

# Blackwood Special Schools Outdoor Education Centre Inc.

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 Incorporation (ACN) No:- AOO38155E  
 Australian Business No:- 72 406 523 558



## ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

Activity & Venue

**BUSH HUT MAKING – Blackwood Special Schools Outdoor Education Centre inc. Orienteering Hill**



List:- Safety Issues Risks Hazards

- Students running around the selected Bush Hut Making Site
- Students running around the Bush Environment while collecting Building Material for their Bush Huts
- Bush Hut collapsing onto Students during & after construction
- Students injuring themselves while collecting Building Material
- Students injuring themselves while walking around the Bush Environment collecting Building Material



Can a satisfactory Plan be developed to keep participants safe?

**YES**



Develop Safety Management Plan

**NO**


























































Avoid Activity





### Consider / Include

- |   |  |
|---|--|
| <b>Nature of the venue – Physical Terrain:-</b>   | <ul style="list-style-type: none"> <li> Sloping Terrain</li> <li> Bush Environment</li> </ul>  |
| <b>Special Characteristics of this Location:-</b> | <ul style="list-style-type: none"> <li> The area Blackwood Special Schools OEC Land</li> </ul>   |
| <b>Specific Checks for Immediate Hazards:-</b>    | <ul style="list-style-type: none"> <li> Ensure there are no over hanging trees</li> <li> Ensure there are no mine shafts in immediate area</li> <li> Ensure boundaries are clearly defined</li> </ul>    |
| <b>Weather:-</b>                                  | <ul style="list-style-type: none"> <li> Not an appropriate Activity in inclement weather</li> </ul>  |
| <b>Venue Check prior to Excursion:-</b>           | <ul style="list-style-type: none"> <li> Ensure boundaries are defined for the students</li> <li> Ensure site selection is safe &amp; appropriate</li> <li> Confirm it's a Non-Fire Danger Day</li> </ul> |
| <b>The Activity &amp; Level of Activity:-</b>     | <ul style="list-style-type: none"> <li> A very basic low energy Activity</li> <li> Beginners welcome to participate</li> </ul>   |




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|---|---|
| <b>Activity Appropriateness for the Age Group:-</b> |  All ages  |
| <b>Maturity:-</b>                                   |  All maturity levels<br> Prefer students who have made Bush Huts before   |
| <b>Physical Stature:-</b>                           |  Students of all physiques welcome to participate  |
| <b>Ability Level:-</b>                              |  No experience required  |
| <b>Readiness of the Students:-</b>                  |  Students must be willing to participate<br> Students must be alert & attentive during Activity<br> Students must listen to ALL INSTRUCTIONS   |
| <b>Suitability of the Location:-</b>                |  Very safe & appropriate locations<br> Location is always used for Bush Hut Making   |
| <b>Staff Qualifications and / or Experience:-</b>   |  Experience in supervising groups in outdoor recreation activities   |
| <b>Nature of the Group:-</b>                        |  Students with Special Needs<br> Students with a variety of different Special Needs   |
| <b>Area to be Visited:-</b>                         |  Bush Environment  |
| <b>Participant Preparation:-</b>                    |  Appropriate Clothing<br> Safety Briefing   |
| <b>Skill Development:-</b>                          |  Ability to walk safely in a Bush Environment<br> Ability to collect natural Building Material<br> Ability to patiently build a Bush hut   |
| <b>Fitness Development:-</b>                        |  Low fitness level<br> Non – Physical Activity  |
| <b>Advance Briefing:-</b>                           |  Highlight Safety Requirements to Students<br> DO NOT RUN<br> Be aware of other when moving Building Material<br> Move safely around the Bush Hut |

|  |  |
|--|--|
| <b>Equipment Maintenance Procedures &amp; Checks:-</b>           |  There is NO Equipment Required for this Activity<br> Students encouraged to disable previous Bush Huts to gain access to Building Material  |
| <b>Personal Equipment:-</b>                                      |  Students are to wear clothing they are happy to get dirty<br> Appropriate Shoes are required  |
| <b>Special Equipment:-</b>                                       |  There is NO Special Equipment Required<br> Maybe have a bucket of water ready to simulate rain  |
| <b>Transport:-</b>   |  Walk to the Bush Hut Making Activity Site<br> If transport is required – School’s Own Bus   |
| <b>Equipment of Emergencies:-</b>                                |  1 <sup>st</sup> Aid Kit  |
| <b>Protective Clothing:-</b>                                     |  Gloves can be useful to help transport Building Material & Build the Bush Hut  |
| <b>Organisational Arrangements for conducting the Activity:-</b> |  Group Leaders choose the Activity as part of their Camp Program<br> Blackwood Staff prepare the Activity<br> Blackwood Staff fully brief Group Leaders   |
| <b>Staff – Student Ratio:-</b>                                   |  1 : 8<br> <b>2 Visiting Staff accompany Activity at ALL TIMES</b>   |
| <b>Location:-</b>  |  Blackwood Special Schools Outdoor Education Centre Inc. Bush Hut Making Activity Site  |
| <b>Roles of Staff:-</b>  |  Set up the Activity<br> Implement the Activity if available<br> Brief Students & ensure Activity is run safely   |
| <b>Group Leader</b>  |  Supervision & behaviour of all Campers<br> 1 <sup>st</sup> Aid & Sun Safe Strategies<br> Head Count of Students at all times<br> Report incidents |
| <b>Visiting Staff</b>  |  Monitor welfare & fitness of Students<br> Carry out tasks as directed<br> Ensuring Students adhere to Safety Rules   |
| <b>Safety Measures:-</b>   |  DO NOT RUN<br> DONOT throw sticks<br> DO NOT Climb onto Bush Huts<br> Assist with Construction to Assess Stability & Appropriateness              |



**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