

CANOEING

Goal – Purpose of the activity.	
Canoeing is the recreational activity that involves paddling a canoe for the purpose of transport. Camp Cooby is the perfect location for learning, developing, and implementing canoeing skills. Canadian Canoes of various design are the predominant craft used at Camp Cooby. Paddling, steering, navigating and generally making a canoe travel in the direction intended can take some time to master and perfect. Canadian Canoes require at least 2 people in order to travel easily through the water. Weather conditions have a significant effect on the performance of canoes. Cooby Dam is susceptible to fluctuating wind and rain conditions that can change very quickly. These conditions must be taken into account when planning and delivering canoeing sessions.	
Participants	Leadership and Qualifications
Participants are those persons who undertake the activity, and who are not a leader or assistant leader for the activity. Dependent Participants are persons owed a duty of care by the activity provider who is reliant upon the activity leaders for supervision, guidance and instruction to support the person's participation. All participants are to be considered Dependent Participants for this activity. Pairings for canoes have a significant effect their performance and should be considered carefully.	Adventure activities must be led by competent people who have appropriate skills, knowledge and experience. Providers must ensure activity leaders involved in activity delivery: • Conform with the providers' risk management systems • Have current, verified and documented skills, knowledge, experience • Only assume roles within their skills, knowledge, experience • Provide an appropriate level of supervision for the activity context • Are fit to fulfil their duties (e.g. managed for health, fatigue, medications) • Comply with appropriate activity-specific recommendations of activity leader to participant ratios. Activity leaders must be competent: • In the use of the paddle-craft been used • In the required practices in guiding an activity using that type of paddle-craft • In operating in the environment and waterway being used • In appropriate rescue techniques for the paddle-craft and waterway environment.
Participant/Leader Ratios	
Ratio 1:12 Activity Leader is to provide Level 1 (Direct Supervision), Assistant Leader (school personnel) is to provide Level 2 Supervision Lake Cooby is a "Confined body of inland water" and as such, the Instructor to Participant ratio recommended by the Inland Water Paddle Craft Australian Adventure Activity Good Practice Guide for 2 seater two-seater canoe craft is 1 Activity Leader for "up to 6 craft (excluding instructor craft), up to 12 participants." Consideration should be given to age and the size of participants to ensure they can "comfortably" manage paddling in a large canoe.	
Operational Procedures	Location: Lake Cooby
The canoes are open top 2-3 person Canadian style canoes. Supervision should be relaxed towards a ratio of 1:12 under the following conditions: • All participants are 17 years of age or older • All participants are competent, both individually and as a group, to deal with likely problems which may be encountered • Good weather forecast with light/favourable winds, flat and warm water which present little risk to participants • Area is in a non-remote where assistance from other groups or craft might be available	

- Planned trip will stay close to an easily accessible shoreline.

Sequencing

Canoeing can be used anywhere in the program design as it is engaging and has multiple possible outcomes:

- Technical paddling skills (introduction or development)
- Listening skills
- Teamwork
- Cooperation
- Communication.

Setup

- Move canoes, paddles, and lifejackets to the waterfront prior to activity commencement
- Secure trailers from rolling into the dam – place rocks available under tyres
- Unload (if 2 or more staff are available) canoes from trailers and place ready to launch along the water edge
- Position paddles and lifejackets appropriately for gear issue
- Marker buoy placed for students to paddle to/gather at

Briefing

Participants are briefed by the instructor on the expectations of the group. Linking in with their values discussed at the start of camp or for the day's focus / designed outcomes.

The group then is run through where they will be going on their journey and what to expect to see and do that day, depending on the weather and ability of the group.

A safety brief is given and a demonstration of how to wear a life jacket correctly and how to use the paddles and boat safety.

- Everyone must wear appropriate clothing and be sun smart with sunscreen, hat, etc.
- Everyone is to wear a lifejacket while out on the water and is not to take it off unless instructed by the facilitator or until back on shore.
- The paddles are used to power and direct the canoe. They are to be kept in the water when in use at all times (not used for sword fighting etc.)
- Participants must stay seated at all times on the seats provided in the canoe unless undertaking a activity that requires standing / balancing in the boats
- When traveling out on the water canoes are not to be any further than 10 meters apart
- Where possible avoid bumping into each other and keep hands inside the canoe
- If the group is asked to RAFT UP. This means all boats are to come together. Hold onto the boats next to them and wait for further instructions from the facilitator.

