



# 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.oec@edumail.vic.gov.au](mailto:blackwood.specialschools.oec@edumail.vic.gov.au)  
 Internet: [www.blackwoodsoec.vic.edu.au](http://www.blackwoodsoec.vic.edu.au)  
 Incorporation (ACN) No:- AOO38155E  
 Australian Business No:- 72 406 523 558



## ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

Activity & Venue

**BUSHWALKING – Wombat & Lerderderg State Forests, Werribee Gorge, Mount Buffalo National Park**



List:- Safety Issues Risks Hazards

- Students getting Lost
- Students getting Hypo or Hyperthermia
- Snake Bite
- Students falling off the raised Water Race Walking Tracks and sliding down the Cliff
- Students injuring themselves while walking around the Bush Environment



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:-**

- Bush Environment
- Steep Hills, Walking Tracks, 4WD Tracks, Rocky River Beds, Raised Goldmining Water Races

**Special Characteristics of this Location:-**

- It is a Forest Setting
- MUST ALWAYS UTILISE TRACKS**
- BE AWARE of OLD OPEN MINE SHAFTS**

**Specific Checks for Immediate Hazards:-**

- Ensure the Leader is very familiar with the Walk
- Ensure there are no mine shafts in immediate area
- Be aware of fallen trees over the Track

**Weather:-**




























- Appropriate Activity in inclement weather but not extreme weather
- Ensure all participants are appropriately dressed
































**Venue Check prior to Excursion:-**

- Ensure there are no DSE Burn-offs in the Area
- Ensure route selected is safe & appropriate
- Confirm it's a Non-Fire Danger Day




**The Activity & Level of Activity:-**

- There is a large variety of walks suitable for all
- Beginners welcome to participate




<b>Activity Appropriateness for the Age Group:-</b>	 All ages
<b>Maturity:-</b>	 All maturity levels  Prefer students who have Bushwalked before
<b>Physical Stature:-</b>	 Students of all physiques welcome to participate
<b>Ability Level:-</b>	 No experience required  Ability to walk a minimum of 3km in a Bush Environment
<b>Readiness of the Students:-</b>	 Students must be willing to participate  Students must be alert & attentive during Activity  Students must listen to ALL INSTRUCTIONS
<b>Suitability of the Location:-</b>	 Very safe & appropriate locations  A variety of Bushwalks means there are walks to suit all abilities, fitness levels & experiences
<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  Students with a variety of different Special Needs
<b>Area to be Visited:-</b>	 Bush Environment
<b>Participant Preparation:-</b>	 Appropriate Clothing  Appropriate Day Walk / Bushwalking Gear  Safety Briefing
<b>Skill Development:-</b>	 Ability to walk safely in a Bush Environment  Ability to walk the selected distance  Ability to walk in different terrains
<b>Fitness Development:-</b>	 Medium fitness level required  Must be able to walk a minimum of 3km
<b>Advance Briefing:-</b>	 Highlight Safety Requirements to Students  DO NOT RUN  Issue Whistles to every participant  Appoint a Leader & Whip

<b>Equipment Maintenance Procedures &amp; Checks:-</b>	<ul style="list-style-type: none"> <li> Day Packs cleaned &amp; checked after each use</li> <li> Whistles cleaned &amp; checked after each use</li> <li> Compasses &amp; Maps safely stored away</li> </ul>
<b>Personal Equipment:-</b>	<ul style="list-style-type: none"> <li> Students are to wear clothing they are happy to get dirty</li> <li> Appropriate Shoes are required</li> </ul>
<b>Special Equipment:-</b>	<ul style="list-style-type: none"> <li> Compasses Maps &amp; Whistles</li> </ul>
<b>Transport:-</b>	<ul style="list-style-type: none"> <li> Walk to the start of the Bushwalk</li> <li> If transport is required – School’s Own Bus</li> </ul>
<b>Equipment of Emergencies:-</b>	<ul style="list-style-type: none"> <li> 1<sup>st</sup> Aid Kit</li> <li> EPIRB</li> </ul>
<b>Protective Clothing:-</b>	<ul style="list-style-type: none"> <li> Wet Weather Jackets – if required</li> </ul>
<b>Organisational Arrangements for conducting the Activity:-</b>	<ul style="list-style-type: none"> <li> Group Leaders choose the Activity as part of their Camp Program</li> <li> Blackwood Staff prepare the Activity</li> <li> Blackwood Staff fully brief Group Leaders</li> </ul>
<b>Staff – Student Ratio:-</b>	<ul style="list-style-type: none"> <li> 1 : 10</li> <li> <b>2 Visiting Staff accompany Activity at ALL TIMES</b></li> </ul>
<b>Location:-</b>	<ul style="list-style-type: none"> <li> Wombat &amp; Lerderderg State Forests, Werribee State Gorge &amp; Mount Buffalo National Park</li> </ul>
<b>Roles of Staff:-</b>	
<b>Blackwood SSOEC Staff</b>	<ul style="list-style-type: none"> <li> Set up the Activity</li> <li> Implement the Activity</li> <li> Brief Students &amp; ensure Activity is run safely</li> </ul>
<b>Group Leader</b>	<ul style="list-style-type: none"> <li> Supervision &amp; behaviour of all Campers</li> <li> 1<sup>st</sup> Aid &amp; Sun Safe Strategies</li> <li> Head Count of Students at all times</li> <li> Report incidents</li> </ul>
<b>Visiting Staff</b>	<ul style="list-style-type: none"> <li> Monitor welfare &amp; fitness of Students</li> <li> Carry out tasks as directed</li> <li> Ensuring Students adhere to Safety Rules</li> </ul>
<b>Safety Measures:-</b>	<ul style="list-style-type: none"> <li> DO NOT RUN</li> <li> DONOT walk in front of the LEADER</li> <li> DO NOT walk behind the WHIP</li> <li> If lost – STOP, Sit Down &amp; Blow Whistle 3 Times, Wait &amp; Blow again until you are Found</li> </ul>



**Group Management Arrangements:-**

-  Keep the group together at ALL TIMES
-  Regularly wait for the Slower Walkers
-  Regularly stop for the group to drink & eat







**Additional Activities (if required):-**

-  If the weather is inappropriate:-
  -  Continue with Bushwalk or alternative Route
  -  Indoor Accommodation Site Activities









**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