



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

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 Australian Business No:- 72 406 523 558



**RISK ANALYSIS & MANAGEMENT SYSTEM**

NAME:-

Tony Bellette

DATE:- 6<sup>th</sup> February 2012

ACTIVITY/SITUATION:-

**Duke of Edinburgh Expeditions**

STAFF : STUDENT RATIO:-

**1 : 6 – 2 Visiting Staff accompany Activity AT ALL TIMES**

**DESCRIPTION**

|   |  |  |  |  |
|---|--|--|--|--|
| <b><u>RISKS</u></b><br>Accident, Injury<br>other forms loss | <ol style="list-style-type: none"> <li>Students getting Lost</li> <li>Students getting Hypo or Hyperthermia</li> <li>Snake Bite</li> <li>Falling Tree Limbs / Trees around Campsite</li> <li>Students falling off the raised Water Race Walking Tracks and sliding down the Cliff</li> <li>Students injuring themselves while walking around the Bush Environment</li> </ol> |  |  |  |
|   | <b><u>CASUAL FACTORS</u></b><br>Hazards, perils,<br>dangers  | <b><u>People</u></b>   | <b><u>Equipment</u></b>  | <b><u>Environment</u></b>  |
| <b><u>MANAGEMENT STRATEGIES</u></b>                         | Normal Operation   | <ul style="list-style-type: none"> <li>Student with Special Needs</li> <li>Poor Group Control</li> <li>Poor Communication</li> <li>To many participants</li> <li>Group separated</li> </ul>  | <ul style="list-style-type: none"> <li>Whistles don't work</li> <li>Compasses Broken</li> <li>Maps Lost</li> <li>Day Packs to heavy</li> <li>Snacks unsuitable</li> <li>Inappropriate clothing</li> </ul>  | <ul style="list-style-type: none"> <li>Bush Environment</li> <li>Outdoors</li> <li>Walking Tracks</li> <li>4WD Tracks</li> <li>Roads</li> <li>Water Races</li> <li>Fire Danger Day</li> <li>Total Fire Ban</li> </ul>  |
|   | Emergency  | <ul style="list-style-type: none"> <li>Staff experienced in Bushwalking</li> <li>Staff competent with Map &amp; Compass</li> <li>Staff skilled at communication &amp; group control</li> <li>Give full instructions</li> <li>Full Supervision</li> <li>Define boundaries</li> <li>Highlight correct use of the Equipment</li> <li><b>Allow challenge by choice.</b></li> </ul> | <ul style="list-style-type: none"> <li>Issue students with Whistles, Day Packs &amp; Wet Weather Jackets</li> <li>Issue Maps &amp; Compasses</li> <li>Assign a Leader</li> <li>Assign a Whip</li> <li>Students MUST NOT walk off the tracks</li> <li>Expedition Gear provided by Visiting Schools</li> </ul> | <ul style="list-style-type: none"> <li>Ensure selected route &amp; daily distance is appropriate for the ability &amp; experience of the students</li> <li>Water is carried</li> <li>Check weather conditions &amp; ensure it is not a Fire Danger Day</li> <li>Be prepared for a weather changes</li> </ul> |

**ANALYSIS**

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|---|---|
| <b>RELEVANT<br/>INDUSTRY<br/>STANDARDS<br/>APPLICABLE</b> | <ul style="list-style-type: none"> <li>Visiting Staff to fully supervise Activities at all times</li> <li>Students allocated times when they can access the Activities</li> <li>Monitor the welfare of students</li> <li>Group Leaders to report any incidents</li> <li>Staff to ensure students adhere to all the Safety Rules &amp; Guidelines</li> <li>Students should remove jewellery &amp; tie back their hair prior to participation</li> <li>Instructors should explain group goals &amp; dangers</li> <li>Implement 'Challenge by Choice' Contract</li> </ul>  |
| <b>POLICIES &amp;<br/>GUIDELINES<br/>RECOMMENDED</b>      | <ul style="list-style-type: none"> <li>Full supervision required at all times</li> <li>Students are not to RUN</li> <li>GROUP MUST NEVER walk off the track</li> <li>Students MUST NOT walk in front of the Leader</li> <li>Students MUST NOT walk behind the Whip</li> <li>Regularly stop to wait for slower walkers &amp; monitor group</li> <li>IF LOST students – STOP, SIT DOWN &amp; BLOW THEIR WHISTLES until they are found by a Staff / Emergency Services Member</li> <li>NEVER CAMP UNDER OVERHANGING TREES</li> <li>ESTABLISH campfire, toilet, cooking &amp; water areas in the Campsites</li> <li>Any damage to equipment MUST BE reported to BSSOEC Staff</li> <li>Carry First Aid Kit &amp; Emergency Management Plans on file</li> </ul> |
| <b>SKILLS<br/>REQUIRED BY<br/>STAFF</b>                   | <ul style="list-style-type: none"> <li>Instructors first aid qualified</li> <li>Instructors able to set up and dismantle Activity</li> <li>Instructors able to safely prepare the Activity for participation</li> <li>Instructors trained in group dynamics and communication skills</li> <li>Instructors trained in education</li> <li>Instructors know, comprehend &amp; confidently implement the following Project Adventure Concepts:-               <ul style="list-style-type: none"> <li><b>The Full Value Contract, and</b></li> <li><b>Challenge by Choice</b></li> </ul> </li> </ul>   |
| <b>FINAL<br/>DECISION ON<br/>CONDUCTING<br/>ACTIVITY</b>  | <p>Choose One</p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> <p><b>ACCEPT</b></p> </div> <div style="text-align: center;"> <p><b>REJECT</b></p> </div> </div> <p><b>Safe and challenging activity with precautions listed above</b></p>   |

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