ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

Activity & Venue

<table>
<thead>
<tr>
<th>THE IMAGINATION TRAIL – Blackwood Special Schools OEC Inc. Imagination Trail</th>
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<td>List:</td>
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<tr>
<td>Students running around The Imagination Trail Activity Site</td>
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<tr>
<td>Students jumping off the individual Activities implemented on The Imagination Trail</td>
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<tr>
<td>Students not ‘Spotting’ or ‘Guiding’ or ‘Supporting’ participants correctly during Imagination Trial Activities</td>
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<tr>
<td>Students sitting in the windows of the Imagination Trail Activity Huts &amp; NOT the seats</td>
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<tr>
<td>Students tripping over Activity equipment or the Natural Environment when moving between Activities</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:**
- The Blackwood Special Schools Imagination Trail
- Bush Environment
- Hilly Terrain

**Special Characteristics of this Location:**
- A very safe and controlled area

**Specific Checks for Immediate Hazards:**
- Ensure each Imagination Trail Activity is safe
- Set up & check each Imagination Trail Activity prior to use
- Ensure students move safely throughout the area

**Weather:**
- Some but NOT All Imagination Trail Activities are appropriate in inclement weather but not extreme weather

**Venue Check prior to Excursion:**
- Ensure each Imagination Trail Activity is safe
- Ensure area is clear of fallen branches and debris

**The Activity & Level of Activity:**
- A medium 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:-  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:-  Blackwood Special Schools Outdoor Education Centre Inc. Low Ropes Activity Site

Participant Preparation:-  Appropriate Clothing
Safety Briefing

Skill Development:-  Improved Teamwork
Improved Communication Skills
Improved Leadership Skills
Improved Co-ordination

Fitness Development:-  Medium fitness level
Physical Activity

Advance Briefing:-  Highlight Safety Requirements to Students
NO Running
DO NOT jump off any of the Activities
Move safely around the selected Activity Site
Equipment Maintenance Procedures & Checks:-

- Ensure equipment is kept in the Office
- Some Activity Equipment is kept on site
- Assess & check equipment every time it is set up

Personal Equipment:-

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

Special Equipment:-

- Ropes, Barrels, Buckets, Pipes, Golf Balls, Trolleys
- Blindfolds, All – Thread & Nuts, Poles, Cable Drums
- Numbers Discs, Balls, Types, Spider’s Webs

Transport:-

- Walk to the Blackwood Special Schools Outdoor Education Centre Inc. Imagination Trail
- 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 : 6 (1 : 10 for some Activities)
- 2 Visiting Staff accompany Activity at ALL TIMES

Location:-

- Blackwood Special Schools Outdoor Education Centre Inc. Imagination Trail

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
- Highlight ‘Challenge by Choice’ Contract
- Everyone is encouraged to participate
- No Jumping off the Imagination Trail Activities
- Everyone must support others by ‘Spotting’
Group Management Arrangements:-
- Keep the group together at ALL TIMES
- Group may be split into smaller groups for easier Group Management & Increased participation rate

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