ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

Activity & Venue

BUSH HUT MAKING – Blackwood Special Schools Outdoor Education Centre inc. Orienteering Hill

List:— Safety Issues Risks Hazards

Students running around the selected Bush Hut Making Site
Students running around the Bush Environment while collecting Building Material for their Bush Huts
Bush Hut collapsing onto Students during & after construction
Students injuring themselves while collecting Building Material
Students injuring themselves while walking around the Bush Environment collecting Building Material

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:—
Sloping Terrain
Bush Environment

Special Characteristics of this Location:—
The area Blackwood Special Schools OEC Land

Specific Checks for Immediate Hazards:—
Ensure there are no over hanging trees
Ensure there are no mine shafts in immediate area
Ensure boundaries are clearly defined

Weather:—
Not an appropriate Activity in inclement weather

Venue Check prior to Excursion:—
Ensure boundaries are defined for the students
Ensure site selection is safe & appropriate
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 made Bush Huts 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
- Location is always used for Bush Hut Making

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 Environment

Participant Preparation:-

- Appropriate Clothing
- Safety Briefing

Skill Development:-

- Ability to walk safely in a Bush Environment
- Ability to collect natural Building Material
- Ability to patiently build a Bush hut

Fitness Development:-

- Low fitness level
- Non – Physical Activity

Advance Briefing:-

- Highlight Safety Requirements to Students
- DO NOT RUN
- Be aware of other when moving Building Material
- Move safely around the Bush Hut
| Equipment Maintenance Procedures & Checks: | There is NO Equipment Required for this Activity  
Students encouraged to disable previous Bush Huts to gain access to Building Material |
| Personal Equipment: | Students are to wear clothing they are happy to get dirty  
Appropriate Shoes are required |
| Special Equipment: | There is NO Special Equipment Required  
Maybe have a bucket of water ready to simulate rain |
| Transport: | Walk to the Bush Hut Making Activity Site  
If transport is required – School’s Own Bus |
| Equipment of Emergencies: | 1st Aid Kit |
| Protective Clothing: | Gloves can be useful to help transport Building Material & Build the Bush Hut |
| 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: | Blackwood Special Schools Outdoor Education Centre Inc. Bush Hut Making 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 sticks  
DO NOT Climb onto Bush Huts  
Assist with Construction to Assess Stability & Appropriateness |
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