



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

Post Office: Blackwood, Victoria, 3458, Australia
 Phone: (03) 5368 6768 Fax: (03) 5368 6835
 E-mail: blackwood.specialschools.oec@edumail.vic.gov.au
 Internet: www.blackwoodsosoc.vic.edu.au
 Incorporation (ACN) No:- AOO38155E
 Australian Business No:- 72 406 523 558



RISK ANALYSIS & MANAGEMENT SYSTEM

NAME:- Tony Bellette

DATE:- 6th February 2012

ACTIVITY/SITUATION:-

Bush Cooking

STAFF : STUDENT RATIO:- **1 : 8 – 2 Visiting Staff accompany Activity AT ALL TIMES**

ANALYSIS		DESCRIPTION		
<u>RISKS</u> Accident, Injury other forms loss	1. Students running around the selected Bush Cooking Activity Site 2. Students falling into the Campfire Pit 3. Students burning themselves while Bush Cooking 4. Students injuring themselves while collecting Firewood 5. Students starting a Bushfire			
	<u>CASUAL FACTORS</u> Hazards, perils, dangers	<u>People</u> Student with Special Needs Poor Group Control Poor Communication To many participants	<u>Equipment</u> Equipment unsafe Fire too big Fire too intense Storage of collected firewood inappropriate Food unsuitable	<u>Environment</u> Bush Environment Outdoors Fire pits Seats in some areas Water available Fire Danger Day Total Fire Ban
<u>MANAGEMENT STRATEGIES</u> Normal Operation	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.	Group Leaders must provide ingredients Issue students with one match each Demonstrate safe match lighting Students use their one match to light the fire Collect unused matches from students Tie back long hair Remove jewellery, watches	Clear the fire pit/s Clear a 2m perimeter around the fire pit/s Water is accessible Safely store equipment & wood Check weather conditions & ensure it is not a Fire Danger Day Be prepared for a change in the weather	
<u>RISK</u> 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			

ANALYSIS	DESCRIPTION
RELEVANT INDUSTRY STANDARDS APPLICABLE	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	Full supervision required at all times Students are not to:- Run Push Jump over fire pit/s, wood, equipment or other participants Throw Students to work in small groups to minimise groups size around the fire Students to extinguish fire/s – MUST be able to touch the coals Any damage to equipment MUST BE reported to BSSOEC Staff Carry First Aid Kit & Emergency Management Plans on file
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	<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>