

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
 Internet: 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

ENVIRONMENTAL ACTIVITIES – Imagination Trail, Orienteering Hill / Wombat & Lerderderg Forests



List:- Safety Issues Risks Hazards

- Students running around the Forest Environment
- Students running around the Imagination Trail or Orienteering Hill Sites
- Students damaging the Natural Environment (Flora And/or Fauna) while participating in the Activities
- Students falling into a Mine Shaft or Mining Location while participating in the Activities
- Students polluting the Natural Environment while participating in the activities



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
- Hilly Environment

Special Characteristics of this Location:-

- It is a Natural Bush Environment

Specific Checks for Immediate Hazards:-

- Ensure there are no overhanging tress
- Ensure the areas is familiar to Blackwood Staff
- Ensure students move safely throughout the area

Weather:-



























- Appropriate Activity in inclement weather but not extreme weather



















































Venue Check prior to Excursion:-

- Ensure the selected Activity Site is a safe and familiar area to access with students



The Activity & Level of Activity:-

- A very basic low energy Activity
- Beginners welcome to participate




Activity Appropriateness for the Age Group:-	 All ages
Maturity:-	 All maturity levels
Physical Stature:-	 Students of all physiques welcome to participate
Ability Level:-	 No experience required
Readiness of the Students:-	 Students must be willing to participate  Students must be alert & attentive during Activity  Students must listen to ALL INSTRUCTIONS
Suitability of the Location:-	 Choose a very safe & appropriate location  Ensure students are aware of boundaries in the area that the Activity is being conducted
Staff Qualifications and / or Experience:-	 Experience in supervising groups in outdoor recreation activities
Nature of the Group:-	 Students with Special Needs  Students with a variety of different Special Needs
Area to be Visited:-	 The Imagination Trail or Orienteering Hill  Wombat State Forest  Lerderderg State Park
Participant Preparation:-	 Appropriate Clothing  Safety Briefing
Skill Development:-	 Ability to safely walk around a Bush Environment  Ability to pick up Natural Environmental objects  Ability to smell & discuss Natural Environmental objects
Fitness Development:-	 Low fitness level  Non – Physical Activity
Advance Briefing:-	 Highlight Safety Requirements to Students  NO Running through the Bush Environment  DO NOT destroy the Natural Environment  Move safely around the selected Activity Site

Equipment Maintenance Procedures & Checks:-	<ul style="list-style-type: none">  Ensure equipment is kept together in the Office  Ensure equipment is ready and available 						
Personal Equipment:-	<ul style="list-style-type: none">  Students are to wear clothing they are happy to get dirty  Appropriate Shoes are required 						
Special Equipment:-	<ul style="list-style-type: none">  No Special equipment is required 						
Transport:-	<ul style="list-style-type: none">  Walk to the selected Environmental Activity Site  If transport is required – School’s Own Bus 						
Equipment of Emergencies:-	<ul style="list-style-type: none">  1st Aid Kit 						
Protective Clothing:-	<ul style="list-style-type: none">  Not required 						
Organisational Arrangements for conducting the Activity:-	<ul style="list-style-type: none">  Group Leaders choose the Activity as part of their Camp Program  Blackwood Staff prepare the Activity  Blackwood Staff fully brief Group Leaders 						
Staff – Student Ratio:-	<ul style="list-style-type: none">  1 : 10  2 Visiting Staff accompany Activity at ALL TIMES 						
Location:-	<ul style="list-style-type: none">  The Imagination Trail or Orienteering Hill  Wombat State Forest or Lerderberg State Park 						
Roles of Staff:-	<table border="0" style="width: 100%;"> <tr> <td style="width: 20%;">Blackwood SSOEC Staff</td> <td> <ul style="list-style-type: none">  Set up the Activity  Implement the Activity if available  Brief Students & ensure Activity is run safely </td> </tr> <tr> <td>Group Leader</td> <td> <ul style="list-style-type: none">  Supervision & behaviour of all Campers  1st Aid & Sun Safe Strategies  Head Count of Students at all times  Report incidents </td> </tr> <tr> <td>Visiting Staff</td> <td> <ul style="list-style-type: none">  Monitor welfare & fitness of Students  Carry out tasks as directed  Ensuring Students adhere to Safety Rules </td> </tr> </table>	Blackwood SSOEC Staff	<ul style="list-style-type: none">  Set up the Activity  Implement the Activity if available  Brief Students & ensure Activity is run safely 	Group Leader	<ul style="list-style-type: none">  Supervision & behaviour of all Campers  1st Aid & Sun Safe Strategies  Head Count of Students at all times  Report incidents 	Visiting Staff	<ul style="list-style-type: none">  Monitor welfare & fitness of Students  Carry out tasks as directed  Ensuring Students adhere to Safety Rules
Blackwood SSOEC Staff	<ul style="list-style-type: none">  Set up the Activity  Implement the Activity if available  Brief Students & ensure Activity is run safely 						
Group Leader	<ul style="list-style-type: none">  Supervision & behaviour of all Campers  1st Aid & Sun Safe Strategies  Head Count of Students at all times  Report incidents 						
Visiting Staff	<ul style="list-style-type: none">  Monitor welfare & fitness of Students  Carry out tasks as directed  Ensuring Students adhere to Safety Rules 						
Safety Measures:-	<ul style="list-style-type: none">  DO NOT RUN  DONOT throw anything at each other  WALK safely through the selected Environmental Activity Site  DO NOT damage the Natural Environment 						



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