**RISK ANALYSIS & MANAGEMENT SYSTEM**

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**ACTIVITY/SITUATION:-** Archaeological Dig

**STAFF : STUDENT RATIO:-** 1 : 8 – 2 Visiting Staff accompany Activity AT ALL TIMES

### ANALYSIS

#### RISKS

- Accident, Injury
- Other forms of loss

#### CASUAL FACTORS

- Hazards, perils, dangers

#### MANAGEMENT STRATEGIES

- Normal Operation
  - Staff experienced in supervising groups in outdoor recreation activities
  - Visiting Staff to fully supervise Activities at all times
  - Students allocated times when they can access the Activities
  - Monitor the welfare of students
  - Group Leaders to report any incidents
  - Staff to ensure students adhere to all the Safety Rules & Guidelines
  - Students should remove jewellery & tie back their hair prior to participation
  - Instructors should explain group goals & dangers
  - Implement ‘Challenge by Choice’ Contract

### DESCRIPTION

#### People

- **Students**
  - with Special Needs
  - Poor Group Control
  - Poor Communication
  - To many participants

- **Equipment**
  - Equipment unsafe
  - Sand at wrong depth
  - Artefacts not buried
  - at a safe depth
  - Sharp object found in the sand pit

- **Environment**
  - Secure fenced area
  - Outdoors
  - Steps and/or gates used to access activity
  - Stone path around the activity

### POLICIES & GUIDELINES RECOMMENDED

- Full supervision required at all times
- Students are not to:
  - Run
  - Push
  - Jump over equipment or other participants
  - Throw equipment or Sand
  - Students to work in small groups
  - Students to wear gloves at all times when in the Sand Pit
  - Any damage to equipment MUST BE reported to BSSOEC Staff
  - Carry First Aid Kit & Emergency Management Plans on file

### SKILLS REQUIRED BY STAFF

- Instructors first aid qualified
- Instructors able to set up and dismantle Activity
- Instructors able to safely prepare the Activity for participation
- Instructors trained in group dynamics and communication skills
- Instructors trained in education
- Instructors know, comprehend & confidently implement the following Project Adventure Concepts:-
  - The Full Value Contract, and
  - Challenge by Choice

### FINAL DECISION ON CONDUCTING ACTIVITY

- **Choose One**
  - **ACCEPT**
  - **REJECT**

**Safe and challenging activity with precautions listed above**