



SILVERBAND LODGE ACTIVITY PLAN

CANOEING

Standards.



This document has been prepared with reference to the Department of Education and Training Victoria 'Safety Guidelines for Education Outdoors' and the Australian Adventure Activity Standards. These were accessed online [here](#) and [here](#) at the date of the most recent update.

In consultation with user groups, Silverband Lodge designs

and delivers a broad range of experiential learning programs at Silverband Lodge sites and beyond.

From self-led onsite activities, to multiday adventure expeditions, Silverband Lodge staff will assist in program

design and delivery for all ages and abilities.

Programs are designed in response to the desired outcomes of each user group and will always be appropriate to the age, skills and experience of attending participants.

Program design will sequence activities to provide the best possible outcome and each activity offered in the program will be conducted in accordance with the following activity plan.

TABLE OF CONTENTS

1. EDUCATIONAL PURPOSE	P 1
Activity Outline and Method	p 1
2. ENVIRONMENT	P 2-3
Water Environments	p 2
Location	p 2
Communication	p 2
Weather	p 2
Transportation	p 3
3. ACTIVITY	P 4-5
Student Skills	p 4
Equipment	p 4
Clothing	p 5
Identification	p 5
4. PEOPLE	P 6-9
Staff	p 6
Experience and Qualifications	p 6
Supervision	p 7
Informed Consent	p 8
First Aid	p 9
5. RISKS	P 10-13
Risk Register Matrix	
Emergency Strategy	p 10

1. EDUCATIONAL PURPOSE

The purpose of the activity is to:

- Allow participants to experience canoeing at a basic level
- Understand the safety aspects of canoeing
- Learn the importance of safe behaviors around water
- Practice cooperation and the need to work as a team
- Persistence, practice and discipline
- Have fun
- Engage in an exciting and exhilarating activity

This activity is not aimed at excellence in skill acquisition but rather improvement in performance.

ACTIVITY OUTLINE AND METHOD

Canoeing is generally conducted in half day sessions approximately 3 hrs long: either a morning or afternoon session.

1. Groups will either be transported by Silverband Lodge or by the school's own transport to Lake Bellfield, Lake Fyans or Lake Wartook.
2. You will be met by your Canoeing Instructor[s] at the Lake. All equipment will be at the Lake prior to arrival.
3. On arrival the Canoeing Instructor will brief participants on the aims and outline of canoeing.
4. Participants will be instructed on how to fit their Personal Floatation Device (PFD). The Canoeing Instructor will individually check each participant's PFD for correct fit.
5. The Canoeing Instructor will provide instructions and on-land demonstrations of how to paddle a canoe before getting on the water.
6. The Canoeing Instructor will brief participants on safety issues in the water environment and what to do in the event of capsize.
7. The Canoeing Instructor will be the first craft on the water, while the assistant instructor or school staff may be asked to assist participants in getting on the water.
8. Participants will be able to practice strokes and skills in a controlled, shallow area under close supervision of the Canoeing Instructor and assistant instructor.
9. The Canoeing Instructor will assess the skills and abilities of the group as a whole to determine how the remainder of the session will be approached.
10. Participants will be closely supervised throughout the session.
11. The Canoeing Instructor will be the final boat off the water.
12. Participants will be given the opportunity to ask questions.
13. Depending on group skills, abilities and weather conditions, 10-15 minutes at the end of the session will be allocated for equipment return and a brief discussion on group and individual learning.

2. ENVIRONMENT

Silverband Lodge conducts Canoeing on nearby Lakes. All Silverband Lodge Canoeing Instructors have prior knowledge and experience of the local and surrounding area and are aware of the following information.

WATER ENVIRONMENTS

Canoeing activities may be affected by environmental conditions such as water temperature, presence of waves on the water and weather conditions. The Canoeing Instructor will assess and inspect the site and determine the appropriateness of the activity proceeding with regard to weather and other variable conditions. If conditions deem the site unsafe, the activity will be either canceled or relocated.

LOCATION

Canoeing is usually conducted at Lake Bellfield. Lake Bellfield is located 6kms south of Silverband Lodge. Lake Bellfield is 4 km² with access to an inlet for which provides a sheltered area to conduct canoeing away from elements. The flat water lake is surrounded by small easily accessible banks. Access is via the main road from Halls gap and a short unmade graded track to the edge of the lake. In case of severe weather the site provides access to shelter. At times canoeing may also be conducted in the enclosed water at Lake Wartook or Fyans.

