

Blackwood Special Schools Outdoor Education Centre Inc.

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ANALYSIS OF ACTIVITIES FOR RISK & SAFETY MANAGEMENT

Activity & Venue

ORIENTEERING – The Imagination Trail and / or the Orienteering Hill



List:- Safety Issues Risks Hazards

- Students getting Lost
- Students leaving the Orienteering boundaries
- Students running throughout the activity
- Students tripping over and injuring themselves during their participation
- Snake Bite



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:-

- The Imagination Trail and / or Orienteering Hill
- Steep Hills, Sealed Walking Tracks
- Bush Environment

Special Characteristics of this Location:-

- It is a Forest Setting

Specific Checks for Immediate Hazards:-

- Ensure the Leader is very familiar with the Course
- Ensure there are no mine shafts in immediate area
- Be aware of Students departing the Orienteering Area

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 Activity selected is safe & appropriate


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
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  Helps introduce students to basic Orienteering Skills
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:-	 The Blackwood Special Schools OEC Imagination Trail  The Blackwood Special Schools OEC Orienteering Hill
Participant Preparation:-	 Appropriate Clothing  Appropriate Day Walk 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:-	 Low fitness level required  Must be able to walk a minimum of 3km
Advance Briefing:-	 Highlight Safety Requirements to Students  DO NOT RUN  Always follow your compass NOT what you can see

Equipment Maintenance Procedures & Checks:-	 Ensure Compasses & Maps are stored in the office  Ensure Orienteering Notes are stored in the office						
Personal Equipment:-	 Students are to wear clothing they are happy to get dirty  Appropriate Shoes are required						
Special Equipment:-	 Clipboards & Pens  Orienteering Notes & Instructions  Compasses & Maps						
Transport:-	 Walk to the start of the Orienteering Course  If transport is required – School’s Own Bus						
Equipment of Emergencies:-	 1 st Aid Kit						
Protective Clothing:-	 Wet Weather Jackets – if required						
Organisational Arrangements for conducting the Activity:-	 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:-	 1 : 10  2 Visiting Staff accompany Activity at ALL TIMES						
Location:-	 The Blackwood Special Schools OEC Imagination Trail  The Blackwood Special Schools OEC Orienteering Hill						
Roles of Staff:-	<table border="0" style="width: 100%;"> <tr> <td data-bbox="478 1489 774 1534" style="vertical-align: top;">Blackwood SSOEC Staff</td> <td data-bbox="877 1489 1559 1579">  Set up the Activity  Implement the Activity  Brief Students & ensure Activity is run safely </td> </tr> <tr> <td data-bbox="478 1612 774 1657" style="vertical-align: top;">Group Leader</td> <td data-bbox="877 1601 1559 1736">  Supervision & behaviour of all Campers  1st Aid & Sun Safe Strategies  Head Count of Students at all times  Report incidents </td> </tr> <tr> <td data-bbox="478 1736 774 1780" style="vertical-align: top;">Visiting Staff</td> <td data-bbox="877 1747 1559 1859">  Monitor welfare & fitness of Students  Carry out tasks as directed  Ensuring Students adhere to Safety Rules </td> </tr> </table>	Blackwood SSOEC Staff	 Set up the Activity  Implement the Activity  Brief Students & ensure Activity is run safely	Group Leader	 Supervision & behaviour of all Campers  1 st Aid & Sun Safe Strategies  Head Count of Students at all times  Report incidents	Visiting Staff	 Monitor welfare & fitness of Students  Carry out tasks as directed  Ensuring Students adhere to Safety Rules
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Visiting Staff	 Monitor welfare & fitness of Students  Carry out tasks as directed  Ensuring Students adhere to Safety Rules						
Safety Measures:-	 DO NOT RUN  ALWAYS follow your Compass & NOT what you see  Count your paces & check your bearing  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







Additional Activities (if required):-

 If the weather is inappropriate:-
 Continue with Orienteering
 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