ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

Activity & Venue

BUSH COOKING – Bush Cooking Site, Accommodation Campfires, Wombat or Lederderg State Forests

List:-

Safety Issues  Risks  Hazards

Students running around the selected Bush Cooking Activity Site
Students falling into the Campfire Pit
Students burning themselves while Bush Cooking
Students injuring themselves while collecting Firewood
Students starting a Bushfire

Can a satisfactory Plan be developed to keep participants safe?

YES ✔️  NO

Develop Safety Management Plan  Avoid Activity

Consider / Include

Nature of the venue – Physical Terrain:-

Flat Terrain with a slight run off
Bush or forest Setting

Special Characteristics of this Location:-
The area is a designated Campfire Area

Specific Checks for Immediate Hazards:-

Ensure there are no over hanging trees
Ensure that leaf & plant litter is removed
Ensure water is easily accessible

Weather:-

Not an appropriate Activity in inclement weather

Venue Check prior to Excursion:-

Clear leaf & plant litter from surrounding area
Clean out fire pit prior to starting
Confirm it’s a Non-Fire Danger Day

The Activity & Level of Activity:-

A very basic low energy Activity
Beginners welcome to participate
Activity Appropriateness for the Age Group:-

All ages

Maturity:-

All maturity levels
Prefer students who have Bush Cooked 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 locations
Locations used regularly for Bush Cooking

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:-

Bush and / or Forest Setting
Campfire locations

Participant Preparation:-

Appropriate Clothing
Safety Briefing

Skill Development:-

Ability to walk safely around a Campfire
Ability to collect firewood
Ability to patiently cook Bush Food

Fitness Development:-

Low fitness level
Non – Physical Activity

Advance Briefing:-

Highlight Safety Requirements to Students
DO NOT RUN
DO NOT Build a Big Fire
Move safely around the Campfire

ADVENTURE  CHALLENGE  FUN  TEAMWORK  CHOICE
Equipment Maintenance Procedures & Checks:

- Matches, Paper, Wood & Buckets of Water
- Bush Cooking Ingredients
- Ensure Cooking Utensils are appropriate

Personal Equipment:

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

Special Equipment:

- Issue students with Paper to build the fire
- Issue each student if 1 (one) Match – if students are lighting the fire as part of the Activity

Transport:

- Walk to the selected Bush Cooking Activity Site
- If transport is required – School’s Own Bus

Equipment of Emergencies:

- 1st Aid Kit
- Water

Protective Clothing:

- Gloves
- Long Sleeves & Long pants Recommended

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:

- A Selected Bush Cooking Activity Site at the Centre or in the surrounding Forests

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 sticks
- DO NOT Step over the Campfire
- Demonstrate how to safely light a Match – especially if students are lighting the fire
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