



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

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**RISK ANALYSIS & MANAGEMENT SYSTEM**

NAME:-

Tony Bellette

DATE:- 6<sup>th</sup> February 2012

ACTIVITY/SITUATION:-

**Low Ropes Course**

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 or Staff slipping while waiting to participate due to sloping ground 2. Students slipping off pegs when climbing up onto the activity 3. Students slipping off wire while participating in activity 4. Ropes becoming loose due to excess pressure 5. Height at starting end too high for some participants 6. Spliced rolling hitches in the ropes and turnbuckle on the wire at the same end can make it difficult to hold & walk simultaneously			
	<b>CASUAL FACTORS</b> Hazards, perils, dangers	<b>People</b> Taught poor spotting technique Poor Communication Poor group control Too many participants Students with special needs	<b>Equipment</b> Equipment unstable Equipment unsafe Incorrect clothing Students wearing jewellery, watches, glasses	<b>Environment</b> Uneven terrain for spotters Slippery terrain Weather unsuitable
<b>MANAGEMENT STRATEGIES</b>	Normal Operation	Instructor aware of correct spotting techniques Instructor skilled at communication Instructor skilled at group control Minimum Group = 3 Maximum Group = 9 Disclose risks & precautions Use spotting technique that is gender sensitive <b>Allow challenge by choice.</b>	Check equipment prior and during participation Ensure students are wearing appropriate clothing Have loose clothing tucked in Tie back long hair Remove jewellery, watches	Ensure spotters use safe area around the activity site 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>	Project Adventure recommend that all Low Ropes Course Elements be inspected by qualified inspectors annually Project Adventure recommend that all instructors be involved in a leadership training session - where the instructor participates and learns how to set up and lead all current and appropriate Low Rope Elements to that instructors position of responsibility 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>	Instructors to have observed the exercise carried out by a senior member of staff previously Carry First Aid Kit & Emergency Management Plans on file As stated in "Safety in Outdoor Adventure Activities – <i>No student should ever be allowed onto any element unless supervised by a staff member. Instruction should be given by a staff member who should have practical experience and personal skills in the various elements Staff should also be aware of all safety factors and be able to effect a rescue.</i> " in relation to spotting – <i>"It should be stressed to students that they must concentrate on protecting the upper body (especially the head)"</i>
<b>SKILLS REQUIRED BY STAFF</b>	Instructors first aid qualified Instructors able to set up and dismantle element proficiently Instructors able to safely prepare the element 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;"> <p><b>ACCEPT</b></p> </div> <div style="text-align: center;"> <p><b>REJECT</b></p> </div> </div> <p style="text-align: center;"><b>Safe and challenging activity with precautions listed above</b></p>