

GROUP LEADER...

- Group leader to run after being trained by TS Instructor
- 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)	- Inadequate instruction - Equipment failure	- Instructors are suitably qualified - Regular inspections	TSCC	Before Monthly inspection	<i>Suspected major injury</i> - All to vacate area - Group leader to coordinate first aid - Group leader to arrange for ambulance or extra assistance
	- Poor supervision	- Clear instructions are given - Group Leaders to spread along river bank	Group Leaders	Beginning & During	
	- Failure to follow instruction re: procedures and boundaries - Participants unable to swim, i.e. failure to disclose swimming ability	- Listen attentively and follow instructions - A buoyancy aid must be worn when on the river regardless of swimming ability	Group Leaders + Participants	Beginning & During	
Entrapment	- Standing up in current	- Brief all adults during orientation on how to manage kayaking safely	TS instructor	Before	- Inform host of incident immediately and fill out appropriate forms
	- Kayak getting stuck in vegetation/ logs - Capsizing kayak	- Have a 1:5 ratio (1 adult: 5 students) - Use throw bag to pull Participants out	Participants + Group leaders	During	
Loss of Equipment	- Gear floating down stream	- Have sufficient supervision	Participants + Group leaders	During	- Assess if activity can continue
	- Lifejackets getting left out and blown away - Stream rising/sweeping away boats	- Put Lifejackets away between sessions - Pack up and lock kayaks at the end of the day	TS instructor	After	
Exposure to Elements (Sun, wind, temperature)	- Long periods out in the sun or wind and rain without correct clothes	- Move to an indoor Activity during "bad weather" - Allow time for changing prior to and after rotation	TS instructor	Before	- Group leader to pull participant out of river
		- Ensure the group has adequate clothing	Participants + Group leaders	Before & During	
Psychological Harm	- Being bullied or forced to participate - Fear of deep/moving water	- Challenge by choice - Group encouragement	TS instructor Participants + Group leaders	During	<i>Other/ Minor Injury</i> - Group leader to administer first aid

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*