



**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:-

**Go – Go Golf**

STAFF : STUDENT RATIO:-

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


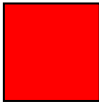
**ANALYSIS**

**DESCRIPTION**

<b>RISKS</b> Accident, Injury other forms loss	1. Students & Staff hitting each other with the golf clubs – before, during & after the activity 2. Students & Staff walking behind students who are practicing or implementing their golf swings 3. Students & Staff being hit by Golf Balls 4. Students & Staff walking into the Golf Target Zone before everyone has finished 5. Students & Staff walking into the Golf Target Zone to collect their golf balls while carrying their golf clubs		
	<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>People</b> Student with Special Needs Poor Group Control Poor Communication To many participants	<b>Equipment</b> Equipment unsafe Equipment not set up correctly Boundaries not defined
<b>MANAGEMENT STRATEGIES</b> Normal Operation	Staff skilled at communication Staff skilled at group control Give full instructions Staff able to demonstrate correct & safe use of Golf Clubs Full Supervision Define boundaries Highlight correct use of the Equipment <b>Allow challenge by choice.</b>	Check selected area prior to use Ensure the area is safe to enter & clear of people or other equipment Establish a safe practice area Establish a safe hitting area Tie back long hair Remove jewellery, watches	Ensure Activity is appropriate for the ability of the students Ensure follow instructions at ALL TIMES Check past & current weather conditions Be prepared for a change in the weather
<b>RISK</b> 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**

<b>RELEVANT INDUSTRY STANDARDS APPLICABLE</b>	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
<b>POLICIES &amp; GUIDELINES RECOMMENDED</b>	Full supervision required at all times Students are not to Run Students to participate in small groups Students allocated a dome to stand next to for Golf Practice Students allocated a 2 <sup>nd</sup> dome to stand next to for golf ball hitting <b>NO ONE</b> walks out onto the oval to collect their golf balls until:- Everyone has finished hitting balls & their club is on the ground A whistle has been blown to say that it is safe to collect golf balls <b>NO ONE</b> carries golf clubs onto the oval while collecting golf balls Any damage to equipment <b>MUST BE</b> reported to BSSOEC Staff Carry First Aid Kit & Emergency Management Plans on file
<b>SKILLS REQUIRED BY STAFF</b>	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:- <b>The Full Value Contract, and          Challenge by Choice</b>
<b>FINAL DECISION ON CONDUCTING ACTIVITY</b>	<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;">   <b>ACCEPT</b> </div> <div style="text-align: center;">   <b>REJECT</b> </div> </div> <p style="text-align: center;"><b>Safe and challenging activity with precautions listed above</b></p>