – large tree branches moving.
- Lightning activity within 10 km of CHC – (30 / 30 Rule): when *under 30 seconds from lightning and its associated thunder clap*, participants to begin making their way back towards the accommodation buildings.

## Set Up Instructions

All Participants in the “Activity Zone” are to wear helmets during the activity. Participants waiting in the “Safety Zone” designated to the sides of the activities may not necessarily be wearing helmets but must remain supervised by assisting staff.

- Thread climbing rope from rear of element up through rope slide at the top of the element and down to belay system. Thread belay system as indicated in image below.



Front



Rear

- 2x ropes (one either side of centre bar) may belay off a single anchor embedded into the ground.
- Have approx. 2-3 m of rope after the anchor before threading a prusick (classic) into the system and collecting rope into tubs.



*(note the second image is for demonstration only the carabiner will always be attached to a belayers harness)*

- Participant climber must be harnessed in a chest harness and attached using two tri lock carabiners, one on a rethread figure 8, the other on an alpine butterfly.
- Specialist Instructor to instruct each element according to the briefing notes below clarify their role and the role of the assistant and participants before proceeding with the activity of the belay in their role and monitor constantly during climb.
- A Cave Hill Creek specialist instructor may not necessarily be included in the system. Due to the nature of the fixed Bollard Belay system all rescues will be conducted from the ground. Should a rescue at height be required on the Vertical Challenge (unlikely) the second person on the activity is to be lowered immediately and the Specialist instructor to lower the rescued party from the ground. The instructor is able to tie in and take control of the belaying process using a second prusick if necessary.



## Set Up

### Technical Specifications and additional information

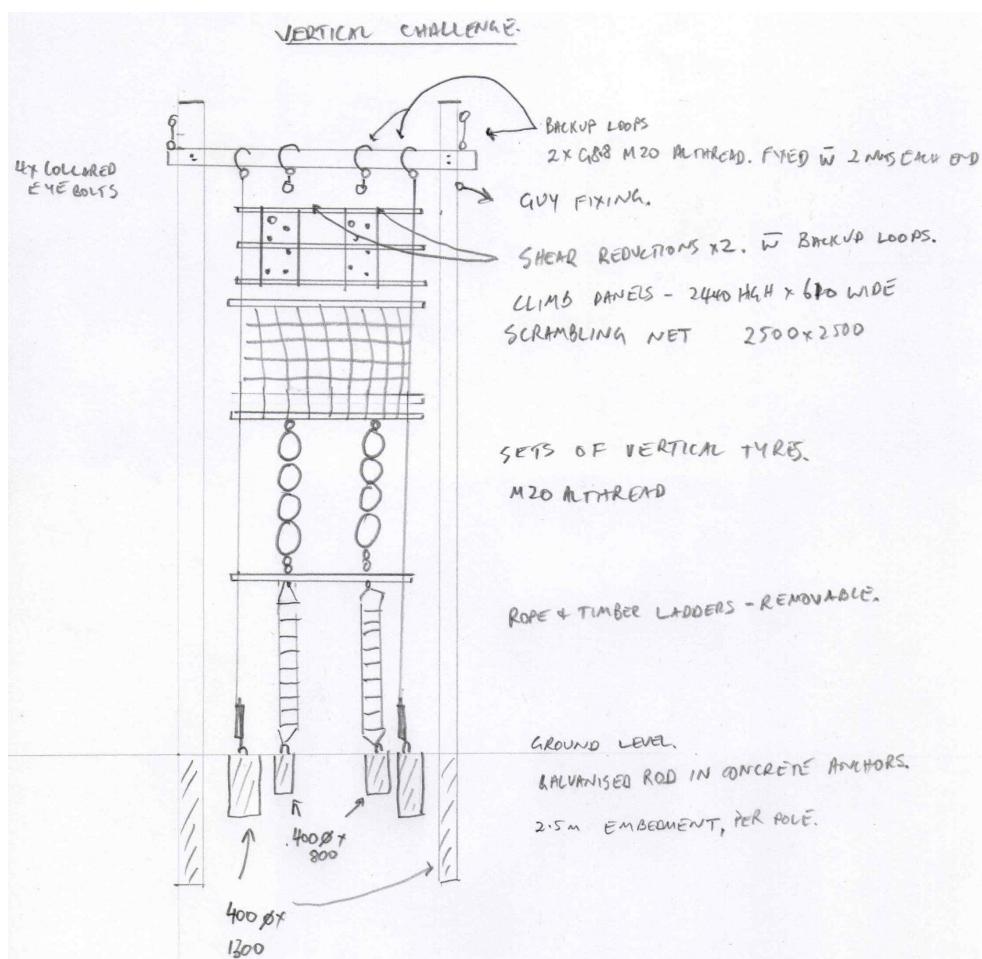
**Vertical Challenge Apparatus:** Set horizontally across the final 2 poles in the line, is a section of 200 PFC (weighing approximately 23Kg per metre). The section is oriented vertically with the flat side set against the poles, and attached with 2 through bolts at each end, in grade 8.8 M20 galvanized threaded rod, attached at each end with 2 nuts, and suitable washers.