Student Skills

Canoeing should begin with an assessment of students' current knowledge, skills and experience and an activity briefing given by the instructional staff. A basic introductory skill session briefing will generally include (but not limited to):

- Introduction to / parts of the paddle
- Paddle technique (demonstration, practice in knee deep water)
- Introduction to / parts of the canoe
- Entering / exiting the water
- The response of students in the event of a capsize (Buddy Check, Stay with the boat / keep hold of your paddle if possible, following instructors direction for a deep water / T-rescue)
- Principles of self-rescue
- communication signals

Activity

Once the safety brief has been completed

- The group is to be split into pairs. The Activity Leader might want to pick pairs (confidence levels, spilt trouble makers etc.)
- Pairs are to practice skills in a controlled environment before heading out into the main dam. Markers/buoys can be used to increase the difficulty
 - Paddling straight
 - Turning left/right
 - Stopping
- When the Activity Leader is happy with the ability of the group they will head off on their journey on the dam
- While on the journey, the Activity Leader may want to play a few games in a controlled, safe area of the Dam. These games must comply with all safety guidelines and not put the participants at risk
- On the way back to shore, the Activity Leader should front load the participants before the debrief to prompt them to think about how they may have improved on their skills/values, or if they've achieved a goal they set for themselves or the group as a whole prior to the activity. Challenge them to apply these skills/values/goals back at camp and home

Touring

All touring parties must carry with them appropriate safety and rescue equipment including:

- Quick-release towing system
- Throw bag
- Rescue knife
- Repair kit

Ensure all essential dry equipment (eg. food, clothing, sleeping gear, stoves, camping equipment, communication equipment) is evenly distributed amongst the craft and carefully stored in robust and waterproof containers or dry bags. Drums that have been used to store chemicals should not be used. All contents should be secured within the craft in a manner that ensures they will not impede the handling of the craft or become a hazard in the event of capsizing.

Consequences:

It is expected that students / staff / instructors may get wet during canoeing due to splashing and/or poor technique resulting in capsizing. Local council by-law / policy doesn't allow swimming in the dam, however capsize and rescues could be considered a part of canoeing and where appropriate may be undertaken as a part of the session (towards the end is better as it means students can get dressed / opt-into getting wet)

Windy weather on Cooby Dam is expected with any session and may present at any time and without warning. However, where possible canoe sessions should be lead / taught from another canoe by the instructor and not from the rescue boat.

Equipment and Logistics

Brief Summary of Equipment Required

- Canoes
- Paddles
- Personal Flotation Devices (Lifejackets) – various sizes to suit participants
- Rescue Equipment (throw rope, spare paddle, whistle, rescue knife)
- Rescue boat (available)
- Appropriate clothing for conditions
 - Closed in shoes/water shoes
 - Lightweight shorts/board shorts
 - T-shirt/rash top
 - Wide brim hat
 - Sunscreen
- First aid kits (in a dry bag or appropriate container) appropriate to the location and level of training
- UHF radio and mobile phone

Equipment Specifics

Canoes

- Structural strength needs to be sufficient to withstand the intended use and to minimize the likelihood of entrapment.
- Cockpits must be clear of attachments and smooth on the edges to enable the student to exit quickly.
- Carrying points at the stern and bow need to be permanent and of sufficient strength to be used in rescues and boat retrievals. Painters are not recommended due to the danger of rope entanglement in the event of a capsizing.
- All craft must contain sufficient fixed permanent up-thrust to prevent the canoe from sinking if capsized.
- Repair methods and equipment will vary according to the construction materials of the craft. Temporary repairs may be undertaken as long as the structural integrity of the craft is maintained. Temporary repairs are to be replaced with more permanent repairs as soon as possible.

Paddles

Paddles should be in good working order, be buoyant, appropriate to the activity and the correct length for the paddler. Spare paddles must be carried on all trips.

Personal flotation devices / Lifejackets

The current standard is AS 4758, which has replaced AS 1512-1996, AS 1499-1996 and AS 2260-1996. Lifejackets that meet these previous standards are still acceptable to use if they are in good condition.

