## RISK ANALYSIS & MANAGEMENT SYSTEM

**NAME:** Tony Bellette  
**DATE:** 6th February 2012

### ACTIVITY/SITUATION:

**The Imagination Trail**

**STAFF : STUDENT RATIO:** 1 : 6

- 2 Visiting Staff accompany Activity AT ALL TIMES

### ANALYSIS

<table>
<thead>
<tr>
<th>RISKS</th>
<th>DESCRIPTION</th>
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</table>
| **Accident, Injury other forms loss** | 1. Students running around The Imagination Trail Activity Site  
2. Students jumping off the individual Activities implemented on The Imagination Trail  
3. Students not ‘Spotting’ or ‘Guiding’ or ‘Supporting’ participants correctly during Imagination Trail Activities  
4. Students sitting in the windows of the Imagination Trail Activity Huts & NOT the seats  
5. Students tripping over Activity equipment or the Natural Environment when moving between Activities |

<table>
<thead>
<tr>
<th>CASUAL FACTORS Hazards, perils, dangers</th>
<th><strong>People</strong></th>
<th><strong>Equipment</strong></th>
<th><strong>Environment</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>Student with Special Needs</td>
<td>Various Activity Equipment</td>
<td>Bush Environment Outdoors</td>
<td></td>
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<tr>
<td>Poor Group Control</td>
<td>Activity Huts</td>
<td>Sealed Track</td>
<td></td>
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<tr>
<td>Poor Communication To many participants</td>
<td>Inappropriate clothing</td>
<td>Activity Huts</td>
<td></td>
</tr>
<tr>
<td><strong>People</strong></td>
<td><strong>Equipment</strong></td>
<td><strong>Environment</strong></td>
<td></td>
</tr>
<tr>
<td>Student with Special Needs</td>
<td>Set Up Activity Equipment in surrounding Activity Huts</td>
<td>Ensure Activity is appropriate for the ability of the students</td>
<td></td>
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<tr>
<td>Poor Group Control</td>
<td>Ensure Activity Equipment is used appropriately</td>
<td>First Aid Kit is carried</td>
<td></td>
</tr>
<tr>
<td>Poor Communication</td>
<td>Tie back long hair</td>
<td>Check weather conditions &amp; ensure it is not a Fire Danger Day</td>
<td></td>
</tr>
<tr>
<td>To many participants</td>
<td>Remove jewellery, watches</td>
<td>Be prepared for a change in the weather</td>
<td></td>
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</tbody>
</table>

### MANAGEMENT STRATEGIES Normal Operation

- 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
- Ensure all students are to 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

### MANAGEMENT STRATEGIES Safe and challenging activity with precautions listed above

### DECISION ON CONDUCTING ACTIVITY

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

**SAFE:**

- 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
- Ensure all students are to 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

**CHALLENGE:**

- 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
- Ensure all students are to 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
- Students are to follow their Instructions AT ALL TIMES
- Students are to assist packing up equipment at the end of the Activity
- Throughout the Activity students are to demonstrate:
  - Leadership Skills
  - Teamwork Skills
  - Initiative Skills
  - Communication Skills
- 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,
  - Challenge by Choice

### SKILLS REQUIRED BY STAFF

- Choose One

### FINAL DECISION CONDUCTING ACTIVITY

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

- Safe and challenging activity with precautions listed above