



**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.oe@edumail.vic.gov.au
 Internet: www.blackwoodssos.vic.edu.au
 Incorporation (ACN) No:- AOO38155E
 Australian Business No:- 72 406 523 558



RISK ANALYSIS & MANAGEMENT SYSTEM

NAME:-

Tony Bellette

DATE:- 6th February 2012

ACTIVITY/SITUATION:-

Orienteering

STAFF : STUDENT RATIO:-

1 : 10 – 2 Visiting Staff accompany Activity AT ALL TIMES



ANALYSIS

DESCRIPTION

<u>RISKS</u> Accident, Injury other forms loss	<ol style="list-style-type: none"> Students getting Lost Students leaving the Orienteering boundaries Students running throughout the activity Students tripping over and injuring themselves during their participation Snake Bite 			
	<u>CASUAL FACTORS</u> Hazards, perils, dangers	<u>People</u>	<u>Equipment</u>	<u>Environment</u>
<u>MANAGEMENT STRATEGIES</u>	Normal Operation	<ul style="list-style-type: none"> Staff experienced in Orienteering 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 Allow challenge by choice. 	<ul style="list-style-type: none"> Issue students & staff with Whistles Issue Map & Compasses Issue Instruction Sheets Students MUST NOT walk off the tracks Students MUST NOT enter Mine Shafts Tie back long hair Remove jewellery, watches 	<ul style="list-style-type: none"> Ensure course 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
<u>RISK</u>	Emergency	<ul style="list-style-type: none"> 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

<u>RELEVANT INDUSTRY STANDARDS APPLICABLE</u>	<ul style="list-style-type: none"> 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
<u>POLICIES & GUIDELINES RECOMMENDED</u>	<ul style="list-style-type: none"> Full supervision required at all times Students are not to RUN Students are to follow their compasses NOT what they can see Students MUST regularly check their bearings Students are to count their paces as they search for Orienteering Markers 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
<u>SKILLS REQUIRED BY STAFF</u>	<ul style="list-style-type: none"> 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:- <ul style="list-style-type: none"> The Full Value Contract, and Challenge by Choice
<u>FINAL DECISION ON CONDUCTING ACTIVITY</u>	<p><u>Choose One</u></p> <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>ACCEPT</p> </div> <div style="text-align: center;">  <p>REJECT</p> </div> </div> <p>Safe and challenging activity with precautions listed above</p>