



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

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RISK ANALYSIS & MANAGEMENT SYSTEM

NAME:- Tony Bellette

DATE:- 6th February 2012

ACTIVITY/SITUATION:-

Bush Hut Making

STAFF : STUDENT RATIO:- **1 : 10** – 2 Visiting Staff accompany Activity **AT ALL TIMES**

ANALYSIS		DESCRIPTION		
RISKS Accident, Injury other forms loss	1. Students running around the selected Bush Hut Making Site 2. Students running around the Bush Environment while collecting Building Material for their Bush Huts 3. Bush Hut collapsing onto Students during & after construction 4. Students injuring themselves while collecting Building Material 5. Students injuring themselves while walking around the Bush Environment collecting Building Material			
	CASUAL FACTORS Hazards, perils, dangers	People Student with Special Needs Students running Students lifting heavy material Poor Group Control Poor Communication To many participants	Equipment Inappropriate selection of material Over hanging Trees Mine shafts Material stored inappropriately Collapsing Hut/s	Environment Bush Environment Outdoors Damage to the Natural Environment Fire Danger Day Total Fire Ban
MANAGEMENT STRATEGIES	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.	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
		RISK	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 collected, wood, equipment or other participants Throw any collected material Destroy the surrounding environment Students to work in small groups Students to disable previous Bush Huts to access to building material 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;"> ✓ </div> <div style="text-align: center;"> <p>ACCEPT</p> </div> <div style="text-align: center;"> </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>