A collared eye bolt is installed in the top of each end, and cabled to a 98Kn eye bolt in the pole. This backup cable assembly does not carry load and is installed purely as a backup. The drawing pictured below shows the measurements and attachment for the 2 vertical activity cables, on which the climbing infrastructure is attached. Twin ferrule thimble eyes are joined to the collared eye bolts fixed to the beams lower flange. Spring washers and structural grade 8.8 nuts are used to secure these assemblies. Each assembly has a basket configuration backup loop carried over the entire PFC beam, installed into the thimble eye. This backup cable assembly does not carry load and is installed purely as a backup.

The Drawing also shows the measurements and attachment for the 2 central shear reduction devices installed to reeve the belay rope through. These shear reductions are joined to the collared eye bolts fixed to the beams lower flange with 2 tonne rated screw pin bow shackles, tool tightened and fixed closed with a mousing ring. Spring washers and structural grade 8.8 nuts are used to secure these assemblies. Each assembly has a basket configuration backup loop carried over the entire PFC beam, installed into the thimble eye. This backup cable assembly does not carry load and is installed purely as a backup.

The activity set consists of the following elements:

- A pair of 600 mm wide x 2400 mm high climbing wall, in 18mm marine ply painted and sanded on the climbing surface, with resin climb holds fixed on with stainless hardware
- A 2500 x 2500 scramble net.
- A pair of sets of 4 tyres fixed to each other, and suspended with a M20 through bolt of threaded rod.
- A pair of small handmade rope and timber rung ladders, removable for security purposes.



Below the activity cabling, concrete and galvanized rod anchors are installed to secure the activity cables to ground (via M16 Grade P locking turnbuckles) Below the handmade ladders, smaller concrete and galvanized rod anchors are installed to secure the lower end of the handmade ladders during operation.

**Maximum Weight:**

Activity equipment is designed for a maximum of 2 users at any time, with a weight limit of 120 Kg per participant. The equipment is also designed to be suitable for a rescuer to attend a participant who may require assistance.

**Belay Banks:**

Belay Banks are made from 150 Universal Column (UC) embedded in a 600 mm diameter hole approximately 1500 mm deep, and of a volume approximately .45 cubic metre and filled with 25mpa, 14mm aggregate concrete. Across the base of the column, holding bars are welded for concrete to adhere to. The approximate weight of concrete in each hole is 1.0 tonne, and the steel structure itself weighs approximately 60 Kg.

The belay bank has two bollards welded on either side, with a holding plate also attached outside the bollards. Importantly when loading the rope into the belay bank, each side is for one rope, and each rope must be loaded at least once through the gap between the two bollards.

A suitable amount of friction can be created by adding more or less turns about one or both bollards. Belay ropes can be managed by as few as one person per belay rope or by an entire group. Factors determining the method for belay include the competence of the belayer(s), age of the belayer(s), learning outcomes desired, simplicity of operation.



LIVE THE OUTDOORS

# Raft Building

## Specialist Activity Instructor Notes



### Location:

Raft Building is accessed via walking along the trail on the left hand side of the lake. Continue beyond the Low Ropes course and as you drop down the slope towards the far end of the lake you will see a cleared area and rack with timber and large blue barrels – this is the Raft Building Site.

### **Specialist Instructor is responsible for:**

The Specialist Instructor is the Lake Site Manager and is responsible for the safety and technical elements of all participants and staffing whilst Raft Building.

