

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

GO – GO GOLF – The Blackwood Recreation Reserve



List:- Safety Issues Risks Hazards

- Students & Staff hitting each other with the golf clubs – before, during & after the activity
- Students & Staff walking behind students who are practicing or implementing their golf swings
- Students & Staff being hit by Golf Balls
- Students & Staff walking into the Golf Target Zone before everyone has finished
- Students & Staff walking into the Golf Target Zone to collect their golf balls while carrying their golf clubs



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:-

- Sports Oval
- Flat Terrain

Special Characteristics of this Location:-

- A very safe and open area

Specific Checks for Immediate Hazards:-

- Ensure that no-one is using the Oval
- Ensure students do not run throughout the Activity
- Ensure students move safely throughout the area

Weather:-



























- Not an appropriate Activity in inclement weather






















































Venue Check prior to Excursion:-

- Ensure the selected Activity Site is safe
- Ensure Go – Go Golf is a suitable Activity for the students




The Activity & Level of Activity:-

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




| | |
|---|--|
| Activity Appropriateness for the Age Group:- |  Preferable the Older Students  12 – 18 years of age |
| 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:- |  Set a safe practice & implementation area on the oval  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 Blackwood Recreation Reserve |
| Participant Preparation:- |  Appropriate Clothing  Safety Briefing |
| Skill Development:- |  Ability to safely swing a golf club  Ability to safely hit a golf ball  Ability to safely collect golf balls on an oval  Ability to work in small groups |
| Fitness Development:- |  Low fitness level  Non – Physical Activity |
| Advance Briefing:- |  Highlight Safety Requirements to Students  NO Running  DO NOT throw Golf Clubs or any other equipment  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  Ensure all golf balls are collected at the end of Activity | | | | | | |
| 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">  Go – Go Golf Clubs (7 Irons) & Putters  Go – Go Golf Balls ONLY (Soft Rubber Golf Balls)  Plastic Domes & Whistle | | | | | | |
| Transport:- | <ul style="list-style-type: none">  Walk to the Blackwood Recreation Reserve  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 : 6  2 Visiting Staff accompany Activity at ALL TIMES | | | | | | |
| Location:- | <ul style="list-style-type: none">  The Blackwood Recreation Reserve | | | | | | |
| 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  DO NOT walk behind anyone swinging a Golf Club  DONOT throw Golf Clubs or other Equipment  WALK safely through the Go – Go Golf Activity Site  DO NOT hit anyone with the Golf Clubs | | | | | | |



Group Management Arrangements:-

-  Keep the group together at ALL TIMES
-  Individuals to line up next to a plastic dome
-  No-one to collect Golf Balls until everyone has finished & laid their Golf Clubs Down







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