ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

Activity & Venue

INITIATIVE GAMES – The Imagination Trail or the Blackwood Recreation Reserve

List:-

Safety Issues

Risks

Hazards

Students running around the selected Activity Site
Students throwing activity equipment at each other
Students not participating correcting in the Activity causing disruption to other students
Students bullying other students to ensure they get to go first
Students not understanding or contributing to the concepts of Leadership, Teamwork, Communication & Initiative

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:-

The Imagination Trail
Sealed Track with Activity Huts in Hilly Terrain
The Blackwood Recreation Reserve – Flat Terrain

Special Characteristics of this Location:-

A very safe area
Open area

Specific Checks for Immediate Hazards:-

Ensure that no-one is using the Oval – if using the Oval
Ensure students do not run throughout the Activity
Ensure students move safely throughout the area

Weather:-

Only appropriate during inclement weather on the Imagination Trail – accessing the Activity Huts

Venue Check prior to Excursion:-

Ensure the selected Activity Site is safe
Ensure no-one is using the Recreation Reserve if accessing the Recreation Reserve

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: Set a safe area on the oval
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 Blackwood Recreation Reserve

Participant Preparation: Appropriate Clothing
Safety Briefing

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

Fitness Development: Low fitness level
Non – Physical Activity

Advance Briefing: Highlight Safety Requirements to Students
NO Running
DO NOT throw equipment at each other
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:
- Bag of Initiative Games Equipment
- Blindfolds
- Human Ladder Poles, Parachutes

Transport:
- Walk to the Blackwood Recreation Reserve or the 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 : 10
- 2 Visiting Staff accompany Activity at ALL TIMES

Location:
- The Blackwood Recreation Reserve

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 throwing of any equipment
- Place unused equipment back in the bag
Group Management Arrangements:-

- Keep the group together at ALL TIMES

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