

SAFETY ACTION PLAN

ACTIVITY: KAYAKING
LOCATION: KAYAK PADDOCK

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 - Poor supervision - Failure to follow instruction re: procedures and boundaries - Participants unable to swim, i.e. failure to disclose swimming ability - Extreme environmental event (Flooding, Earthquakes, Lightning & High Winds)	- Instructors are suitably qualified - Regular inspections - Clear instructions are given - Group Leaders to spread along river bank - Listen attentively and follow instructions - A buoyancy aid must be worn when on the river regardless of swimming ability - Move to emergency meeting area	TSCC Group Leaders Group Leaders + Participants TS instructor	Before Monthly inspection Beginning & During Beginning & During In the event	<i>Suspected major injury</i> - All to vacate area - Group leader to coordinate first aid - Group leader to arrange for ambulance or extra assistance - Inform host of incident immediately and fill out appropriate forms - Assess if activity can continue
Entrapment	- Standing up in current - Kayak getting stuck in vegetation/ logs - Capsizing kayak	- Brief all adults during orientation on how to manage kayaking safely - Have a 1:5 ratio (1 adult: 5 students) - Use throw bag to pull Participants out	TS instructor Participants + Group leaders	Before During	
Loss of Equipment	- Gear floating down stream - Lifejackets getting left out and blown away - Stream rising/sweeping away boats	- Have sufficient supervision - Put Lifejackets away between sessions - Pack up and lock kayaks at the end of the day	Participants + Group leaders TS instructor	During After After	<i>Entrapment</i> - Group leader to pull participant out of river
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 - Ensure the group has adequate clothing	TS instructor Participants + Group leaders	Before Before & During	<i>Other/ Minor Injury</i> - Group leader to administer first aid
Psychological Harm	- Being bullied or forced to participate - Fear of deep/moving water	- Challenge by choice - Group encouragement	TS instructor Participants + Group leaders	During	

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*