



**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](mailto:blackwood_specialschools.oec@edumail.vic.gov.au)  
 Internet: [www.blackwoodssos.vic.edu.au](http://www.blackwoodssos.vic.edu.au)  
 Incorporation (ACN) No:- AOO38155E  
 Australian Business No:- 72 406 523 558



**RISK ANALYSIS & MANAGEMENT SYSTEM**

NAME:- Tony Bellette

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

ACTIVITY/SITUATION:-

**Night Walks**

STAFF : STUDENT RATIO:- **1 : 8 – 2 Visiting Staff accompany Activity AT ALL TIMES**

ANALYSIS		DESCRIPTION		
<b><u>RISKS</u></b> Accident, Injury other forms loss	1. Students getting Lost 2. Students getting Hypo or Hyperthermia 3. Students tripping over objects in the dark 4. Students falling off the raised Water Race Walking Tracks and sliding down the Cliff 5. Students getting a fright while walking in the dark and becoming injured or lost			
	<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 Group separated	<b><u>Equipment</u></b> Whistles don't work Students losing their Glowstix Torches failing Glowstix failing Inappropriate clothing	<b><u>Environment</u></b> Bush Environment Outdoors Walking Tracks 4WD Tracks Water Races Fire Danger Day Total Fire Ban
<b><u>MANAGEMENT STRATEGIES</u></b>	Normal Operation Staff experienced in Bushwalking Staff competent with Map & Compass Staff skilled at communication Staff skilled at group control Give full instructions Full Supervision Define boundaries Highlight correct use of the Equipment <b>Allow challenge by choice.</b>	Issue students & staff with Whistles Issue Glowstix Students one colour Staff another colour Ensure students & staff have torches Assign a Leader Assign a Whip Students MUST NOT walk off the tracks Tie back long hair Remove jewellery, watches	Ensure selected route & distance is appropriate for the ability of the students First Aid Kit is carried Check weather conditions & ensure it is not a Fire Danger Day 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 RUN & GROUP MUST NEVER walk off the track Students MUST NOT walk in front of the Leader Students MUST NOT walk behind the Whip Regularly stop to wait for slower walkers & monitor group Instruct students & staff to place Glowstix on their heads to safely & continuously complete head counts DO NOT use torches IF LOST students – STOP, SIT DOWN & BLOW THEIR WHISTLES until they are found by a Staff / Emergency Services Member 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 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</b> <b>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;"> <span style="font-size: 2em; color: white; margin: 0 5px;">✓</span> </div> <div style="text-align: center;"> <p><b>ACCEPT</b></p> </div> <div style="text-align: center;"> </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>