The Specialist Instructor must be able to respond to any water based rescue situations at any given time. It is their responsibility to be up to date with current emergency responses and requirements for this role. Current water qualifications, first aid and CPR are required.

### **Pre Activity:**

- Transport the Rescue Canoe, paddles and Group PFD's to the Raft Building Site – *these are located in the locked canoe shed.* Check equipment for any damage, faults or irregularities.
- Ensure you have a whistle.
- A personal First Aid Kit is strongly recommended.
- Check the water for any notable environmental hazards.
- Meet participants and Assisting Leader at Lake View Lodge or the Glamping Village.

Ensure that all participants are wearing appropriate clothing: closed toed shoes, weather appropriate clothing (sunhat and sunscreen in warm weather; warm, waterproof clothing in cold and wet weather)

- Gain an accurate head count of all participants and walk the group to the Raft Building Site.
- Identify any weak / non swimmers with the Assisting Leader.

### **Briefing:**

A great opportunity for a little ice-breaker initiative that focusses on vital elements of the Raft Building Activity (effective communication, teamwork); eg – human knot; **OR**

A great opportunity to teach knots with older students (Clove Hitch, Wrapping and Frapping, etc).

Utilise this opportunity to split the group into 2 equal groups – you may do this through random selection, a structured game that splits friendship groups, gender teams or allow self-selection.

### **During Activity:**

Divide the resources into 2 separate and equal piles:

- ✓ 4 x Blue Barrels each
- ✓ 2 x long 4x2 planks
- ✓ 3 x short 4x2 planks
- ✓ Enough rope for each group
- Decide, based upon the age and experience of your group as to how much structure and guidance you want to provide. The outcome of this activity is not necessarily “*who builds the best raft*”, but about the process towards gaining successful outcomes.
- Discuss with the group (or tell them) what there “*measure of success*” will be for the session – eg. Will it be a race on the rafts, who can get there whole group on and paddle to a predesignated point and back, who worked best as a group....?
- Give both groups a minimum of 5 mins to discuss a plan – within this time **they are not** to tie any knots or place anything in the water. This time is designed to provide brainstorms of ideas from people in the group and a great opportunity to observe potential leaders, over talkers, unconfident geniuses, etc.

- Take the time to recognise and observe elements of each group's communication process and teamwork and discuss what they are doing well, and what they could do to be more effective as a team.
- Once this is done – set your allocated time [20 -30 min on build only is appropriate] and then let them go for it! Assist where required, but encourage ideas and solutions from within the group's knowledge base.
- Alert group to hazards - watch out for fingers getting trapped or squashed
- Step in if any safety issues or if a group is really struggling.
- Provide a 5 min warning and at the end of the allocated time, have participants stop work and view their raft.
- Introduce and demonstrate correct PFD fitting and have all participants put on a PFD.
- Introduce and demonstrate correct fitting of helmets. Helmets must be worn at all times when participants are testing their raft.
- Ensure that the rescue canoe and paddle is in place and that you have a PFD on.
- Assist participants in getting their rafts carefully into the shallow entry point, find some space and attempt to attain whatever goal you have set – eg *race to the other bank and back as a group*.
- Alert group to hazards – be aware of fingers and paddles!
- The Specialist Leader MUST supply direct supervision of all participants the moment they touch the water.
- Ensure that there is adequate time to collect any barrels, rope or timber that may dislodge and float away. These MUST be retrieved immediately and brought to shore. DO not let the participants *abandon ship* and leave this to drift away. It will also take time to untie knots and tangles and return all resources.

#### **End of Activity:**

- ✓ Once completed, bring all resources to shore, untie ALL knots and tangles, separate all items, account for any missing resources and try to locate prior to dispersing your group.
- ✓ A great activity for some really powerful debrief opportunities focusing on effective communication, teamwork, measures of success, etc.
- ✓ Once complete, allow participants to walk back with the Assisting Leader and ensure the site is ready for the next group.

#### **Emergency Contingent:**

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

The lakes proximity to the Main Building means communication and support is readily accessible. The Assisting Leader is responsible for First Aid and shall assume primary First Aid responsibilities, however the Specialist Instructor may assume first aid or emergency response in accordance with *Standard of Care and Good Samaritan Laws*. CHC First Aid Kit is located in the CHC Kitchen.

