



## #03 Ambrose Hallen Park: Risk Assessment

Toongabbie West Activity Centres

<b>Date of Excursion</b>	Ongoing
<b>Excursion Destination</b>	Ambrose Hallen Park, Toongabbie
<b>Proposed activities</b>	Walk to Ambrose Hallen Park, play on fixed equipment and group games, walk back to service.
<b>Method of transport</b>	Walking on foot
<b>Duration of Excursion</b>	½ an hour and 2 hours
<b>Proposed Route of excursion</b>	Walk through school and through gate access that leads directly to Ambrose Hallen Park. On return, walk back through gate directly onto school grounds.
<b>Name of Excursion Coordinator</b>	Elizabeth Sakeson
<b>Number of Children attending excursion</b>	max 30 children
<b>Number of Educators</b>	2 staff
<b>Educator to child Ratio, including whether this excursion warrants a higher ratio</b>	1 educator: 15 children
<b>Water Hazard</b>	No Water hazards on this excursion
<b>Specialised skills needed</b>	N/A
<b>Excursion Checklist</b>	First Aid Kit Emergency Evacuation Folder Mobile phone/Walkie Talkie/Ipad

### Risk Rating Key

- !! Very High**
- ! High Risk**
- # Medium Risk**
- \* Low Risk**

### Identified Hazard -

- Walking to and from Service
- Member of public approaching children/staff
- Stray or leashed dogs
- Litter from public (sharps, rubbish, glass)
- Insect stings/bites
- Loss of communication
- Injury from equipment use (swings, slide, climbing frame, log roller, monkey bars, chain rope)
- Children leaving park
- Falling branches
- Burns from hot equipment
- Inclement weather or extreme heat

Risk -	Control Measures
<p>! Concussion</p> <p># Cuts</p> <p>! Bite/mauling</p> <p># Bumps, bruises, sprains and strains</p> <p># Pain and itching</p> <p>! Contracting of diseases</p> <p>! !! Allergic and or Anaphylactic Reaction</p> <p>! !! Fractures and Breaks</p> <p>!! Children being abducted/leaving school grounds</p> <p>! !! Burns and Blisters</p> <p>* Unable to communicate with Coordinator/Educators</p>	<p>• As per our Emergency Procedures Manual – 3.12 &amp; 3.23, 3.17, 3.19, 3.20 &amp; 3.22 and Flip Chart – Medical Emergency &amp; Needle Stick Injuries&amp; Syringe Disposal, Robbery/Personal Threat, Natural Disasters, External Emergencies &amp; Missing Child</p> <div data-bbox="492 231 2116 718"> <p>3.12 &amp; 3.23 Medical Emergency &amp; Needle Stick Injuries&amp; Syringe Disposal</p> <ul style="list-style-type: none"> <li>– Check for any life-threatening situations and control, if safe to do so.</li> <li>– Educators are to be vigilant and direct children when walking.</li> <li>– Syringes – Do not attempt to pick up with fingers. Do not attempt to recap or replace cover.</li> <li>– Use hands free technique eg. Ezi reach or kitchen tongs.</li> <li>– Pick up from blunt end and place in sharps container or rigid walled, wide mouth puncture resistant container.</li> <li>– Do not allow children to enter park.</li> <li>– Notify Coordinator/Chief Warden.</li> <li>– Commence First Aid, if trained and safe to do so.</li> <li>– Notify Emergency Services.</li> </ul> </div> <div data-bbox="492 742 2116 1189"> <p>3.17 Robbery/Personal Threat</p> <ul style="list-style-type: none"> <li>– Keep still and do not make sudden moves.</li> <li>– Do not use phone in perpetrator's presence.</li> <li>– Obey perpetrator's instructions.</li> <li>– Observe perpetrator's appearance.</li> <li>– Allow perpetrator to leave but do not follow.</li> <li>– Educators are to ensure children stay in designated playing area and not engage in conversations with strangers.</li> <li>– Educator to keep children away from all animals even if they look friendly.</li> <li>– If animal poses a threat Educator is to get children behind the school gate and proceed to move away slowly.</li> </ul> </div> <div data-bbox="492 1204 2116 1348"> <p>3.19 &amp; 3.20 Natural Disasters, External Emergencies</p> <ul style="list-style-type: none"> <li>– In extreme weather conditions the park will not to be used. e.g. rain, hail, storm, windstorm, extreme heat.</li> </ul> </div>

### 3.22 Missing Child

- Search immediate area.
- Chief Warden to coordinate searchers and search area.
- If missing child not found within reasonable time refer to Absent and Missing children Policy.
- Notify NSW Police.
- Notify parents

- As per ACI Policies and relevant Regulations and Laws (Education and Care Services and WHS) –
  - New Educators are orientated on procedures on walking children to park and correct use of play equipment.
  - Safety Rules are discussed with children before they enter the park.
  - Educators are to supervise using PAT.
  - Educators to monitor all entry/access points.
  - Children are to be accompanied to nearby school toilets.
  - Educators are to ensure Safety Checklist are carried out before children enter park – equipment is safe working order and soft fall is not damaged.
  - Children using equipment in an unsafe manner, will not be allowed to use the equipment.
  - Hazards – eliminated, sectioned off or totally avoided. Maintenance Log in (SIM) and ACI Hazard Report to be completed and forwarded to School Principal.
  - Educators and children are to follow our Sun Protection Policy and Work Health and Safety Policy.
  - Evacuation trolley contains first aid kit, 4G Ipad and Emergency Evacuation Folder.
  - Phones, Walkie Talkies and Ipad to be charged for each Session.
  - Educator to take Mobile Phone and Walkie Talkie.
  - Evacuation Trolley Checklist to be completed every Term and documented in SIM.
  - Children that have Medical Action Plans to stings/insect bites will have their Medication Box taken to park.
  - Educators to be on site are First Aid trained and First Aid Kits fully stocked.

Completed by: Alisha Cairns & Natasha Foenander

Signature:

Date: 13/12/21

Approved By:

Signature:

Date: