



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



ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

Activity & Venue

NIGHTWALKS – The Imagination Trail, Wombat State Forest, Back Creek Walking Trail



List:- Safety Issues Risks Hazards

- Students getting Lost
- Students getting Hypo or Hyperthermia
- Students tripping over objects in the dark
- Students falling off the raised Water Race Walking Tracks and sliding down the Cliff
- Students getting a fright while walking in the dark and becoming injured or lost



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:-

- Bush Environment
- Walking Tracks, 4WD Tracks, Dirt Roads

Special Characteristics of this Location:-

- It is a Forest Setting
- MUST ALWAYS UTILISE TRACKS**
- BE AWARE of OLD OPEN MINE SHAFTS**

Specific Checks for Immediate Hazards:-

- Ensure the Leader is very familiar with the Walk
- Ensure there are no mine shafts in immediate area
- Be aware of fallen trees over the Track

Weather:-



























- Appropriate Activity in inclement weather but not extreme weather
- Ensure all participants are appropriately dressed
































Venue Check prior to Excursion:-

- Ensure there are no DSE Burn-offs in the Area
- Ensure route selected is safe & appropriate
- Confirm it's a Non-Fire Danger Day




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  Ability to walk a minimum of 3km in a Bush Environment
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:-	 Very safe & appropriate locations  A variety of Bushwalks means there are walks to suit all abilities, fitness levels & experiences
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:-	 Bush Environment
Participant Preparation:-	 Appropriate Clothing  Appropriate Night Walk / Bushwalking Gear  Safety Briefing
Skill Development:-	 Ability to walk safely in a Bush Environment  Ability to walk the selected distance  Ability to walk in different terrains
Fitness Development:-	 Medium fitness level required  Must be able to walk a minimum of 3km
Advance Briefing:-	 Highlight Safety Requirements to Students  DO NOT RUN  Issue Whistles & Glowstix to every participant  Appoint a Leader & Whip

Equipment Maintenance Procedures & Checks:-	<ul style="list-style-type: none">  Ensure there is enough Glowstix available  Whistles cleaned & checked after each 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">  Glowstix
Transport:-	<ul style="list-style-type: none">  Walk to the start of the Nightwalk  If transport is required – School’s Own Bus
Equipment of Emergencies:-	<ul style="list-style-type: none">  1st Aid Kit  EPIRB
Protective Clothing:-	<ul style="list-style-type: none">  Wet Weather Jackets – if 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 : 8  2 Visiting Staff accompany Activity at ALL TIMES
Location:-	<ul style="list-style-type: none">  The Imagination Trail  Wombat State Forest & Back Creek Walking Trail
Roles of Staff:-	
Blackwood SSOEC Staff	<ul style="list-style-type: none">  Set up the Activity  Implement the Activity  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  DONOT walk in front of the LEADER  DO NOT walk behind the WHIP  If lost – STOP, Sit Down & Blow Whistle 3 Times, Wait & Blow again until you are Found



Group Management Arrangements:-

-  Keep the group together at ALL TIMES
-  Regularly wait for the Slower Walkers
-  Regularly stop the group & count using Glowstix







Additional Activities (if required):-

-  If the weather is inappropriate:-
 -  Continue with Night Walk or alternative Route
 -  Indoor Accommodation Site Activities









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