



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

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 Australian Business No:- 72 406 523 558



**RISK ANALYSIS & MANAGEMENT SYSTEM**

NAME:-

Tony Bellette

DATE:- 6<sup>th</sup> February 2012

ACTIVITY/SITUATION:-

**Archery**

STAFF : STUDENT RATIO:-

**1 : 6 – 2 Visiting Staff accompany Activity AT ALL TIMES**


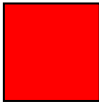
**ANALYSIS**

**DESCRIPTION**

<b>RISKS</b> Accident, Injury other forms loss	<ol style="list-style-type: none"> <li>1. Non-participating students running around the Archery Activity Area</li> <li>2. Students not listening to or following the safety instructions</li> <li>3. Students pretending to fire arrows at each other or local wildlife</li> <li>4. Students going forward of the firing safety rope before it is safe</li> <li>5. Students carrying their bows onto the range when collecting arrows</li> <li>6. Students being injured as a result of incorrect technique</li> </ol>			
	<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>People</b> <ul style="list-style-type: none"> <li>Students with Special Needs</li> <li>Poor Communication</li> <li>Poor Group Control</li> <li>Young &amp; Inexperienced</li> <li>Inappropriate behaviour</li> </ul>	<b>Equipment</b> <ul style="list-style-type: none"> <li>Equipment unsafe</li> <li>Tree debris Hazard</li> <li>Equipment worn out</li> <li>Equipment missing</li> <li>Activity site requiring repairs</li> </ul>	<b>Environment</b> <ul style="list-style-type: none"> <li>Sunburn</li> <li>Outdoor under trees</li> <li>High or low temperatures</li> <li>Possible storms</li> <li>High Winds</li> <li>Slippery when wet</li> </ul>
<b>MANAGEMENT STRATEGIES</b>	Normal Operation	<ul style="list-style-type: none"> <li>Staff skilled at communication</li> <li>Staff skilled at group control</li> <li>Activity implemented by BSSOEC Staff only</li> <li>Give full instructions</li> <li>Full supervision</li> <li>Define boundaries</li> <li>Demonstrate &amp; ensure correct use of Equipment <b>AT ALL TIMES</b></li> <li><b>Allow challenge by choice.</b></li> </ul>	<ul style="list-style-type: none"> <li>Check all Archery Equipment prior to use</li> <li>Check all Archery Equipment during use</li> <li>Check all Archery Equipment after use</li> <li>Place unsafe equipment aside for repair or disposal</li> <li>Check &amp; clear Archery Activity Site during activity set-up</li> <li>Tie back long hair</li> <li>Remove jewellery, watches</li> </ul>	<ul style="list-style-type: none"> <li>Ensure students follow BSSOEC sunsmart policy</li> <li>Ensure Activity Site is a safe</li> <li>Ensure non-participating students are seated <b>AT ALL TIMES</b></li> <li>Check past &amp; current weather conditions</li> <li>Be prepared for a change in the weather</li> </ul>
		<b>RISK</b> Emergency	<ul style="list-style-type: none"> <li>Have first aid kit on site</li> <li>Instructor qualified in first aid</li> <li>Instructor skilled at group skills &amp; communication to handle emergency</li> <li>BSSOEC has prepared an emergency plan for injuries/accidents</li> <li>Follow Emergency Response Plan</li> </ul>	

**ANALYSIS**

**DESCRIPTION**

<b>RELEVANT INDUSTRY STANDARDS APPLICABLE</b>	<ul style="list-style-type: none"> <li>Staff experienced in supervising groups in outdoor recreation activities</li> <li><b>Archery to be implemented ONLY by BSSOEC Staff</b></li> <li>Visiting Staff to fully supervise Activities at all times</li> <li>Students allocated times when they can access the Activity</li> <li>Non-participating students to remain seated <b>AT ALL TIMES</b></li> <li>Monitor the welfare of students</li> <li>Students should remove jewellery &amp; tie back their hair prior to participation</li> <li>BSSOEC Staff give clear &amp; concise safety instructions, goals &amp; dangers</li> <li>Implement 'Challenge by Choice' Contract</li> </ul>
<b>POLICIES &amp; GUIDELINES RECOMMENDED</b>	<ul style="list-style-type: none"> <li>Instructors to have observed the exercise carried out by a senior member of staff previously</li> <li>Carry First Aid Kit &amp; Emergency Management Plans on file</li> <li>Students are not to:-             <ul style="list-style-type: none"> <li>Run</li> <li>Push</li> <li>Jump over equipment or other participants</li> <li>Throw equipment</li> <li>Fight and / or argue over access to Archery Equipment</li> </ul> </li> <li>Any damage to equipment <b>MUST BE</b> reported to BSSOEC Staff</li> </ul>
<b>SKILLS REQUIRED BY STAFF</b>	<ul style="list-style-type: none"> <li>Instructors first aid qualified</li> <li>Instructors able to set up and dismantle Activity</li> <li>Instructors able to safely prepare the Activity for participation</li> <li>Instructors trained in group dynamics and communication skills</li> <li>Instructors trained in education</li> <li>Instructors know, comprehend &amp; confidently implement the following Project Adventure Concepts:-             <ul style="list-style-type: none"> <li><b>The Full Value Contract, and</b></li> <li><b>Challenge by Choice</b></li> </ul> </li> </ul>
<b>FINAL DECISION ON CONDUCTING ACTIVITY</b>	<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><b>ACCEPT</b></p> </div> <div style="text-align: center;">  <p><b>REJECT</b></p> </div> </div> <p style="text-align: center;"><b>Safe and challenging activity with precautions listed above</b></p>