ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

Activity & Venue

ORIENTEERING – The Imagination Trail and / or the Orienteering Hill

List:-  Safety Issues  Risks  Hazards

Students getting Lost
Students leaving the Orienteering boundaries
Students running throughout the activity
Students tripping over and injuring themselves during their participation
Snake Bite

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 and / or Orienteering Hill
Steep Hills, Sealed Walking Tracks
Bush Environment

Special Characteristics of this Location:-

It is a Forest Setting

Specific Checks for Immediate Hazards:-

Ensure the Leader is very familiar with the Course
Ensure there are no mine shafts in immediate area
Be aware of Students departing the Orienteering Area

Weather:-

Appropriate Activity in inclement weather but not extreme weather
Ensure all participants are appropriately dressed

Venue Check prior to Excursion:-

Ensure there are no DSE Burn-offs in the Area
Ensure Activity selected is safe & appropriate

The Activity & Level of Activity:-

A very basic low energy Activity
Beginners welcome to participate
Activity Appropriateness for the Age Group:-

Maturity:-

Physical Stature:-

Ability Level:-

Readiness of the Students:-

Suitability of the Location:-

Staff Qualifications and / or Experience:-

Nature of the Group:-

Area to be Visited:-

Participant Preparation:-

Skill Development:-

Fitness Development:-

Advance Briefing:-

All ages

All maturity levels

Students of all physiques welcome to participate

No experience required

Ability to walk a minimum of 3km

Students must be willing to participate

Students must be alert & attentive during Activity

Students must listen to ALL INSTRUCTIONS

Very safe & appropriate locations

Helps introduce students to basic Orienteering Skills

Experience in supervising groups in outdoor recreation activities

Students with Special Needs

Students with a variety of different Special Needs

The Blackwood Special Schools OEC Imagination Trail

The Blackwood Special Schools OEC Orienteering Hill

Appropriate Clothing

Appropriate Day Walk Gear

Safety Briefing

Ability to walk safely in a Bush Environment

Ability to walk the selected distance

Ability to walk in different terrains

Low fitness level required

Must be able to walk a minimum of 3km

Highlight Safety Requirements to Students

DO NOT RUN

Always follow your compass NOT what you can see
Equipment Maintenance Procedures & Checks:
- Ensure Compasses & Maps are stored in the office
- Ensure Orienteering Notes are stored in the office

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

Special Equipment:
- Clipboards & Pens
- Orienteering Notes & Instructions
- Compasses & Maps

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

Equipment of Emergencies:
- 1st Aid Kit

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 : 10
- 2 Visiting Staff accompany Activity at ALL TIMES

Location:
- The Blackwood Special Schools OEC Imagination Trail
- The Blackwood Special Schools OEC Orienteering Hill

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
- ALWAYS follow your Compass & NOT what you see
- Count your paces & check your bearing
- 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

Additional Activities (if required):-

If the weather is inappropriate:-

- Continue with Orienteering
- 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