For use in partially smooth waters 'Level 50' for lifejackets made to AS 4758. This type of lifejacket

- Helps keep you afloat but does not have a collar to keep the head above water
- Can also be worn in smooth waters
- Can be used by skiers or people being towed in smooth or partially smooth waters
- Can be used by PWC riders in smooth and partially smooth waters or beyond those waters.

Maritime Safety Queensland Website: <https://www.msg.qld.gov.au/Safety/Life-jackets>

Rescue equipment

Rescue equipment that is suitable for the location or trip and category of water conditions must be in good condition and readily accessible. Staff must be proficient in its use.

Clothing

Personal clothing appropriate to the conditions (to protect against sun, wind, rain, cold) including: wetsuits, thermal underwear, fleece, paddling jackets, suitable footwear (i.e old track shoes, wetsuit or aquatic booties); Thongs and open toed sandals are not suitable / appropriate.

Sun protection (wide brim hat, sunscreen SPF 30+, polarized sunglasses, long sleeve top or paddling top (cag)

Clothing is the individual's primary protection against severe and variable weather conditions. Clothing lists need to be appropriate for the activity, the environment and the season.

Participants must dress in a manner that will not hinder flotation. For example, heavy boots or bulky clothing must not be worn, nor a waterproof jacket over the top of a personal flotation device. Participants must wear footwear suitable both for in the craft and for use in the event of a capsize or a walkout.

Glasses should be secured in some way and no loose jewelry worn. Wearing rings is not advised unless they are taped. A complete change of clothing should be available and carried on overnight touring trips in waterproof containers.

Levels of Challenge and Possible Variations

Safety Considerations

Sun Safety

Sunburn is a risk for anyone who participates in outdoor activities, particularly in Queensland. Leaders should take reasonable steps to prevent or minimize the likelihood of staff and participants suffering excessive sun exposure.

Weather

Effective planning requires access to up-to-date weather and fire information, which is generally available through newspapers, radio and television. The most up-to-date information is available on the website of the Bureau of Meteorology at www.bom.gov.au/qld . Or <http://www.eldersweather.com.au/qld/darling-downs/geham>

For more details please see corresponding Risk Assessment

Emergency Management Procedure

- | | |
|----------|---|
| A | Assess situation, call emergency services, assist those in danger |
| E | Evacuate students, staff and visitors, if appropriate |
| I | Inform School Camp Leader onsite and off site, Camp Cooby Directors or Camp Manager if not onsite |
| O | Organise resources, advise parents |
| U | Undertake recovery operations and return site to normal |

Risk Assessment

Danger	Risk Description	Risk Level	Management Strategies.	Residual Risk Assessment – after Management Strategies.
Environment.				
Sun Exposure	Sunburn Dehydration Heat Exhaustion/ Stroke	M	Participants advised on appropriate clothing and equipment. Clothing with sleeves should be worn under lifejackets. Participants carry minimum of 3L water. Refill stops. Particular pointers to apply sunscreen to backs of hands and inside thighs. Regular rest stops. Encourage peer reminders and monitoring. Review weather conditions prior to the activity. www.bom.gov.au/qld . Or http://www.eldersweather.com.au/qld/darling-downs/geham Briefs and debriefs as well as team planning should be conducted in the shade where available.	L
Winds	Capsizing Multiple Rescue Group Separation	S	Monitor winds before departure. Assess students' ability to cope with increasingly difficult wind conditions. White caps are an indication of thinking about strong management strategies / program variation (canoe rafting) or cancellation. Set safety guidelines- distance between canoes, whistles, rafting up. All Participants are to wear activity specific safety equipment (PFD/Life Jacket.) Set expectation of group travelling together. Participants are empowered to manage group distance and to show raft up sign if the group gets too far apart. Ropes are carried so that there is an option of tying boats together for more stability. Participants are briefed on capsize procedures. Maintain a distance from the shoreline that students can cover in severe wind conditions. Identify access points on the shoreline. Constantly monitor distance from the shoreline.	L

