



Blackwood Special Schools Outdoor Education Centre Inc.

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ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

Activity & Venue

THE IMAGINATION TRAIL – Blackwood Special Schools OEC Inc. Imagination Trail



List:- Safety Issues Risks Hazards

- 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



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:-

- The Blackwood Special Schools Imagination Trail
- Bush Environment
- Hilly Terrain

Special Characteristics of this Location:-

- A very safe and controlled area

Specific Checks for Immediate Hazards:-

- Ensure each Imagination Trail Activity is safe
- Set up & check each Imagination Trail Activity prior to use
- Ensure students move safely throughout the area

Weather:-

























- Some but NOT All Imagination Trail Activities are appropriate in inclement weather but not extreme weather


































Venue Check prior to Excursion:-

- Ensure each Imagination Trail Activity is safe
- Ensure area is clear of fallen branches and debris



The Activity & Level of Activity:-

- A medium 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:-	 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:-	 Blackwood Special Schools Outdoor Education Centre Inc. Low Ropes Activity Site
Participant Preparation:-	 Appropriate Clothing  Safety Briefing
Skill Development:-	 Improved Teamwork  Improved Communication Skills  Improved Leadership Skills  Improved Co-ordination
Fitness Development:-	 Medium fitness level  Physical Activity
Advance Briefing:-	 Highlight Safety Requirements to Students  NO Running  DO NOT jump off any of the Activities  Move safely around the selected Activity Site

Equipment Maintenance Procedures & Checks:-	<ul style="list-style-type: none">  Ensure equipment is kept in the Office  Some Activity Equipment is kept on site  Assess & check equipment every time it is set up
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">  Ropes, Barrels, Buckets, Pipes, Golf Balls, Trolleys  Blindfolds, All – Thread & Nuts, Poles, Cable Drums  Numbers Discs, Balls, Types, Spider’s Webs
Transport:-	<ul style="list-style-type: none">  Walk to the Blackwood Special Schools Outdoor Education Centre Inc. Imagination Trail  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 (1 : 10 for some Activities)  2 Visiting Staff accompany Activity at ALL TIMES
Location:-	<ul style="list-style-type: none">  Blackwood Special Schools Outdoor Education Centre Inc. Imagination Trail
Roles of Staff:-	
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  Highlight ‘Challenge by Choice’ Contract  Everyone is encouraged to participate  No Jumping off the Imagination Trail Activities  Everyone must support others by ‘Spotting’



Group Management Arrangements:-

-  Keep the group together at ALL TIMES
-  Group may be split into smaller groups for easier Group Management & Increased participation rate







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