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ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

Activity & Venue

BUSH COOKING – Bush Cooking Site, Accommodation Campfires, Wombat or Lerderderg State Forests



List:- Safety Issues Risks Hazards

- Students running around the selected Bush Cooking Activity Site
- Students falling into the Campfire Pit
- Students burning themselves while Bush Cooking
- Students injuring themselves while collecting Firewood
- Students starting a Bushfire



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:-

- Flat Terrain with a slight run off
- Bush or forest Setting

Special Characteristics of this Location:-

- The area is a designated Campfire Area

Specific Checks for Immediate Hazards:-

- Ensure there are no over hanging trees
- Ensure that leaf & plant litter is removed
- Ensure water is easily accessible

Weather:-

- Not an appropriate Activity in inclement weather

Venue Check prior to Excursion:-

- Clear leaf & plant litter from surrounding area
- Clean out fire pit prior to starting
- Confirm it's a Non-Fire Danger Day

The Activity & Level of Activity:-

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



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
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Activity Appropriateness for the Age Group:-	 All ages
Maturity:-	 All maturity levels  Prefer students who have Bush Cooked 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 locations  Locations used regularly for Bush Cooking
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:-	 Bush and / or Forest Setting  Campfire locations
Participant Preparation:-	 Appropriate Clothing  Safety Briefing
Skill Development:-	 Ability to walk safely around a Campfire  Ability to collect firewood  Ability to patiently cook Bush Food
Fitness Development:-	 Low fitness level  Non – Physical Activity
Advance Briefing:-	 Highlight Safety Requirements to Students  DO NOT RUN  DO NOT Build a Big Fire  Move safely around the Campfire



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































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Equipment Maintenance Procedures & Checks:-	<ul style="list-style-type: none">  Matches, Paper, Wood & Buckets of Water  Bush Cooking Ingredients  Ensure Cooking Utensils are 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 Paper to build the fire  Issue each student if 1 (one) Match – if students are lighting the fire as part of the Activity 						
Transport:-	<ul style="list-style-type: none">  Walk to the selected Bush Cooking Activity Site  If transport is required – School’s Own Bus 						
Equipment of Emergencies:-	<ul style="list-style-type: none">  1st Aid Kit  Water 						
Protective Clothing:-	<ul style="list-style-type: none">  Gloves  Long Sleeves & Long pants Recommended 						
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">  A Selected Bush Cooking Activity Site at the Centre or in the surrounding Forests 						
Roles of Staff:-	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 20%;">Blackwood SSOEC Staff</td> <td> <ul style="list-style-type: none">  Set up the Activity  Implement the Activity if available  Brief Students & ensure Activity is run safely </td> </tr> <tr> <td style="vertical-align: top;">Group Leader</td> <td> <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 </td> </tr> <tr> <td style="vertical-align: top;">Visiting Staff</td> <td> <ul style="list-style-type: none">  Monitor welfare & fitness of Students  Carry out tasks as directed  Ensuring Students adhere to Safety Rules </td> </tr> </table>	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
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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 sticks  DO NOT Step over the Campfire  Demonstrate how to safely light a Match – especially if students are lighting the fire 						



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


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
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



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