Location	Accessible via bus	Facilities	Mobile coverage
Lake Bellfield	Yes	Yes	Patchy
Lake Fyans	Yes	Yes	Yes
Lake Wartook	Yes	Yes	No

COMMUNICATION

In the case of an emergency or extreme weather conditions, Lake Bellfield provides access to communications and external assistance if required. There may be limited service at on and directly around the Lake but communication will be available from the outlook tower.

In the case of an incident at Lake Bellfield, Silverband Lodge site based staff will be notified to assist as needed. Silverband Lodge staff will always be contactable via telephone communication and further available for situations requiring a vehicle.

WEATHER

The weather conditions are assessed in preparation for each session and closely monitored throughout the session.

Variable weather conditions are possible through all seasons. Canoeing is a weather dependent activity and therefore on days of extreme temperatures, high winds or very wet/cold conditions, consideration will be made to cancel or modify the activity. It will be the responsibility of the Canoeing instructor to use his/her professional judgment to make this decision.

Days of Total Fire Ban

On days of Total Fire Ban, all groups will remain onsite.

TRANSPORTATION

In the case that Silverband Lodge will be transporting participants, transportation will adhere to the DET VIC. Guidelines and regulations.



3. ACTIVITY

STUDENT SKILLS

Regardless of prior experience an activity briefing will be conducted with each group to provide participants with the following information:

- Identify the role of the Instructor.
- Expectation of participants to act responsibly towards other participants, the public, the environment and for safety reasons.
- Appropriate clothing (see below).
- Action to be taken in the event of a capsize and principles of self-rescue.
- Identify potential dangers on the water.
- Protection of the natural environment and minimal impact practices.
- A discussion of the nature and purpose of the activity, the lake environment and appropriate safety procedures.
- Methods of communication to be used during the activity once on the water.

- Sufficient information for participants to act in the case of emergency.

Participants will also learn:

- How to correctly fit and check personal floatation devices
- Enter and exit a canoe
- Paddle and steer a canoe
- Actions to be taken during a capsize by the entire group

On conclusion of each canoe session a debrief discussion will be facilitated by the instructor covering the following points:

- At first did you ever think that you would be able to canoe?
- How well each partner group worked together
- What happened with practice?
- The importance of communication
- Having fun whilst being safe on the water

Safety Equipment will be explained so that participants understand the importance of correctly fitting their own equipment.

Personal Floatation Devices (PFD): correctly fitted and secured.
Throw Bags/Ropes: Packed and easily accessible.

EQUIPMENT

All Canoeing Instructors are familiar with the safe use and maintenance of equipment used for Canoeing sessions. All equipment is checked regularly to ensure high standard of equipment is maintained.

It is the responsibility of the Canoeing instructor to:

- Check first aid equipment prior to activity
- Check communication equipment prior to activity
- Ensure all required equipment is provided in working order and onsite at activity
- Check the suitability of clothing and equipment used by participants

Canoes

- The canoes that are used have large open cockpits for easy exit in the case of capsize
- Carrying points at both the stern and bow
- Canoes contain sufficient fixed buoyancy

Personal Floatation Devices

- All participants and staff will be supplied with and required to wear a securely fitted Australian Standard Type 1, 2 or 3 PFD as required by Marine Safety Victoria. It will be at the discretion of the Instructor as to which PFD is appropriate for the activity, conditions and participants.
- A variety of sizes are offered to ensure correct fit

Paddles

- A variety of paddle lengths will be made available for participants
- No split blades, handle secure

Rescue Equipment

- Each Canoeing Instructor will carry and be proficient in the use of a throw bag.
- At the discretion of each canoeing instructor and the prevailing conditions at the time, instructors can carry additional rescue equipment appropriate to the environment. This can include but is not limited to tow ropes, cowtails and carabiners.

FIRST AID KITS

Canoeing Instructors maintain an appropriate First Aid qualification from a recognized training organization and carry first aid kits at all times.

CLOTHING

While equipment and clothing is weather dependent when participating in canoeing, participants will:

- Wear closed toe shoes suitable for in the water (heavy boots and thongs are not suitable)
- Clothing or waterproof jacket must not be worn over PFD
- Clothing to protect against weather conditions (for either cold or hot sunny conditions)
- No loose jewellery
- A change of clothing available on site
- Glasses should be secured

IDENTIFICATION

It is the responsibility of the user group to manage the group effectively ensuring all participants are accounted for at all times.



