Blackwood Special Schools
Outdoor Education Centre Inc.

**ANALYSIS**

**DESCRIPTION**

**RISKS**
- Accident, Injury
- Other forms of loss

<table>
<thead>
<tr>
<th>People</th>
<th>Equipment</th>
<th>Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student with Special Needs</td>
<td>Whistles don’t work</td>
<td>Bush Environment</td>
</tr>
<tr>
<td>Poor Group Control</td>
<td>Compasses Broken</td>
<td>Outdoors</td>
</tr>
<tr>
<td>Poor Communication</td>
<td>Maps Lost</td>
<td>Walking Tracks</td>
</tr>
<tr>
<td>To many participants</td>
<td>Day Packs to heavy</td>
<td>4WD Tracks</td>
</tr>
<tr>
<td>Group separated</td>
<td>Snacks unsuitable</td>
<td>Roads</td>
</tr>
<tr>
<td></td>
<td>Inappropriate clothing</td>
<td>Water Races</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Fire Danger Day</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Total Fire Ban</td>
</tr>
</tbody>
</table>

**CASUAL FACTORS**
- Hazards, perils, dangers

<table>
<thead>
<tr>
<th>People</th>
<th>Equipment</th>
<th>Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff experienced in Bushwalking</td>
<td>Issue students with Whistles, Day Packs &amp; Wet Weather Jackets</td>
<td>Ensure selected route &amp; distance is appropriate for the ability of the students</td>
</tr>
<tr>
<td>Staff competent with Map &amp; Compass</td>
<td>Issue Maps &amp; Compasses (if required)</td>
<td>Water is carried</td>
</tr>
<tr>
<td>Staff skilled at communication</td>
<td>Assign a Leader</td>
<td>Check weather conditions &amp; ensure it is not a Fire Danger Day</td>
</tr>
<tr>
<td>Staff skilled at group control</td>
<td>Assign a Whip</td>
<td>Be prepared for a change in the weather</td>
</tr>
<tr>
<td>Give full instructions</td>
<td>Students MUST NOT walk off the tracks</td>
<td></td>
</tr>
<tr>
<td>Full Supervision</td>
<td>Tie back long hair</td>
<td></td>
</tr>
<tr>
<td>Define boundaries</td>
<td>Remove jewellery, watches</td>
<td></td>
</tr>
<tr>
<td>Highlight correct use of the Equipment</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Allow challenge by choice.</td>
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<td></td>
</tr>
</tbody>
</table>

**MANAGEMENT STRATEGIES**
- Normal Operation

- **Emergency**
  - Have first aid kit on site
  - Instructor qualified in first aid
  - Instructor skilled at group skills & communication to handle emergency
  - BSSOEC has prepared an emergency plan for injuries/accidents
  - Follow Emergency Response Plan

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**RISK ANALYSIS & MANAGEMENT SYSTEM**

**NAME:** Tony Bellette

**DATE:** 6th February 2012

**ACTIVITY/SITUATION:** Bushwalking

**STAFF : STUDENT RATIO:** 1 : 10 – 2 Visiting Staff accompany Activity AT ALL TIMES

**ANALYSIS**

**DESCRIPTION**

- 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

**RELEVANT INDUSTRY STANDARDS APPLICABLE**

- Full supervision required at all times
- Students are not to RUN
- GROUP MUST NEVER walk off the track
- Students MUST NOT walk in front of the Leader
- Students MUST NOT walk behind the Whip
- Regularly stop to wait for slower walkers & monitor group
- IF LOST students – STOP, SIT DOWN & BLOW THEIR WHISTLES until they are found by a Staff / Emergency Services Member
- Any damage to equipment MUST BE reported to BSSOEC Staff
- Carry First Aid Kit & Emergency Management Plans on file

**POLICIES & GUIDELINES RECOMMENDED**

- 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

**SKILLS REQUIRED BY STAFF**

**FINAL DECISION ON CONDUCTING ACTIVITY**

- Safe and challenging activity with precautions listed above

Choose One

- **ACCEPT**
- **REJECT**