



**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.oe@edumail.vic.gov.au
 Internet: www.blackwoodssos.vic.edu.au
 Incorporation (ACN) No:- AOO38155E
 Australian Business No:- 72 406 523 558



RISK ANALYSIS & MANAGEMENT SYSTEM

NAME:- Tony Bellette


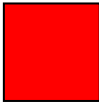
DATE:- 6th February 2012

ACTIVITY/SITUATION:-

Bushwalking

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

ANALYSIS		DESCRIPTION		
RISKS Accident, Injury other forms loss	1. Students getting Lost 2. Students getting Hypo or Hyperthermia 3. Snake Bite 4. Students falling off the raised Water Race Walking Tracks and sliding down the Cliff 5. Students injuring themselves while walking around the Bush Environment			
	CASUAL FACTORS Hazards, perils, dangers	People 🐻 Student with Special Needs 🐻 Poor Group Control 🐻 Poor Communication 🐻 To many participants 🐻 Group separated	Equipment 🐻 Whistles don't work 🐻 Compasses Broken 🐻 Maps Lost 🐻 Day Packs too heavy 🐻 Snacks unsuitable 🐻 Inappropriate clothing	Environment 🐻 Bush Environment 🐻 Outdoors 🐻 Walking Tracks 🐻 4WD Tracks 🐻 Roads 🐻 Water Races 🐻 Fire Danger Day 🐻 Total Fire Ban
MANAGEMENT STRATEGIES	Normal Operation	🐻 Staff experienced in Bushwalking 🐻 Staff competent with Map & Compass 🐻 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 Whistles, Day Packs & Wet Weather Jackets 🐻 Issue Maps & Compasses (if required) 🐻 Assign a Leader 🐻 Assign a Whip 🐻 Students MUST NOT walk off the tracks 🐻 Tie back long hair 🐻 Remove jewellery, watches	🐻 Ensure selected route & distance is appropriate for the ability of the students 🐻 Water is carried 🐻 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 🐻 GROUP MUST NEVER walk off the track 🐻 Students MUST NOT walk in front of the Leader 🐻 Students MUST NOT walk behind the Whip 🐻 Regularly stop to wait for slower walkers & monitor group 🐻 IF LOST students – STOP, SIT DOWN & BLOW THEIR WHISTLES until they are found by a Staff / Emergency Services Member 🐻 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;">  ACCEPT </div> <div style="text-align: center;">  REJECT </div> </div> <p style="text-align: center;">Safe and challenging activity with precautions listed above</p>