# ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

## Activity & Venue

<table>
<thead>
<tr>
<th>Activity &amp; Level of Activity:</th>
<th>Open Grass Area or Sealed Roads</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nature of the venue – Physical Terrain:</td>
<td>Dirt 4WD Tracks</td>
</tr>
<tr>
<td>Special Characteristics of this Location:</td>
<td>Bushwalking Tracks</td>
</tr>
<tr>
<td>Specific Checks for Immediate Hazards:</td>
<td>A very safe and controlled area</td>
</tr>
<tr>
<td>Weather:</td>
<td>Bush Environment</td>
</tr>
<tr>
<td>Venue Check prior to Excursion:</td>
<td>Hilly Terrain</td>
</tr>
<tr>
<td>The Activity &amp; Level of Activity:</td>
<td>Ensure each Bicycle is correctly maintained</td>
</tr>
<tr>
<td>Safety Issues</td>
<td>Check tyres, gears &amp; brakes before EVERY USE</td>
</tr>
<tr>
<td>Risks</td>
<td>Check ability of students prior to implementing Activity</td>
</tr>
<tr>
<td>Hazards</td>
<td>Appropriate Activity in inclement weather but not extreme weather</td>
</tr>
</tbody>
</table>

## MOUNTAIN BIKE RIDING – Blackwood Township & Reserve, Imagination Trail & Forest Environment

- Students falling off their Bicycles
- Students riding into each other while riding in groups
- Students riding off the selected tracks causing them to fall off and into the Bush
- Students tripping over the Bicycles & associated equipment when not riding
- Staff or students injuring themselves when removing or replacing Bicycles on their hanging rack or trailer

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:
- Special Characteristics of this Location:
- Specific Checks for Immediate Hazards:
- Weather:
- Venue Check prior to Excursion:
- The Activity & Level of Activity:
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 Township – Streets & Recreation Reserve
Blackwood SSOEC Imagination Tral
Wombat State Forest & Lerederderg State Park

Participant Preparation: - Appropriate Clothing
Safety Briefing

Skill Development: - Improved Bicycle Riding Skills
Improved Communication Skills
Improved Leadership Skills
Improved Co-ordination

Fitness Development: - Medium fitness level
Physical Activity

Advance Briefing: - Highlight Safety Requirements to Students
NO Skidding, Jumps, Monos, Bunny Hops
DO NOT cut off or stop in front of others
Ride safely around the selected Activity Site
Equipment Maintenance Procedures & Checks:-

- Ensure equipment is kept locked up in the Bike Shed
- Complete Monthly Bicycle Maintenance Assessments
- Check each bicycle – using students – prior to use

Personal Equipment:-

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

Special Equipment:-

- Mountain Bike
- Helmets & Safety Vests
- Bicycle Tool Kit, Bicycle Pumps, Spare Tubes

Transport:-

- Walk to the Blackwood Special Schools Outdoor Education Centre Inc. Bike Shed
- If transport is required – School’s Own Bus

Equipment of Emergencies:-

- 1st Aid Kit

Protective Clothing:-

- Bicycle Helmets are MANDATORY
- Safety Vests / Clothing

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 Township – Streets & Recreation Reserve
- Blackwood SSOEC Imagination Trail
- Wombat State Forest or Lerderderg State Park

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 Skid, Mono, Jump, Bunny Hop
- Highlight ‘Challenge by Choice’ Contract
- Everyone is encouraged to participate
- Lay bike down with chain facing up
- If resting MUST be away from the Activity Site
**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