4. PEOPLE

STAFF

A minimum of two staff members must be present for this activity, one with responsibility for activity instruction and the other able to assist the instructor.

At times Canoe Instructors used by Silverband Lodge are sub-contracted from a local Outdoor Activities provider. All instructional staff used by Silverband Lodge maintain current Working With Children's Checks.

School Representative

As per the DET VIC. Safety Guidelines, a registered teacher or school / group representative must be present at the activity at all times and will be required to be on the water with the group. In the event that a school / group representative is not available to be at lake or participate in the activity, the activity will be cancelled and schools / group will be liable for any associated costs.

While Canoeing instructors have the technical knowledge and expertise to instruct the students, the group/school representative will have overall responsibility for the safety and welfare of the students. The group/school representative will act on the advice of the Canoeing instructor regarding technical safety issues.

It is the responsibility of the accompanying group/school representative to read this document to familiarise themselves with the activity at hand and their responsibilities.

EXPERIENCE AND QUALIFICATIONS

As a minimum all **Canoeing Instructors** will either hold the following unit of competency from the Sport, Fitness and Recreation Training Package July 2019 or demonstrate equivalent experience to:

Guide canoeing trips on flat and undemanding water (SISOCNE305A)

This will ensure instructors are competent in:

- Lead sessions on inland water in controlled conditions.
- Their own ability and fitness to manage the activity.
- Providing support to participants.
- Rescue skills and techniques.
- Managing groups in outdoor settings.

Responsibility of the Canoeing Instructor

The Canoeing Instructor will also be responsible for the following:

- Instructing the activity in a safe manner
- Monitoring the welfare and fitness of participants
- Confirm weather conditions prior to activity and continue to monitor throughout session.
- Ensuring safety procedures are clearly communicated to participants
- Undertake a head count prior to, during and after the activity
- Record near miss incidents and accidents and submit them to the Manager.
- Ensure all documentation has been completed and collated
- Ensure the canoeing session is conducted in a safe manner
- Inform the assisting supervisor of their roles in the behavior, supervision and instructions of participants.
- Brief accompanying supervisor / teacher / group representative of what procedures to follow should the lead instructor/s become incapacitated for any reason.

Responsibility of Additional Instructor/s (where ratios require)

The additional instructor/s where required of the activity may not have the same skill level as the leader. However, they are also required to be qualified, and will supporting the above listed responsibilities.

Responsibility of Supervisor/s

An assisting supervisor will carry out tasks as directed by the Canoeing Instructor which may include monitoring the welfare and fitness of participants, assisting the canoeing instructor/s, first aid responsibility, the supervision and behavior of participants and adhering to safety instructions.

The assisting supervisor/s may be the group/school representative and must:

- Have experience in the activity at the level being offered to students
- Be able to assume a supervisory role during the activity
- Have the ability to participate competently in emergency response procedures
- Be available to confer with the instructor to establish the emergency response and supervision responsibilities should the lead instructor become incapacitated for any reason.

SUPERVISION

Supervision is a critical factor in managing risk in the outdoors. Lake Bellfield is suitable for both primary and secondary age participants.

The following ratios apply for canoeing, a guide/instructor refers to a qualified staff member.

Grade/ situation	Leader requirements	One seat craft	Two seat craft	Three seat craft
Inland water that is not white-water	Per guide/instructor	Up to 6 craft*, Up to 6 Participants	Up to 4 craft*, Up to 8 Participants	Up to 4 craft*, Up to 12 Participants

Where only one instructor is required according to the above ratios, a second person – a supervisor from the school / group must still be present for canoeing.

The allocation of qualified staff, and additional school / group supervisors should be based on:

- age, maturity and gender of students
- ability and experience of students
- individual needs
- group dynamics of the student group
- experience, qualifications and skills of staff
- location conditions.

The representative supervisor from the school / group is responsible for the supervision strategy that must be endorsed by the school council as part of the excursion approval process. Staff members will supervise students according to that strategy.

