

## GROUP LEADER...

- Group Leader run after briefing by TSCC staff
- Disclose relevant medical conditions
- Fulfil responsibilities in SAP below
- Responsible for overall group management
- River Supervision

## PARTICIPANTS...

- Must wear buoyancy aid
- Shoes recommended

## INSTRUCTOR...

- Pass internal training and assessment program
- Current first aid certificate

## RESTRICTIONS

Not recommended for under 5's  
Non swimmers

## RATIOS (not including instructor)

1 adult : 5 students

What could go wrong? 'The potential harm'	What would cause it to go wrong? 'The hazard'	How could we prevent it from going wrong? 'The mitigation'	Responsibility of?	When will it be done?	Emergency Plan
Death/Serious Injury (Drowning)	<ul style="list-style-type: none"> <li>- Inadequate instruction</li> <li>- Equipment failure</li> <li>- Poor supervision</li> <li>- Failure to follow instruction re: procedures and boundaries</li> <li>- Participants unable to swim, i.e. failure to disclose swimming ability</li> </ul>	<ul style="list-style-type: none"> <li>- Instructors are suitably qualified</li> <li>- Regular inspections</li> <li>- Clear instructions are given</li> <li>- Group Leaders to spread along river bank</li> <li>- Listen attentively and follow instructions</li> <li>- A buoyancy aid must be worn when on the river regardless of swimming ability</li> </ul>	<ul style="list-style-type: none"> <li>TSCC</li> <li>Group Leaders</li> <li>Group Leaders + Participants</li> </ul>	<ul style="list-style-type: none"> <li>Before</li> <li>Monthly inspection</li> <li>Beginning &amp; During</li> <li>Beginning &amp; During</li> </ul>	<p><i>Suspected major injury</i></p> <ul style="list-style-type: none"> <li>- All to vacate area</li> <li>- Instructor to coordinate first aid</li> <li>- Instructor to radio to main office to arrange for ambulance or extra assistance</li> </ul>
Entrapment	<ul style="list-style-type: none"> <li>- Standing up in current</li> <li>- Kayak getting stuck in vegetation/ logs</li> <li>- Capsizing kayak</li> </ul>	<ul style="list-style-type: none"> <li>- Brief all adults during orientation on how to manage kayaking safely</li> <li>- Have a 1:5 ratio (1 adult: 5 students)</li> <li>- Use throw bag to pull Participants out</li> </ul>	<ul style="list-style-type: none"> <li>TS instructor</li> <li>Participants + Group leaders</li> </ul>	<ul style="list-style-type: none"> <li>Before</li> <li>During</li> </ul>	<ul style="list-style-type: none"> <li>- Assess if activity can continue</li> </ul>
Loss of Equipment	<ul style="list-style-type: none"> <li>- Gear floating down stream</li> <li>- Lifejackets getting left out and blown away</li> <li>- Stream rising/sweeping away boats</li> </ul>	<ul style="list-style-type: none"> <li>- Have sufficient supervision</li> <li>- Put Lifejackets away between sessions</li> <li>- Pack up and lock kayaks at the end of the day</li> </ul>	<ul style="list-style-type: none"> <li>Participants + Group leaders</li> <li>TS instructor</li> </ul>	<ul style="list-style-type: none"> <li>During</li> <li>After</li> <li>After</li> </ul>	<p><i>Entrapment</i></p> <ul style="list-style-type: none"> <li>- Group leader to pull participant out of river</li> </ul>
Exposure to Elements (Sun, wind, temperature)	<ul style="list-style-type: none"> <li>- Long periods out in the sun or wind and rain without correct clothes</li> </ul>	<ul style="list-style-type: none"> <li>- Move to an indoor Activity during "bad weather"</li> <li>- Allow time for changing prior to and after rotation</li> <li>- Ensure the group has adequate clothing</li> </ul>	<ul style="list-style-type: none"> <li>TS instructor</li> <li>Participants + Group leaders</li> </ul>	<ul style="list-style-type: none"> <li>Before</li> <li>Before &amp; During</li> </ul>	<p><i>Other/ Minor Injury</i></p> <ul style="list-style-type: none"> <li>- Group leader to administer first aid</li> </ul>
Psychological Harm	<ul style="list-style-type: none"> <li>- Being bullied or forced to participate</li> <li>- Fear of deep/moving water</li> </ul>	<ul style="list-style-type: none"> <li>- Challenge by choice</li> <li>- Group encouragement</li> </ul>	<ul style="list-style-type: none"> <li>TS instructor</li> <li>Participants + Group leaders</li> </ul>	<ul style="list-style-type: none"> <li>During</li> </ul>	

Please note: The Instructor may cancel this activity at any time if conditions outlined in this SAP are not able to be achieved or maintained. **Serious Hazards are highlighted**