Danger	Risk Description	Risk Level	Management Strategies.	Residual Risk Assessment – after Management Strategies.
Rain	Wet Equipment Hypothermia	S	Pre-briefing and equipment list outlines appropriate clothing and wet weather gear. Participants are shown how to waterproof equipment. Group condition is monitored closely during wet weather.	L
Submerged Logs	Capsizing Impact Injuries Canoe Damage	M	Participants are briefed about the presence of submerged items. Participant behaviour is monitored around areas where submerged logs are prevalent. All Participants are to wear activity specific safety equipment (PFD/Life Jacket.) Participants are briefed on capsize procedures.	L
Dead Trees	Impact Injuries Canoe Damage	M	Participants are briefed about the dead trees and the likelihood of tree fall if a canoe hits one or if a tree is submerged. Participants are asked to care for equipment.	L
Steep Banks	Sprains & Strains	M	Appropriate exits and entry points are chosen to avoid any difficulties. Use Campsite boat ramp and developed entry and exit points.	L
Rubbish	Cut Feet Embedded Objects	S	Participants are expected to wear closed in shoes at all times to minimise change of foot injury.	L
Environmental Impact		M	Participants are to be briefed on specific environmental factors that concern Cooby Dam. Ensure rubbish is 'carried out'. Ensure that the designated landing areas are used and no landing zones are observed.	L
People.				
Swimming	Submerged Objects Spinal Injuries Drowning	H	Current council policy prohibits swimming as a activity at Cooby Dam. Participants are expected to wear shoes and PFD's whilst swimming. Before entering the water the area should be assessed for hazards such as submerged logs or tree roots. The participants' medical form indicates whether they are confident to swim 50m which gives an indication of swimming ability. All Participants are to wear activity specific safety equipment (PFD/Life Jacket.) Safety guidelines should be set according to the area e.g boundaries	L

Danger	Risk Description	Risk Level	Management Strategies.	Residual Risk Assessment – after Management Strategies.
			Swimming is to be supervised by an Camp Cooby Staff member with appropriate qualifications e.g bronze medallion. No jumping or diving from jetties, banks or trees.	
Canoe collision	Finger injuries Paddle impact Damaged Canoes	S	Participants to be briefed in control strokes of canoeing (steering, emergency stops). Participants briefed on letting occupants of other canoes know if they are likely to hit their canoe.	L
Motorised Craft	Capsize Collision	S	Set expectation of group travelling together. Participants are empowered to manage group distance and to show raft up sign if the group gets to far apart. Set safety guidelines- distance between canoes, whistles, rafting up. All Participants are to wear activity specific safety equipment (PFD/Life Jacket.) Group should travel together so that motorised craft has space to manoeuvre. Group to travel close to banks where possible. Participants are briefed on capsize procedures.	L
Public	Ill will Reputation tarnished	S	Instructors should choose appropriate areas to brief and unload canoes so that public are not restricted in access and participants are not distracted. Instructors to monitor noise and behaviour of group.	L
Inexperienced paddler	Capsize and entanglement	H	Teach students the capsize drill in the water. Each student to practice capsize drill in the water. Close supervision of craft if they capsize. Rescue craft readily available at all times. (This may be the instructor's canoe/kayak.)	L
Equipment				
Canoe Faulty	Leaky canoe	S	General condition of canoes is monitored when loading and unloading of canoes and faults recorded. Canoe condition is checked yearly.	L
Trailer	Canoes coming free from trailer Trailer coming off car	M	Suitably skilled adults are responsible for tying on canoes. The driver should check that canoes are securely on the trailer before driving away. The driver is responsible for checking that the trailer is sitting on the tow ball correctly and that the safety chain is secured.	L

Consequence

Likelihood	Insignificant 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
A (almost certain)	S	S	H	H	H
B (Likely)	M	S	S	H	H
C (Moderate)	L	M	S	H	H
D (unlikely)	L	L	M	S	H
E (rare)	L	L	M	S	S

Risk Level

H – High risk: e.g. likely or almost certain to occur, with at least moderate consequence – at least medical treatment required (See table below)

S – Significant risk

M – Moderate risk

L – Low risk

CONSEQUENCE RATING TABLE		
1	Insignificant	No injuries, No financial loss
2	Minor	First Aid treatment, Low financial loss
3	Moderate	Medical treatment required, Medium financial loss
4	Major	Extensive injuries, High financial loss
5	Catastrophic	Death, Major financial loss