

# Camp Management Plan

## Ningaloo Reef Adventure Camps

### Assess the Risks

#### *Assess the environment*

#### Coral Bay

The location chosen for the camp (Coral Bay) is a suitable environment to carry out adventure and outdoor activities. This environment poses a low level of risk to students who are following directions and obeying clear rules, however it is still an uncontrolled natural location that has an inherent risk value.

Coral Bay is part of the Ningaloo Marine Park environment that is managed and controlled by the Department of Environment and Conservation to lower the dangers and risks that may be present in an unmanaged area of land.

Coral Bay settlement is a very small settlement that houses approximately 150 permanent residents and approximately two thousand tourists a week during peak periods.

Ningaloo Reef Adventure Camp (NRAC) runs approximately 30 camps a year catering to over 1000 children, with all camps based in Coral Bay. They are a very experienced operation, which came highly recommended.

Accommodation with Ningaloo Reef Adventure Camps is in a private area with all facilities such as safari camp tents, a fully provisioned commercial kitchen, private ablution blocks, and large recreational area.

Ningaloo Reef Adventure Camps Public Liability Insurance covers the students camping whilst at the village. Ningaloo Reef Adventure Camps public liability insurance policy covers the students for all activities they conduct and organise, including subcontractors and third party providers they utilise in the provision of these activities.

Ningaloo Reef Adventure Camps supplies all meals for the duration of the camp, all activities for the duration of the camp and all accommodation for the duration of the stay.

#### Risk Analysis

A risk analysis has been conducted for the above locations and the following items were identified as possible issues. Each risk has then been addressed with appropriate actions to remove, minimise or contain the possible risks.

#### Water Hazards

- In closed water environments Departmental regulations stipulate one qualified supervisor **supervising** for every 32 students in the water and one qualified supervisor **supervising** for every 22 students. A certain number of non-qualified supervisors are needed dependant on the number of participants in the water.

- In open water environments departmental regulations stipulate one qualified supervisor for every 12 students in the water. as well as these supervisors. A certain number of non-qualified supervisors are needed dependant on the number of participants in the water.
- Coral Bay and surrounding areas, such as the lagoon are safe, closed water-based environments that contain no very deep water, dumping waves, rips or strong currents. Areas selected for swimming do not exceed 100 metres of shoreline, are well defined and have been used by many swimmers and snorkellers of all ages.
- Safe entry and exit locations will be specified for each swimming activity and shown to the students before they enter the water.
- All snorkelling equipment will be supplied.
- Any marine vessels used for activities comply with the Department of Planning and Infrastructure requirements. Ningaloo Reef Adventure Camp can provide the necessary insurance documentation of the marine vessels used.
- Ningaloo Reef Adventure Camps supply employs head counts upon entering and exiting the water, safety check systems of buddies and supervisors patrolling the designated areas.

#### Bites and Stings

Apply appropriate 1<sup>st</sup> Aid.

#### Fainting

Apply appropriate 1<sup>st</sup> Aid.

#### Broken Bones

- Apply appropriate 1<sup>st</sup> Aid.
- Contact nursing post and emergency services.

#### Spinal Injuries

- Apply appropriate 1<sup>st</sup> Aid.
- Contact nursing post and emergency services.
- The school to be contacted by phone

#### Sprains

Apply appropriate 1<sup>st</sup> Aid.

#### Students Getting Lost

See Emergency Response Plans

#### ***Assess the students' capacity***

Ningaloo Reef Adventure Camps student consent information and consent forms need to be filled out by all camp participants.

## ***Assess the involvement of external providers***

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### **Ningaloo Reef Adventure Camps**

Ningaloo Reef Adventure Camp (NRAC) runs approximately 30 camps a year catering to over 1000 children, with all camps based in Coral Bay. They are a very experienced operation, which is highly recommended. NRAC is owned and run by Kane Simpson, a former DET teacher, with qualifications in senior 1<sup>st</sup> aid, Surf Life Saving WA Surf Rescue, Austswim Certificates, Outdoor Education qualifications and all DEC permits.

NRAC employs the services of qualified skippers, environmental scientists, dive masters, chefs and camp directors. Copies of all qualifications and certificates can be supplied to ensure compliance with DET policy requirements.

Ningaloo Reef Adventure Camps can supply copies of:

- Certificate of the Registration of a Business Name
- Statement of Attainment – Australian Red Cross: Senior First Aid
- Edith Cowan University – Bachelor of Education
- Surf Life Saving Western Australia – Surf Rescue Certificate
- Working With Children Check
- Department of Environment and Conservation - Commercial Operations Licence for bushwalking, camping, diving, snorkelling and swimming in Ningaloo Marine Park
- Ningaloo Reef Adventure Camps – Risk Management and Emergency Response Plan
- Certificate of Liability – ‘MV Ningaloo’: covers the vessel as a charter craft (used for marine interaction and snorkelling tours)
- Certificate of Liability – ‘Miss Coral Bay II’: covers fare paying passengers to view reef including swimming and snorkelling (used for glass bottom boat tours of Ningaloo reef)
- Certificate of Liability – Ningaloo Reef Adventure Camps: covers camping, food/drink, beach & bushwalking, dancing, orienteering, star gazing, guided night spotlighting, reef walking, sightseeing, bush regeneration, beach games, night games, non-contact games, educational activities, swimming and snorkelling off the beach, subcontractors/third party providers conducting boating, guided sea kayaking, fishing, swimming, snorkelling, coral viewing and marine interaction tours.

## **Establish Supervision Strategies**

Ningaloo Reef Adventure Camps applies the following supervision and safety strategies –

- a) Students are continually in view of supervisors.
- b) Supervisors restrict students to designated areas.
- c) Head counts are implemented entering water, exiting water and during activity.
- d) Supervisors patrol designated areas.
- e) Safety check systems implemented – buddy and check systems, water checks, safety stops.

## **Provide Information and Seek Consent**

Ningaloo Reef Adventure Camps student consent information and consent forms need to be filled out by all camp participants.

## **Develop Communication Strategies**

Ningaloo Reef Adventure Camps practices and implements the use of whistles, safety and emergency signals (universal signals).

The major emergency services in Coral Bay are

**Coral Bay Nursing Post, Telephone - 08 99425 828**

**FESA, Telephone 08 99425 932**

### **Complete Emergency Response Planning**

Please refer to the diagrammatic Emergency Response Plan for identified responses to predictable incidents or emergency situations.