INFORMED CONSENT

Schools or Groups are responsible for obtaining informed consent from parents/guardians of students prior to the activity. Silverband Lodge does not ask for a waiver from individual parents / guardians. A list of participants and medical forms and parental authority should be available to the group leader supervising activity

FIRST AID

The canoeing instructor will have a minimum of the following current (within 3 years) first aid qualification or equivalent:

HLTAID011 Provide First Aid

and a current (updated within 12 months) Cardiopulmonary Resuscitation (CPR) qualification or equivalent:

HLTAID009 Provide Cardiopulmonary Resuscitation

Group/school representatives will be responsible for all student medical forms and for ensuring medical forms and any medications are taken to activity venues.

A first aid kit will be located at the activity site. Additionally each group is required to supply their own first aid kit. Silverband Lodge and contracted staff with first aid training will administer first aid under the following circumstances:

- In an emergency situation
- If the designated school / group representative is unable
- If the group's designated first aider cannot be located or in difficulty

All staff / group members with known medical conditions that might compromise the group's risk management plan should make accompanying staff aware of this condition. Be aware that issues of confidentiality will be involved in any such disclosure.

5. RISKS

RISK ASSESSMENT

A detailed risk assessment is conducted of this activity, which is attached to this document and reviewed annually, or as required.

HOW TO

Where applicable, the relevant 'How To' should be read in conjunction with this Activity Plan.

EMERGENCY STRATEGY

On arrival user groups will be provided with a copy of the Silverband Lodge Emergency Management Plan.

- Mobile phone communication is available at the Lake. Emergency vehicle available at all times.
- Participant names, addresses, details, permission forms, medical forms are held by teacher / group representative at activity site
- Any special medical issues are known by teacher / group representative and any students with potential medical conditions are monitored during the activity
- Canoeing is weather dependent and therefore in periods of extreme temperatures or high winds activity will not take place.
- Students not participating in canoeing will be required to stay at camp unless schools / groups arrange for a staff member to be at the Lake with the non-participating student/s.
- A school / group representative must to be at the Lake and participate in canoeing. In the event that a school / group representative declines to be at the Lake the activity will be cancelled and the group will be liable for any associated costs.
- A person will be nominated to monitor the behaviour of students at the Lake, the canoeing leader will direct the activities of the participants.
- All teachers / group representatives / assistants to the instructor will be briefed on the emergency strategy and supervision responsibilities should the lead instructor become incapacitated for any reason. This person would be expected to seek appropriate assistance if required.

RISK ASSESSMENT - CANOE / KAYAK / RAFT BUILDING

The list below incorporates some of the risks associated with canoe, kayak and raft building.

Please note: the list below is not all encompassing, and some associated risks may not have been identified.

Risk Description	Existing Controls	Rating		
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood
Participants unable to manoeuvre canoe effectively leading single or multiple canoes being separated from group	<ul style="list-style-type: none"> Ensure appropriate amount of instruction is given to participants on how to manoeuvre canoe, kayak or raft. Pair participants together to ensure a range of ability within one canoe. Ensure participants are proficient in skills close to shore before venturing further. Ensure instructor is the first person on the water and the last person off. Silverband Lodge to ensure only instructors with relevant qualifications are able to run these activities. 	Satisfactory	Moderate	Likely
Single or multiple capsize leading to entanglement or drowning.	<ul style="list-style-type: none"> Participants will be briefed and instructed in regards to proper use of canoes to avoid capsize. Participants must be briefed on what to do in the event of capsize. Ensure participants are comfortable in the water. Ensure participant PFDs are fitted correctly and remain on at all times. Canoes and kayaks will not have any loose ropes attached that could lead to entanglement Group will stay in close proximity to each other to ensure rescue craft can reach any capsized craft quickly. On days when wind is deemed too strong, the activity will be modified or cancelled. Prior to the activity it is the responsibility of the instructor to assess the weather conditions to determine if activity will proceed. 	Satisfactory	Major	Unlikely
Poor behaviour of participants on shore leading to injury or potentially endangering other participants.	<ul style="list-style-type: none"> Participants will be briefed on what is expected of them in terms of behaviour to ensure safe participation. Participants not participating directly in canoeing must be directly supervised 1:10. If supervision is not available the participant/s will need to either participate or be collected and supervised at the campsite. Potentially dangerous behaviour will not be tolerated. If after being warned, behaviour does not improve the activity may need to be modified or cancelled. It is the responsibility of the school representative to monitor the behaviour of students. 	Satisfactory	Moderate	Likely
Windy conditions create dangerous/difficult conditions.	<ul style="list-style-type: none"> Review weather conditions prior to activity and continually monitor wind strength. Assess students' ability to cope with increasingly difficult conditions. Group will stay within close proximity to allow for required communication between canoes. Maintain and constantly monitor distance from shoreline that participants can travel easily if conditions worsen. 	Satisfactory	Major	Unlikely

