



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

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RISK ANALYSIS & MANAGEMENT SYSTEM

NAME:-

Tony Bellette

DATE:- 6th February 2012

ACTIVITY/SITUATION:-

Campfires

STAFF : STUDENT RATIO:-

1 : 8 – 2 Visiting Staff accompany Activity AT ALL TIMES


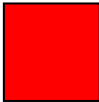
ANALYSIS

DESCRIPTION

RISKS Accident, Injury other forms loss	<ol style="list-style-type: none"> Students running around the selected Campfire Site Students falling into the Campfire Pit Students burning themselves while at the Campfire Students injuring themselves while collecting Firewood Students starting a Bushfire 			
	CASUAL FACTORS Hazards, perils, dangers	People	Equipment	Environment
MANAGEMENT STRATEGIES	Normal Operation	<ul style="list-style-type: none"> Student with Special Needs Poor Group Control Poor Communication Students falling into fire To many participants 	<ul style="list-style-type: none"> Equipment unsafe Fire too big Fire too intense Storage of collected firewood unsafe Wood too big 	<ul style="list-style-type: none"> Bush Environment Outdoors Fire pits Seats Water available Fire Danger Day Total Fire Ban
		<ul style="list-style-type: none"> 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. 	<ul style="list-style-type: none"> Demonstrate safe match lighting Students assist with the collection of Firewood Students assist with the setting of the fire Tie back long hair Remove jewellery, watches 	<ul style="list-style-type: none"> Clear the fire pit Clear a 2m perimeter around the fire pit 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Full supervision required at all times Students are not to:- <ul style="list-style-type: none"> Run Push Jump over fire pit, wood, equipment or other participants Students to sit around the fire Students to safely access fire with long sticks if cooking Marshmallows Staff 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	<ul style="list-style-type: none"> 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:- <ul style="list-style-type: none"> 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>