



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

MOUNTAIN BIKE RIDING – Blackwood Township & Reserve, Imagination Trail & Forest Environment



List:- Safety Issues Risks Hazards

- Students falling off their Bicycles
- Students riding into each other while riding in groups
- Students riding off the selected tracks causing them to fall off and into the Bush
- Students tripping over the Bicycles & associated equipment when not riding
- Staff or students injuring themselves when removing or replacing Bicycles on their hanging rack or trailer



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:- | <ul style="list-style-type: none"> Open Grass Area or Sealed Roads Dirt 4WD Tracks Bushwalking Tracks |
| Special Characteristics of this Location:- | <ul style="list-style-type: none"> A very safe and controlled area Bush Environment Hilly Terrain |
| Specific Checks for Immediate Hazards:- | <ul style="list-style-type: none"> Ensure each Bicycle is correctly maintained Check tyres, gears & brakes before EVERY USE Check ability of students prior to implementing Activity |
| Weather:- | <ul style="list-style-type: none"> Appropriate Activity in inclement weather but not extreme weather |
| Venue Check prior to Excursion:- | <ul style="list-style-type: none"> Ensure each Bicycle is safe Ensure selected riding location is suitable for the ability of the participating students |
| The Activity & Level of Activity:- | <ul style="list-style-type: none"> 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 Township – Streets & Recreation Reserve  Blackwood SSOEC Imagination Tral  Wombat State Forest & Lerederberg State Park
Participant Preparation:-	 Appropriate Clothing  Safety Briefing
Skill Development:-	 Improved Bicycle Riding Skills  Improved Communication Skills  Improved Leadership Skills  Improved Co-ordination
Fitness Development:-	 Medium fitness level  Physical Activity
Advance Briefing:-	 Highlight Safety Requirements to Students  NO Skidding, Jumps, Monos, Bunny Hops  DO NOT cut off or stop in front of others  Ride safely around the selected Activity Site

Equipment Maintenance Procedures & Checks:-	<ul style="list-style-type: none">  Ensure equipment is kept locked up in the Bike Shed  Complete Monthly Bicycle Maintenance Assessments  Check each bicycle – using students – prior to use 						
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">  Mountain Bike  Helmets & Safety Vests  Bicycle Tool Kit, Bicycle Pumps, Spare Tubes 						
Transport:-	<ul style="list-style-type: none">  Walk to the Blackwood Special Schools Outdoor Education Centre Inc. Bike Shed  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">  Bicycle Helmets are MANDATORY  Safety Vests / Clothing 						
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  2 Visiting Staff accompany Activity at ALL TIMES 						
Location:-	<ul style="list-style-type: none">  Blackwood Township – Streets & Recreation Reserve  Blackwood SSOEC Imagination Trail  Wombat State Forest or Lerderberg State Park 						
Roles of Staff:-	<table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top; width: 20%;">Blackwood SSOEC Staff</td> <td> <ul style="list-style-type: none">  Set up the Activity  Implement the Activity if available  Brief Students & ensure Activity is run safely </td> </tr> <tr> <td style="vertical-align: top;">Group Leader</td> <td> <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 </td> </tr> <tr> <td style="vertical-align: top;">Visiting Staff</td> <td> <ul style="list-style-type: none">  Monitor welfare & fitness of Students  Carry out tasks as directed  Ensuring Students adhere to Safety Rules </td> </tr> </table>	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
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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 Skid, Mono, Jump, Bunny Hop  Highlight ‘Challenge by Choice’ Contract  Everyone is encouraged to participate  Lay bike down with chain facing up  If resting MUST be away from the Activity Site 						



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