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ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

Activity & Venue

ARCHAEOLOGICAL DIG – Residence Sand Pit or Wheelchair Archaeological Dig Site



List:- Safety Issues Risks Hazards

- 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



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:-

- Sand Pit
- Flat Terrain with a slight run off

Special Characteristics of this Location:-

- The area is fenced off
- There are a set of steps leading to the sand pit

Specific Checks for Immediate Hazards:-

- Ensure there is nothing sharp in the sand pit
- Ensure rocks & debris are clear of the sand pit
- Ensure there are enough Gloves

Weather:-




























- Not an appropriate Activity in inclement weather
































Venue Check prior to Excursion:-

- Clear sand pit & area of debris when setting up



The Activity & Level of Activity:-

- A very basic low energy Activity
- Beginners welcome to participate




Activity Appropriateness for the Age Group:-	 More appropriate for younger students  5 – 14 year olds
Maturity:-	 All maturity levels  Prefer students who have used sand pits before
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:-	 Very safe & appropriate location  Wheelchair Archaeological Dig is Safe & Appropriate
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:-	 Archaeological Dig Activity Site  Wheelchair Archaeological Dig Activity Site
Participant Preparation:-	 Appropriate Clothing  Safety Briefing
Skill Development:-	 Ability to step into & walk around a Sand Pit  Ability to dig in a Sand Pit  Ability to pull buried artefacts from a sand pit
Fitness Development:-	 Low fitness level  Non – Physical Activity
Advance Briefing:-	 Highlight Safety Requirements to Students  NO Throwing Sand  DO NOT Run  Move safely around the Sand Pit

Equipment Maintenance Procedures & Checks:-	<ul style="list-style-type: none">  Rake the Sand Pit  Ensure digging tools are safe  Ensure volume of sand is safe & appropriate
Personal Equipment:-	<ul style="list-style-type: none">  Students are to wear clothing they are happy to get dirty  Appropriate Shoes are required
Special Equipment:-	<ul style="list-style-type: none">  Issue students with Gloves
Transport:-	<ul style="list-style-type: none">  Walk to the Archaeological Gig Activity Site  If transport is required – School’s Own Bus
Equipment of Emergencies:-	<ul style="list-style-type: none">  1st Aid Kit
Protective Clothing:-	<ul style="list-style-type: none">  Not required
Organisational Arrangements for conducting the Activity:-	<ul style="list-style-type: none">  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:-	<ul style="list-style-type: none">  1 : 8  2 Visiting Staff accompany Activity at ALL TIMES
Location:-	<ul style="list-style-type: none">  The Archaeological Dig Activity Site  The Wheelchair Archaeological Dig Activity Site
Roles of Staff:-	
Blackwood SSOEC Staff	<ul style="list-style-type: none">  Set up the Activity  Implement the Activity if available  Brief Students & ensure Activity is run safely
Group Leader	<ul style="list-style-type: none">  Supervision & behaviour of all Campers  1st Aid & Sun Safe Strategies  Head Count of Students at all times  Report incidents
Visiting Staff	<ul style="list-style-type: none">  Monitor welfare & fitness of Students  Carry out tasks as directed  Ensuring Students adhere to Safety Rules
Safety Measures:-	<ul style="list-style-type: none">  DO NOT RUN  DONOT throw sand, tools or artefacts  DO NOT push, WALK around & in sand pit  This is an Archaeological Dig NOT a Treasure Hunt



Group Management Arrangements:-

-  Keep the group together at ALL TIMES
-  Split the group into small working parties during Activity







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