### Risk Analysis & Management System

**NAME:** Tony Bellette  
**DATE:** 6th February 2012

**Activity/Situation:** Orienteering  
**Staff : Student Ratio:** 1:10 – 2 Visiting Staff accompany Activity AT ALL TIMES

#### Analysis

<table>
<thead>
<tr>
<th>Risk</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>Injury</td>
<td>Students getting Lost</td>
</tr>
<tr>
<td></td>
<td>Students leaving the Orienteering boundaries</td>
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<tr>
<td></td>
<td>Students running throughout the activity</td>
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<tr>
<td></td>
<td>Students tripping over and injuring themselves during their participation</td>
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<tr>
<td>Snake Bite</td>
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</tbody>
</table>

#### Casual Factors

<table>
<thead>
<tr>
<th>People</th>
<th>Equipment</th>
<th>Environment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student with Special Needs</td>
<td>Whistles don’t work</td>
<td>Bush Environment</td>
</tr>
<tr>
<td>Poor Group Control</td>
<td>Students losing their Map &amp; Compass</td>
<td>Outdoors</td>
</tr>
<tr>
<td>Poor Communication</td>
<td>Students losing their instructions &amp; notes</td>
<td>Walking Tracks</td>
</tr>
<tr>
<td>To many participants</td>
<td>Inappropriate clothing</td>
<td>4WD Tracks</td>
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<tr>
<td>Group separated</td>
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</tbody>
</table>

#### Management Strategies

**Normal Operation**

- Staff experienced in Orienteering
- Staff competent with Map & Compass
- Staff skilled at communication
- Staff skilled at group control
- Give full instructions
- Full Supervision
- Define boundaries
- Highlight correct use of the Equipment
- Allow challenge by choice.

**Emergency**

- Have first aid kit on site
- Instructor qualified in first aid
- Instructor skilled at group skills & communication to handle emergency
- BSSOEC has prepared an emergency plan for injuries/accidents
- Follow Emergency Response Plan

#### Relevant Industry Standards Applicable

- Full supervision required at all times
- Students are not to RUN
- Students are to follow their compasses NOT what they can see
- Students MUST regularly check their bearings
- Students are to count their paces as they search for Orienteering Markers
- IF LOST students – STOP, SIT DOWN & BLOW THEIR WHISTLES until they are found by a Staff / Emergency Services Member
- Any damage to equipment MUST BE reported to BSSOEC Staff
- Carry First Aid Kit & Emergency Management Plans on file

#### Policies & Guidelines Recommended

#### Skills Required by Staff

- Instructors first aid qualified
- Instructors able to set up and dismantle Activity
- Instructors able to safely prepare the Activity for participation
- Instructors trained in group dynamics and communication skills
- Instructors trained in education
- Instructors know, comprehend & confidently implement the following Project Adventure Concepts:
  - The Full Value Contract, and
  - Challenge by Choice

#### Final Decision on Conducting Activity

- Safe and challenging activity with precautions listed above
- **Choose One**
  - **ACCEPT**
  - **REJECT**