## Analysis of Activities for Risk & Safety Management

### Activity & Venue

<table>
<thead>
<tr>
<th>LOW ROPEC – Blackwood Special Schools Outdoor Education Centre Inc. Low Ropes Activity Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Students running around the Low Ropes Activity Site</td>
</tr>
<tr>
<td>Students jumping off the individual Low Rope Elements</td>
</tr>
<tr>
<td>Students not ‘Spotting’ participants correctly</td>
</tr>
<tr>
<td>Students becoming entangled in the wires, ropes, logs or tyres during participation</td>
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<tr>
<td>Students tripping over Low Ropes equipment or the Natural Environment when moving between Low Rope Activities</td>
</tr>
</tbody>
</table>

### Can a satisfactory Plan be developed to keep participants safe?

<table>
<thead>
<tr>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Develop Safety Management Plan</td>
<td>Avoid Activity</td>
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</tbody>
</table>

### Consider / Include

#### Nature of the venue – Physical Terrain:
- The Blackwood Special Schools Low Ropes Site
-Bush Environment
- Hilly Terrain

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

#### Specific Checks for Immediate Hazards:
- Ensure each Low Ropes Element is safe
- Set up & check each Low Ropes Element prior to use
- Ensure students move safely throughout the area

#### Weather:
- Not an appropriate Activity during inclement weather

#### Venue Check prior to Excursion:
- Ensure each Low Rope Element 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 Low Rope Elements
Move safely around the selected Activity Site
Equipment Maintenance Procedures & Checks:
- Ensure equipment is kept locked up in the Tent Shelter
- 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, Turn-buckles, Carabiners
- Blindfolds
- WD – 40

Transport:
- Walk to the Blackwood Special Schools Outdoor Education Centre Inc. Low Ropes 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:
- 1:6
- 2 Visiting Staff accompany Activity at ALL TIMES

Location:
- Blackwood Special Schools Outdoor Education Centre Inc. Low Ropes Activity Site

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 Low Rope Elements
- 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