#### **Weather Conditions:**

Check weather conditions prior to activity. Raft Building may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain.

In high winds at the Raft Building Site, ensure you look overhead and are not working under any large or dead limbs.

**CHC trigger points** for cancellation of Raft Building are:

- Wind speed 50+ km/hr: Beaufort Wind Scale Force 6: Strong breeze – large tree branches moving.
- Lightning activity within 10 km of CHC – (30 / 30 Rule): when *under 30 seconds from lightening and its associated thunder clap*, bikers are to begin making their way back towards the Main Buildings.
- **If unable to make it back** - participants are best to remain in the forest, rather than crossing open, cleared land. In this instance, have participants hop off bikes, spread out and squat down. **Never** stop directly under a tree and **never** be the highest point within your immediate landscape.

**This is to be done at the discretion of Manager of Outdoor Operations, Specialist Instructor or CHC Management.**



LIVE THE OUTDOORS

# Raft Play

## Specialist Activity Instructor Notes



### Location:

The Raft Play Activity is to take place in the deep end of the lake closest to the CHC Main Buildings. Care is to be taken to assess the conditions of the lake before the activity starts, floating debris is to be removed and the lake level assessed for the activity to be conducted in a safe depth of water. It is anticipated that participants will wear appropriate safety equipment including helmets and personal flotation devices.

### Specialist Instructors responsibility:

The CHC appointed *Specialist Instructor* is the Lake Site Manager and is responsible for the technical and safety related aspects of the activity whilst Raft Play. In the event a raft rescue situation arises the Specialist Instructor prioritizes this and the Assisting Leader is to gather and manage the other participants. Although this may intentionally be conducted as part of the play. No more than 15 single participants are to be in or on a raft at any one time not including the instructor, although an instructor of suitable level of experience may manage 2 12 ft rafts at a time in close proximity with an assistant.

In this activity, the raft is not on moving water and is treated as a soft floating platform.

**Qualifications of the Specialist Instructor:** Due to the nature of this activity being "Play", Qualifications will reflect or exceed Sea Kayak instructor, swift water rescue qualifications, Flat water canoe Qualifications, Swimming qualifications relevant to Royal Lifesaving Surf Bronze or equivalency demonstrated by logged hours on the water as a guide or instructor.

This activity requires an assistant leader or adult to assist with supervision. With a ratio of 2:15 including the instructor.

### Pre Activity:

- ✓ Ensure the raft, helmets, paddles, and enough PFD's are sourced.
- ✓ Ensure you have a charged Telstra phone
- ✓ Buoyancy rescue devices are recommended to have on-hand.
- ✓ Ensure you have a First Aid Kit
- ✓ Check the water for any notable environmental hazards.

### Briefing:

- Ensure that all participants are wearing appropriate clothing (bathers, sunscreen, hat, closed toe shoes, clothes that can get wet).
- Make sure you have an accurate head count of all participants and walk the group to the swimming site.
- Identify any weak / non swimmers with the Assisting Leader.
- Welcome participants to the lake. If required, address any anxieties or concerns regarding raft play in the lake – sheltered, calm water; and no dangerous animals in or around the lake; falling out is okay.
- Introduce PFD's. Discuss their purpose and the need to be **worn at all times on the deck and raft, and in the water.** Demonstrate and supervise the correct fitting of PFD's and helmets. Both must be worn at all times.
- Establish clear boundaries regarding raft play and ensure all participants understand that they are to remain within these boundaries.
- Ensure an accurate head count is taken prior to anyone entering the water.

### End of Activity:

- ✓ Please ensure all participants exit from the water
- ✓ Ensure you have all participants prior to walking the group back to the main buildings.
- ✓ Ensure all equipment is correctly stored at the end of each session/day.

**Emergency Contingent:**

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

The lake is never more than 300 meters from the CHC Main Buildings and therefore communication and support is both accessible and reliable. The Assisting Leader is responsible for First Aid and shall assume primary First Aid responsibilities, however, the Specialist Instructor may assume First Aid or emergency response in accordance with First Aid *Standard of Care* and *Good Samaritan Laws* if deemed necessary.

**Weather Conditions:**

Canoeing may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain. This is to be done at the discretion of MOO, Specialist Instructor or CHC Management.

