



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

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 Australian Business No:- 72 406 523 558



**RISK ANALYSIS & MANAGEMENT SYSTEM**

NAME:- Tony Bellette

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

ACTIVITY/SITUATION:-

**Mountain Bike Riding**

STAFF : STUDENT RATIO:- **1 : 6 – 2 Visiting Staff accompany Activity AT ALL TIMES**

ANALYSIS		DESCRIPTION		
<b><u>RISKS</u></b> Accident, Injury other forms loss	1. Students falling off their Bicycles 2. Students riding into each other while riding in groups 3. Students riding off the selected tracks causing them to fall off and into the Bush 4. Students tripping over the Bicycles & associated equipment when not riding 5. Staff or students injuring themselves when removing or replacing Bicycles their hanging rack or trailer			
	<b><u>CASUAL FACTORS</u></b> Hazards, perils, dangers	<b><u>People</u></b> Student with Special Needs Poor Group Control Poor Communication To many participants Poor riding skills Poor riding instructions	<b><u>Equipment</u></b> Equipment unsafe Equipment not maintained correctly Boundaries not defined Speed not restricted Teamwork not enforced	<b><u>Environment</u></b> Outdoors Sports Oval Environment Open Grass Areas Sealed Roads 4WD & Dirt Roads Single Tracks Imagination Trail
<b><u>MANAGEMENT STRATEGIES</u></b>	Normal Operation	Staff skilled at communication Staff skilled at group control Give full instructions Staff qualified to teach Mountain Bike Riding Staff familiar with selected route Full Supervision Define boundaries Highlight correct use of the Equipment <b>Allow challenge by choice.</b>	Check selected area prior to use Ensure Mountain Bikes are correctly maintained Ensure equipment is appropriate for the ability of the students Staff skilled in riding & bike maintenance Helmets & Safety Vests for each rider Tie back long hair Remove jewellery, watches	Ensure Activity is appropriate for the ability of the students Ensure selected route & distance suits students Ensure students follow instructions at ALL TIMES Check past & current weather conditions Be prepared for a change in the weather
<b><u>RISK</u></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>	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
<b>POLICIES &amp; GUIDELINES RECOMMENDED</b>	Full supervision required at all times Students are not to Ride without a staff member Students to participate in small groups and demonstrate skills in:- Riding & Stopping Safely Braking Changing Gears Riding & Changing Formations as a Team Instructors leading the ride MUST HAVE current Bicycle Education Instructor Training Accreditation Qualifications Any damage to equipment MUST BE reported to BSSOEC Staff Carry First Aid Kit & Emergency Management Plans on file
<b>SKILLS REQUIRED BY STAFF</b>	Instructors first aid & Bicycle Education Instructor 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:- <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>