ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

Activity & Venue

BUSHWALKING – Wombat & Lerderderg State Forests, Werribee Gorge, Mount Buffalo National Park

List:- Safety Issues Risks Hazards

- Students getting Lost
- Students getting Hypo or Hyperthermia
- Snake Bite
- Students falling off the raised Water Race Walking Tracks and sliding down the Cliff
- Students injuring themselves while walking around the Bush Environment

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:-

- Bush Environment
- Steep Hills, Walking Tracks, 4WD Tracks, Rocky River Beds, Raised Goldmining Water Races

Special Characteristics of this Location:-

- It is a Forest Setting
- MUST ALWAYS UTILISE TRACKS
- BE AWARE of OLD OPEN MINE SHAFTS

Specific Checks for Immediate Hazards:-

- Ensure the Leader is very familiar with the Walk
- Ensure there are no mine shafts in immediate area
- Be aware of fallen trees over the Track

Weather:-

- Appropriate Activity in inclement weather but not extreme weather
- Ensure all participants are appropriately dressed

Venue Check prior to Excursion:-

- Ensure there are no DSE Burn-offs in the Area
- Ensure route selected is safe & appropriate
- Confirm it’s a Non-Fire Danger Day

The Activity & Level of Activity:-

- There is a large variety of walks suitable for all
- Beginners welcome to participate
Activity Appropriateness for the Age Group:

- All ages

Maturity:

- All maturity levels
- Prefer students who have Bushwalked before

Physical Stature:

- Students of all physiques welcome to participate

Ability Level:

- No experience required
- Ability to walk a minimum of 3km in a Bush Environment

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
- A variety of Bushwalks means there are walks to suit all abilities, fitness levels & experiences

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
- Appropriate Day Walk / Bushwalking Gear
- Safety Briefing

Skill Development:

- Ability to walk safely in a Bush Environment
- Ability to walk the selected distance
- Ability to walk in different terrains

Fitness Development:

- Medium fitness level required
- Must be able to walk a minimum of 3km

Advance Briefing:

- Highlight Safety Requirements to Students
- DO NOT RUN
- Issue Whistles to every participant
- Appoint a Leader & Whip
Equipment Maintenance Procedures & Checks:
- Day Packs cleaned & checked after each use
- Whistles cleaned & checked after each use
- Compasses & Maps safely stored away

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

Special Equipment:
- Compasses Maps & Whistles

Transport:
- Walk to the start of the Bushwalk
- If transport is required – School’s Own Bus

Equipment of Emergencies:
- 1st Aid Kit
- EPIRB

Protective Clothing:
- Wet Weather Jackets – if 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 : 10
- 2 Visiting Staff accompany Activity at ALL TIMES

Location:
- Wombat & Lerderderg State Forests, Werribee State Gorge & Mount Buffalo National Park

Roles of Staff:
- Blackwood SSOEC Staff
  - Set up the Activity
  - Implement the Activity
  - 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 walk in front of the LEADER
- DO NOT walk behind the WHIP
- If lost – STOP, Sit Down & Blow Whistle 3 Times, Wait & Blow again until you are Found
Group Management Arrangements:-

- Keep the group together at ALL TIMES
- Regularly wait for the Slower Walkers
- Regularly stop for the group to drink & eat

Additional Activities (if required):-

- If the weather is inappropriate:-
  - Continue with Bushwalk or alternative Route
  - Indoor Accommodation Site Activities

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