## ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

### Activity & Venue

**FRISBEE GOLF – Imagination Trail and/or Orienteering Hill**

<table>
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<th>Safety Issues</th>
<th>Risks</th>
<th>Hazards</th>
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<tbody>
<tr>
<td>Students running around the Forest Environment</td>
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<tr>
<td>Students running around the Imagination Trail or Orienteering Hill Sites</td>
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<tr>
<td>Students damaging the Natural Environment (Flora And/or Fauna) while participating in the Activities</td>
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<tr>
<td>Students falling into a Mine Shaft or Mining Location while participating in the Activities</td>
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<tr>
<td>Students climbing through fences or tress to retrieve mis-thrown Frisbees</td>
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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
  - Hilly Environment

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

- **Specific Checks for Immediate Hazards:**
  - Ensure there are no overhanging tress
  - Ensure students do not run throughout the Activity
  - Ensure students move safely throughout the area

- **Weather:**
  - Not an appropriate Activity in inclement weather

- **Venue Check prior to Excursion:**
  - Ensure the selected Activity Site is a safe
  - Ensure the selected Activity Site is suitable for the 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 the most suitable site for the students |
| | 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 |
| | The Orienteering Hill |
| Participant Preparation:- | Appropriate Clothing |
| | Safety Briefing |
| Skill Development:- | Ability to safely walk around a Bush Environment |
| | Ability to correctly throw & retrieve a Frisbee |
| | Ability to count & add up a Golf Score |
| | Ability to work in small groups |
| Fitness Development:- | Low fitness level |
| | Non – Physical Activity |
| Advance Briefing:- | Highlight Safety Requirements to Students |
| | NO Running |
| | 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
- Ensure pens & scorecards are available

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

Special Equipment:
- Frisbees
- Scorecards
- Pens / Pencils

Transport:
- Walk to the selected Frisbee Golf 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
- The Orienteering Hill

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 Frisbees at each other
- WALK safely through the selected Frisbee Golf 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