



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.blackwoodssoec.vic.edu.au
 Incorporation (ACN) No:- AOO38155E
 Australian Business No:- 72 406 523 558



ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

Activity & Venue

INITIATIVE GAMES – The Imagination Trail or the Blackwood Recreation Reserve



List:- Safety Issues Risks Hazards

- Students running around the selected Activity Site
- Students throwing activity equipment at each other
- Students not participating correctly in the Activity causing disruption to other students
- Students bullying other students to ensure they get to go first
- Students not understanding or contributing to the concepts of Leadership, Teamwork, Communication & Initiative



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 Imagination Trail
- Sealed Track with Activity Huts in Hilly Terrain
- The Blackwood Recreation Reserve – Flat Terrain

Special Characteristics of this Location:-

- A very safe area
- Open area

Specific Checks for Immediate Hazards:-

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

Weather:-



























- Only appropriate during inclement weather on the Imagination Trail – accessing the Activity Huts

































Venue Check prior to Excursion:-

- Ensure the selected Activity Site is safe
- Ensure no-one is using the Recreation Reserve if accessing the Recreation Reserve


The Activity & Level of Activity:-

- A very basic low 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:-	 Set a safe 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 Imagination Trail  The Blackwood Recreation Reserve
Participant Preparation:-	 Appropriate Clothing  Safety Briefing
Skill Development:-	 Improved Teamwork  Improved Communication Skills  Improved Leadership Skills  Improved Co-ordination
Fitness Development:-	 Low fitness level  Non – Physical Activity
Advance Briefing:-	 Highlight Safety Requirements to Students  NO Running  DO NOT throw equipment at each other  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
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">  Bag of Initiative Games Equipment  Blindfolds  Human Ladder Poles, Parachutes
Transport:-	<ul style="list-style-type: none">  Walk to the Blackwood Recreation Reserve or the 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 : 10  2 Visiting Staff accompany Activity at ALL TIMES
Location:-	<ul style="list-style-type: none">  The Blackwood Recreation Reserve
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 throwing of any equipment  Place unused equipment back in the bag



Group Management Arrangements:-

 Keep the group together at ALL TIMES







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