**ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT**

### Activity & Venue

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<tr>
<th>NIGHTWALKS – The Imagination Trail, Wombat State Forest, Back Creek Walking Trail</th>
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#### List:
- Students getting Lost
- Students getting Hypo or Hyperthermia
- Students tripping over objects in the dark
- Students falling off the raised Water Race Walking Tracks and sliding down the Cliff
- Students getting a fright while walking in the dark and becoming injured or lost

Can a satisfactory Plan be developed to keep participants safe?  

**YES**

Develop Safety Management Plan

**NO**

Avoid Activity

### Consider / Include

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<th>Nature of the venue – Physical Terrain:--</th>
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- Bush Environment
- Walking Tracks, 4WD Tracks, Dirt Roads

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<th>Special Characteristics of this Location:--</th>
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- It is a Forest Setting
- **MUST ALWAYS UTILISE TRACKS**
- **BE AWARE of OLD OPEN MINE SHAFTS**

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<th>Specific Checks for Immediate Hazards:--</th>
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- Ensure the Leader is very familiar with the Walk
- Ensure there are no mine shafts in immediate area
- Be aware of fallen trees over the Track

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<th>Weather:--</th>
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- Appropriate Activity in inclement weather but not extreme weather
- Ensure all participants are appropriately dressed

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<th>Venue Check prior to Excursion:--</th>
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- Ensure there are no DSE Burn-offs in the Area
- Ensure route selected is safe & appropriate
- Confirm it’s a Non-Fire Danger Day

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<th>The Activity &amp; Level of Activity:--</th>
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- 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
Ability to walk a minimum of 3km in a Bush Environment

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:-  
Very safe & appropriate locations
A variety of Bushwalks means there are walks to suit all abilities, fitness levels & experiences

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:-  
Bush Environment

Participant Preparation:-  
Appropriate Clothing
Appropriate Night Walk / Bushwalking Gear
Safety Briefing

Skill Development:-  
Ability to walk safely in a Bush Environment
Ability to walk the selected distance
Ability to walk in different terrains

Fitness Development:-  
Medium fitness level required
Must be able to walk a minimum of 3km

Advance Briefing:-  
Highlight Safety Requirements to Students
DO NOT RUN
Issue Whistles & Glowstix to every participant
Appoint a Leader & Whip
Equipment Maintenance Procedures & Checks:
- Ensure there is enough Glowstix available
- Whistles cleaned & checked after each use

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

Special Equipment:
- Glowstix

Transport:
- Walk to the start of the Nightwalk
- If transport is required – School’s Own Bus

Equipment of Emergencies:
- 1st Aid Kit
- EPIRB

Protective Clothing:
- Wet Weather Jackets – if 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:
- 1:8
- 2 Visiting Staff accompany Activity at ALL TIMES

Location:
- The Imagination Trail
- Wombat State Forest & Back Creek Walking Trail

Roles of Staff:
- Blackwood SSOEC Staff
  - Set up the Activity
  - Implement the Activity
  - 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
- DONOT walk in front of the LEADER
- DO NOT walk behind the WHIP
- If lost – STOP, Sit Down & Blow Whistle 3 Times, Wait & Blow again until you are Found
Group Management Arrangements:-
- Keep the group together at ALL TIMES
- Regularly wait for the Slower Walkers
- Regularly stop the group & count using Glowstix

Additional Activities (if required):-
- If the weather is inappropriate:-
  - Continue with Night Walk or alternative Route
  - Indoor Accommodation Site Activities

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