- Wind speed 50+ km/hr: Beaufort Wind Scale Force 6: Strong breeze – large tree branches moving.
- Lightning activity within 10 km of CHC – (30 / 30 Rule): when *under 30 seconds from lightening and its associated thunder clap*, participants are to begin making their way back towards the Main Buildings.



# Swimming

## Specialist Activity Instructor Notes



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Currently, swimming is only offered at Cave Hill Creek Holiday Camps and for Individual Groups on weekends. Cave Hill Creek Specialist Activity Instructors are for Holiday Camps only.

**Specialist Instructor is responsible for** the safety of all participants and staffing whilst swimming. The Specialist Instructor must be able to respond to water situations at any given time. It is their responsibility to be up to date with current emergency responses and requirements for this role and ensure they have the appropriate resources and ratios. Supervision ratios (1:10) determined by the Department of Education must be adhered to.

**Conditions:** The water in the lake is dark, and can be very cold and deep in places. Obscured hazards such as tree branches are possible.

**Location:** Swimming may be conducted in one of two areas:

Shallow – Swimming at the western end of the lake furthest from the main buildings near the canoe shed. Here the lake bottom is firm (albeit muddy) and the water shallow, generally no deeper than thigh depth. It is, as such, wading, more than swimming, but provides a cool reprieve in a safe, stable and easily supervised area. This is our preferred swim site and is recommended for younger guests and weak swimmers.

Deep – Swimming from the decks at the eastern end of the lake, closest to the main buildings. Water depth is up to 3m. Jumping off the second deck (located on the southern side of the lake) may be permitted under supervision of a Specialist Instructor. Feet first, forward facing entry off the designated area as instructed by the Specialist Instructor.

### **Pre-Activity:**

- Ensure you have a charged Telstra phone
- Buoyancy rescue devices are recommended to have on-hand.
- Ensure you have a First Aid Kit
- Check the water for any notable environmental hazards.
- **Ensure you have enough PFD's for the whole group, including leaders.**

### **Briefing:**

- Ensure that all participants are wearing appropriate clothing (bathers, sunscreen, hat, closed toe shoes, clothes that can get wet).
- Make sure you have an accurate head count of all participants and walk the group to the swimming site.
- Identify any weak / non swimmers with the Assisting Leader.
- Welcome participants to the lake. If required, address any anxieties or concerns regarding swimming in the lake – sheltered, calm water; and no dangerous animals in or around the lake.
- Introduce PFD's. Discuss their purpose and the need to be **worn at all times on the deck or in the water.** Demonstrate and supervise the correct fitting of PFD's.
- Establish clear boundaries and ensure all participants understand that they are to remain within these boundaries. **No Bombs, flips or diving.**
- Ensure an accurate head count is taken prior to anyone entering the water.

### **During Activity:**

- ✓ Remain on land and place themselves to ensure clear, uninterrupted vision of all participants in the water. There is to be active and direct supervision at all times.
- ✓ Ensure safety of all participants and conduct head counts regularly.

### **End of Activity:**

- ✓ Ensure you have all participants prior to departing the Swimming Site. Gather personal possessions and walk group back to main buildings – allow time for showers / changing clothes.
- ✓ Return or hang PFD's used.

**Emergency Contingent:**

The information provided in this card forms part of Cave Hill Creek's standard activity operating procedures and has been developed in conjunction with relevant Activity Risk Assessments.

Swimming at Cave Hill Creek is close to support and services, however, has the potential for sudden catastrophic consequences if not managed appropriately. In the event of an incident, the whistle is to be blown and all participants asked to exit the water.

Depending on the nature of the incident, either call for assistance, emergency services or send a group of 3 participants to the main buildings for support.

**Weather Conditions:**

Swimming may be cancelled in the event of lightning, high winds, extreme temperatures, or heavy rain.

**CHC trigger points** for cancellation of swimming are:

- Wind speed 50+ km/hr: Beaufort Wind Scale Force 6: Strong breeze – large tree branches moving.
- Lightning activity within 10 km of CHC – (30 / 30 Rule): when *under 30 seconds from lightening and its associated thunder clap*, participants are to begin making their way back towards the Main Buildings.

This is to be done at the discretion of Manager of Outdoor Operations, Specialist Instructor or CHC Management.