ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

Activity & Venue

ENVIRONMENTAL ACTIVITIES – Imagination Trail, Orienteering Hill / Wombat & Lederderg Forests

List:-  Safety Issues  Risks  Hazards

Students running around the Forest Environment
Students running around the Imagination Trail or Orienteering Hill Sites
Students damaging the Natural Environment (Flora And/or Fauna) while participating in the Activities
Students falling into a Mine Shaft or Mining Location while participating in the Activities
Students polluting the Natural Environment while participating in the activities

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:-
Bush Environment  Hilly Environment

Special Characteristics of this Location:-
It is a Natural Bush Environment

Specific Checks for Immediate Hazards:-
Ensure there are no overhanging trees
Ensure the areas is familiar to Blackwood Staff
Ensure students move safely throughout the area

Weather:-
Appropriate Activity in inclement weather but not extreme weather

Venue Check prior to Excursion:-
Ensure the selected Activity Site is a safe and familiar area to access with students

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

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:-

- Choose a very safe & appropriate location
- Ensure students are aware of boundaries in the area that the Activity is being conducted

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:-

- The Imagination Trail or Orienteering Hill
- Wombat State Forest
- Lerderderg State Park

Participant Preparation:-

- Appropriate Clothing
- Safety Briefing

Skill Development:-

- Ability to safely walk around a Bush Environment
- Ability to pick up Natural Environmental objects
- Ability to smell & discuss Natural Environmental objects

Fitness Development:-

- Low fitness level
- Non – Physical Activity

Advance Briefing:-

- Highlight Safety Requirements to Students
- NO Running through the Bush Environment
- DO NOT destroy the Natural Environment
- Move safely around the selected Activity Site
Equipment Maintenance Procedures & Checks:
- Ensure equipment is kept together in the Office
- Ensure equipment is ready and available

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

Special Equipment:
- No Special equipment is required

Transport:
- Walk to the selected Environmental 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 : 10
- 2 Visiting Staff accompany Activity at ALL TIMES

Location:
- The Imagination Trail or Orienteering Hill
- Wombat State Forest or Lerderderg State Park

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 anything at each other
- WALK safely through the selected Environmental Activity Site
- DO NOT damage the Natural Environment
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