RISK ASSESSMENT - CANOE / KAYAK / RAFT BUILDING

Risk Description	Existing Controls	Rating		
		Effectiveness of existing controls	Risk Consequences	Risk Likelihood
	<ul style="list-style-type: none"> Canoe, kayak or raft building sessions will not take place if white caps are present on the water. Participants with no experience and unable to swim will be recommended not to participate. 			
Exposure to extreme weather conditions (including wet, cold and windy or heat and sun) causing discomfort and potentially leading to illness such as hyperthermia, extreme sun burn, heat exhaustion or heat stroke.	<ul style="list-style-type: none"> Review weather conditions prior to activity Monitor temperature and shorten, relocate or adjust activity as required Ensure sufficient water is provided for the activity and participants are briefed on general strategies to stay hydrated. Ensure appropriate, adequate clothing and protection against elements is worn before and during activity Seek sheltered if conditions worsen. Observe participant's condition during activity. Consideration of wind chill factor if wind is present Cancel activity if conditions are such that activity cannot be conducted safely and participation will place participants in extreme danger. 	Satisfactory	Moderate	Unlikely
Damaged equipment or poorly fitting PFD causing injury or drowning.	<ul style="list-style-type: none"> Equipment will be checked regularly for damage and maintained to a high standard as per scheduled maintenance checks. A variety of sizes of PFD meeting Australian Standards will be offered to ensure participants wear correctly fitting PFD. 	Satisfactory	Moderate	Rare
Participant or staff are hit by paddle handle or blade due to incorrect use.	<ul style="list-style-type: none"> Participants are briefed on the correct use and handling of paddles. A variety of lengths of paddles are offered to ensure participants are using paddles that are the correct length. 	Satisfactory	Minor	Likely
Participant or staff member is stung or bitten by ant, bee, spider etc, and leading to swelling or anaphylactic reaction.	<ul style="list-style-type: none"> Ensure group leaders are aware of any allergies, specifically anaphylactic students. Medications should be carried at all times in close proximity to participant. Evacuation procedure should be well known by staff. Communications will be carried and available at all times. 	Satisfactory	Major	Unlikely

RISK ASSESSMENT - CANOE / KAYAK / RAFT BUILDING

Site Assessment:

Canoeing is usually conducted at Lake Bellfield. Lake Bellfield is located 6kms south of Norval and 7kms south of Camp Acacia. Lake Bellfield is 4 km² with access to an inlet for which provides a sheltered area to conduct canoeing away from elements. The flat water lake is surrounded by small easily accessible banks. Access is via the main road from Halls Gap and a short unmade graded track to the edge of the lake. In case of severe weather the site provides access to shelter. At times canoeing may also be conducted in the enclosed water at Lake Wartook or Lake Fyans.

Location	Distance from Camp	Accessible via bus	Activity	Facilities	Mobile coverage
Lake Bellfield	6km	Yes	Canoe – Raft building	Yes	Intermittent*
Lake Fyans	15km	Yes	Canoe – Raft building	Yes	Good
Lake Wartook	30km	Yes	Canoe	Yes	Limited

*Staff and guests canoeing or rafting at Lake Bellfield should be advised that telephone communications at Lake Bellfield are intermittent. Coverage can generally be obtained by walking either towards the road from the launch site, or north along the lake edge.

TRANSPORTATION

In the case that Silverband Lodge will be transporting participants, transportation will adhere to the DET VIC. Guidelines and regulations.

In the case of an emergency or extreme weather conditions, Lake Bellfield provides access to communications and external assistance if required. There may be limited service at on and directly around the Lake but communication will be available from the outlook tower.

In the case of an incident at Lake Bellfield, Silverband Lodge site based staff will be notified to assist as needed. Silverband Lodge staff will always be contactable via telephone communication and further available for situations requiring a vehicle. Please see note above in relation to obtaining telephone coverage.