



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

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RISK ANALYSIS & MANAGEMENT SYSTEM

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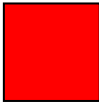
DATE:- 6th February 2012

ACTIVITY/SITUATION:-

Environmental Activities

STAFF : STUDENT RATIO:- **1 : 8 – 2 Visiting Staff accompany Activity AT ALL TIMES**

ANALYSIS		DESCRIPTION		
<u>RISKS</u> Accident, Injury other forms loss	1. Students running around the Forest Environment 2. Students running around the Imagination Trail or Orienteering Hill Sites 3. Students damaging the Natural Environment (Flora And/or Fauna) while participating in the Activities 4. Students falling into a Mine Shaft or Mining Location while participating in the Activities 5. Students polluting the Natural Environment while participating in the activities			
	<u>CASUAL FACTORS</u> Hazards, perils, dangers	<u>People</u> Student with Special Needs Poor Group Control Poor Communication To many participants	<u>Equipment</u> Equipment unsafe Equipment broken Equipment lost in the bush	<u>Environment</u> Bush Environment Outdoors
<u>MANAGEMENT STRATEGIES</u>	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.	Check selected area prior to use Ensure the area is clear of holes and / or Mine Shafts Ensure the selected area is familiar Tie back long hair Remove jewellery, watches	Ensure students access the Activity safely Ensure students do not wander throughout the Activity Check past & current weather conditions Be prepared for a change in the weather
	<u>RISK</u> 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 equipment or other participants Throw Students to work in small groups Ensure students do not recklessly damage the Natural Environment 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;">  <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>