**ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT**

**Activity & Venue**

<p>| ARCH AEOLOGICAL DIG – Residence Sand Pit or Wheelchair Archaeological Dig Site |</p>
<table>
<thead>
<tr>
<th>List:- Safety Issues</th>
<th>Risks</th>
<th>Hazards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students running around the sand pit area and tripping over the stairs leading to the activity or the Sand Pit</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students throwing sand at each other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students swallowing sand</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students cutting themselves on the Artefacts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students hitting each other with the Archaeological Dig Equipment</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Can a satisfactory Plan be developed to keep participants safe?

**YES** ✅  Develop Safety Management Plan

**NO**  Avoid Activity

**Consider / Include**

- **Nature of the venue – Physical Terrain:-**
  - Sand Pit
  - Flat Terrain with a slight run off

- **Special Characteristics of this Location:-**
  - The area is fenced off
  - There are a set of steps leading to the sand pit

- **Specific Checks for Immediate Hazards:-**
  - Ensure there is nothing sharp in the sand pit
  - Ensure rocks & debris are clear of the sand pit
  - Ensure there are enough Gloves

- **Weather:-**
  - Not an appropriate Activity in inclement weather

- **Venue Check prior to Excursion:-**
  - Clear sand pit & area of debris when setting up

- **The Activity & Level of Activity:-**
  - A very basic low energy Activity
  - Beginners welcome to participate
Activity Appropriateness for the Age Group:-  
More appropriate for younger students  
5 – 14 year olds

Maturity:-  
All maturity levels  
Prefer students who have used sand pits before

Physical Stature:-  
Students of all physiques welcome to participate

Ability Level:-  
No experience required

Readiness of the Students:-  
Students must be willing to participate  
Students must be alert & attentive during Activity  
Students must listen to ALL INSTRUCTIONS

Suitability of the Location:-  
Very safe & appropriate location  
Wheelchair Archaeological Dig Activity Site

Staff Qualifications and / or Experience:-  
Experience in supervising groups in outdoor recreation activities

Nature of the Group:-  
Students with Special Needs  
Students with a variety of different Special Needs

Area to be Visited:-  
Archaeological Dig Activity Site  
Wheelchair Archaeological Dig Activity Site

Participant Preparation:-  
Appropriate Clothing  
Safety Briefing

Skill Development:-  
Ability to step into & walk around a Sand Pit  
Ability to dig in a Sand Pit  
Ability to pull buried artefacts from a sand pit

Fitness Development:-  
Low fitness level  
Non – Physical Activity

Advance Briefing:-  
Highlight Safety Requirements to Students  
NO Throwing Sand  
DO NOT Run  
Move safely around the Sand Pit
Equipment Maintenance Procedures & Checks:
- Rake the Sand Pit
- Ensure digging tools are safe
- Ensure volume of sand is safe & appropriate

Personal Equipment:
- Students are to wear clothing they are happy to get dirty
- Appropriate Shoes are required

Special Equipment:
- Issue students with Gloves

Transport:
- Walk to the Archaeological Gig Activity Site
- If transport is required – School’s Own Bus

Equipment of Emergencies:
- 1st Aid Kit

Protective Clothing:
- Not required

Organisational Arrangements for conducting the Activity:
- Group Leaders choose the Activity as part of their Camp Program
- Blackwood Staff prepare the Activity
- Blackwood Staff fully brief Group Leaders

Staff – Student Ratio:
- 1 : 8
- 2 Visiting Staff accompany Activity at ALL TIMES

Location:
- The Archaeological Dig Activity Site
- The Wheelchair Archaeological Dig Activity Site

Roles of Staff:
Blackwood SSOEC Staff
- Set up the Activity
- Implement the Activity if available
- Brief Students & ensure Activity is run safely

Group Leader
- Supervision & behaviour of all Campers
- 1st Aid & Sun Safe Strategies
- Head Count of Students at all times
- Report incidents

Visiting Staff
- Monitor welfare & fitness of Students
- Carry out tasks as directed
- Ensuring Students adhere to Safety Rules

Safety Measures:
- DO NOT RUN
- DONOT throw sand, tools or artefacts
- DO NOT push, WALK around & in sand pit
- This is an Archaeological Dig NOT a Treasure Hunt
Group Management Arrangements:-
- Keep the group together at ALL TIMES
- Split the group into small working parties during Activity

Additional Activities (if required):-
- If the weather is inappropriate:—
  - Indoor Accommodation Site Activities
  - Bushwalk

Activity Plan Alternative:—
- Implement other Activities from Camp Program
- Indoor Accommodation Site Activities

Injury Management:—
- Dial 000 – if required
- Treat Injury on site
- Student to return to Activity if able
  - OR
- Student to return to Accommodation to Rest
- Monitor student regularly
- Assess & Manage Injury regularly

Emergency Plan:—
- Dial 000 – if required
- Remove student from the Activity
- Assess Injury
- If required cancel the Activity
- Visiting Staff required to supervise uninjured students
- Help student return to the Activity
- Remove student from Activity Location to a safer Environment where Injury can be adequately Managed
- Continuously Monitor & Assess the Student

Communication Plan:—
- Group Leader to inform their Principal
- Group Leader to inform Parents – if required
- Group Leader to inform Blackwood Manager
- Group Leader to complete:—
  - Patient Care Report
  - Incident Notification Form
- Group Leader & Blackwood Manager to inform DEECD if Patient is Transported to Hospital
- Blackwood Manager to inform Blackwood President – if required
- Blackwood Manager to initiate Emergency Services – if required
- Blackwood Manager to direct Blackwood Staff, Group Leader, Visiting Staff & Students under the direction of Emergency Services Personnel