



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

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RISK ANALYSIS & MANAGEMENT SYSTEM

NAME:-

Tony Bellette

DATE:- 6th February 2012

ACTIVITY/SITUATION:-

The Imagination Trail

STAFF : STUDENT RATIO:-

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


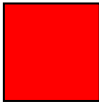
ANALYSIS

DESCRIPTION

RISKS Accident, Injury other forms loss	<ol style="list-style-type: none"> Students running around The Imagination Trail Activity Site Students jumping off the individual Activities implemented on The Imagination Trail Students not 'Spotting' or 'Guiding' or 'Supporting' participants correctly during Imagination Trail Activities Students sitting in the windows of the Imagination Trail Activity Huts & NOT the seats Students tripping over Activity equipment or the Natural Environment when moving between Activities 			
	CASUAL FACTORS Hazards, perils, dangers	People <ul style="list-style-type: none"> Student with Special Needs Poor Group Control Poor Communication To many participants 	Equipment <ul style="list-style-type: none"> Various Activity Equipment Activity Huts Inappropriate clothing 	Environment <ul style="list-style-type: none"> Bush Environment Outdoors Sealed Track Activity Huts
MANAGEMENT STRATEGIES	Normal Operation	<ul style="list-style-type: none"> Staff experienced in supervising groups Staff competent with Instructions 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. 	<ul style="list-style-type: none"> Set Up Activity Equipment in surrounding Activity Huts Ensure Activity Equipment is used appropriately Tie back long hair Remove jewellery, watches 	<ul style="list-style-type: none"> Ensure Activity is appropriate for the ability of the students First Aid Kit is carried Check weather conditions & ensure it is not a Fire Danger Day Be prepared for a change in the weather
		RISK Emergency	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> 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	<ul style="list-style-type: none"> Full supervision required at all times Students are not to RUN Students are to follow their Instructions AT ALL TIMES Students are to assist packing up equipment at the end of the Activity Throughout the Activity students are to demonstrate:- <ul style="list-style-type: none"> Leadership Skills Teamwork Skills Initiative Skills Communication Skills Any damage to equipment MUST BE reported to BSSOEC Staff Carry First Aid Kit & Emergency Management Plans on file
SKILLS REQUIRED BY STAFF	<ul style="list-style-type: none"> 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:- <ul style="list-style-type: none"> 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>