



Safety Action Plan

Program: Introduction to Kayaking (flat sheltered water)

Risk Level: Medium

Instructor - Participant Ratio: 1:10

Minimum Age: 7 years

Maximum number of youth per group: 12

Supervisors: Blue Light Instructor plus parent help/teacher(s)

Important Information for Volunteer Leaders of Activity Groups

1. All participants and their safety is your responsibility for the entire duration of the session. Do not allow any child to leave the group without your permission.
2. Please ensure your cell phone is turned off and your attention is on the children at all times.
3. Please ensure you are acquainted with the Activity Instructions and RAMS form for your activity, prior to beginning the session.
4. It is expected that your organisation will have briefed leaders as to any special needs/at risk children (eg severe allergies)
5. If you have any concerns about the activity, please speak with Blue Light staff immediately.
6. During a session, the instructor may make a decision about whether it is safe to continue the activity, or stop if it is necessary.
7. Normal precautions for child safety apply such as:
 - Ensure adequate clothing and footwear are worn especially if outdoors
 - Maintain group control at all times
 - Understand emergency procedures
 - Know who your First Aid Officer for the group is and their location
8. Encourage full group participation and have fun together!



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Risk Assessment

What could go wrong?	What would cause it to go wrong?	How could we prevent it from going wrong?	Whose responsibility is it?	When/Where will it be done?
Death by drowning	Lack of water confidence	Training programme. Ascertain experience from participants. Life jackets mandatory. Equipment checked. Weather and river conditions checked.	Instructor and staff	On beach/shore
Injury due to capsiz or hit by other kayak or own kayak	Inexperience. Mucking around.	Training/briefing/monitoring. Check conditions prior to entering water. Boundaries and consequences eg sent to shore if behaviour not changed	Instructor and staff	Prior to leaving school and office
Sun burn	Lack of sunscreen or clothing caps etc	Leaders to stress importance before leaving school. Extra sunscreen to be brought up and held in the van.	Leaders and participants	Continual monitoring by leaders and volunteers
Abrasions on feet	Rocks on shore or in water	Leaders to ensure youth and adults aware of areas to avoid or care	Leaders and participants	Prior to commencing program
Dehydration/energy loss	Lack of water and food	Leaders to ensure participants have their own water bottles and food.	Leaders and participants	Prior to commencing program
Hypothermia	Exposure to elements Incorrect clothing	Regular breaks for drinks and food. Gear list for youth and parents. Clothing checked for suitability.	Leaders	Prior to commencing program
Sting from jelly fish	Touches/plays with jelly fish	Briefing of Hazard with leaders and participants	Leaders & participants	Prior to program

Emergency Plan

Take Control	Assess and contain situation; prioritise actions; delegate roles; look after rest of group.
Strategy	Remove person(s) from life threatening environment.
First Aid	Treat person(s) for injuries.
Evacuate	Package and transport person(s) to professional health care; look after rest of group.
Communicate	Notify emergency services; contact Blue Light Chairman; organise media spokesperson.