



**Blackwood Special Schools
Outdoor Education Centre Inc.**

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RISK ANALYSIS & MANAGEMENT SYSTEM

NAME:-

Tony Bellette

DATE:- 6th February 2012

ACTIVITY/SITUATION:-

Archaeological Dig

STAFF : STUDENT RATIO:-

1 : 8 – 2 Visiting Staff accompany Activity AT ALL TIMES


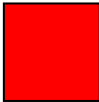
ANALYSIS

DESCRIPTION

RISKS Accident, Injury other forms loss	<ol style="list-style-type: none"> Students running around the sand pit area and tripping over the stairs leading to the activity or the Sand Pit Students throwing sand at each other Students swallowing sand Students cutting themselves on the Artefacts Students hitting each other with the Archaeological Dig Equipment 			
	CASUAL FACTORS Hazards, perils, dangers	People <ul style="list-style-type: none"> Student with Special Needs Poor Group Control Poor Communication To many participants 	Equipment <ul style="list-style-type: none"> Equipment unsafe Sand at wrong depth Artefacts not buried at a safe depth Sharp object found in the sand pit 	Environment <ul style="list-style-type: none"> Secure fenced area Outdoors Steps and/or gates used to access activity Stone path around the activity
MANAGEMENT STRATEGIES	Normal Operation	<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Check Sand Pit prior to use Check the depth of the Sand prior to use Ensure the Steps at safe to use Ensure the surrounding area is safe to use Tie back long hair Remove jewellery, watches 	<ul style="list-style-type: none"> Ensure students access the Activity safely Ensure students do not wander throughout the Activity Check past & current weather conditions Be prepared for a change in the weather
RISK	Emergency	<ul style="list-style-type: none"> 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 		

ANALYSIS

DESCRIPTION

RELEVANT INDUSTRY STANDARDS APPLICABLE	<ul style="list-style-type: none"> Staff experienced in supervising groups in outdoor recreation activities Visiting Staff to fully supervise Activities at all times Students allocated times when they can access the Activities Monitor the welfare of students Group Leaders to report any incidents Staff to ensure students adhere to all the Safety Rules & Guidelines Students should remove jewellery & tie back their hair prior to participation Instructors should explain group goals & dangers Implement 'Challenge by Choice' Contract
POLICIES & GUIDELINES RECOMMENDED	<ul style="list-style-type: none"> Full supervision required at all times Students are not to:- <ul style="list-style-type: none"> Run Push Jump over equipment or other participants Throw equipment or Sand Students to work in small groups Students to wear gloves at all times when in the Sand Pit Any damage to equipment MUST BE reported to BSSOEC Staff Carry First Aid Kit & Emergency Management Plans on file
SKILLS REQUIRED BY STAFF	<ul style="list-style-type: none"> 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:- <ul style="list-style-type: none"> The Full Value Contract, and Challenge by Choice
FINAL DECISION ON CONDUCTING ACTIVITY	<p style="text-align: center;"><u>Choose One</u></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>ACCEPT</p> </div> <div style="text-align: center;">  <p>REJECT</p> </div> </div> <p style="text-align: center;">Safe and challenging activity with precautions listed above</p>