



#06 School Crossing Flags Risk Assessment

Toongabbie West Activity Centre

Risk Rating Key

!! Very High

! High Risk

Medium Risk

* Low Risk

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| Date of Excursion | Ongoing |
| Excursion Destination | Put out/bring in School Crossing flags. |
| Proposed activities | Walk to front school crossing on Ballandella Road, put out/collect flags and go back to service. |
| Method of transport | Walking on foot |
| Duration of Excursion | 10-15min |
| Proposed Route of excursion | Walk through school oval and through gate access that leads directly to pedestrian crossing on Ballandella Road, put out/take flags in and walk back through gate onto School oval and back to Service. Alternatively, walk on footpath through the School and alongside the Canteen and Carpark. Walk on footpath to Pedestrian Crossing on Ballandella Road, put out/take flags in and walk back along footpath back into School and back to Service. |
| Name of Excursion Coordinator | Elizabeth Sakeson |
| Number of Children attending excursion | Max 3 children |
| Number of Educators | 1 Educator |
| Educator to child Ratio, including whether this excursion warrants a higher ratio | 1 Educator: 3 children. |
| Water Hazard | No Water hazards on this excursion |
| Specialised skills needed | N/A |
| Excursion Checklist | Mobile phone/Walkie Talkie |

Identified Hazard

- Walking to and from Service and crossing Ballandella Road.
- Crossing the Pedestrian Crossing.
- Inclement Weather – Grass area flooded or slippery.
- Placing Flags in post.
- Member of public approaching children.
- Stray or leashed dogs.
- Loss of Communication.

| Risk | Control Measures |
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| <p># Slips, trip & falls – sprains, strains & broken bones.</p> <p>!! Accident crossing the Pedestrian Crossing.</p> <p>* Extreme heat or heavy rain or storms – sun burn, hypothermia, hyperthermia.</p> <p>! Locking Flag – crushing of fingers.</p> <p>* Stranger talking to children or displaying inappropriate behaviour.</p> <p># Educator or children being bitten/ mauled by stray or leased dog.</p> <p>* Loss of Communication with Centre or Emergency Services.</p> | <p>• As per our Emergency Procedures Manual – Sections 3.12, 3.17, 3.19, 3.20, & 3.22 and Flip Chart – Medical Emergency, Robbery/Personal Threat, Natural Disasters, External Emergencies, and Missing Child –</p> <div data-bbox="492 311 2105 630"> <p>3.12 Medical Emergency</p> <ul style="list-style-type: none"> – Check for any life-threatening situations and control, if safe to do so. – Educators are to be vigilant and direct children when using Pedestrian crossing. – Notify Chief Warden. – Notify Emergency Services. – Commence First Aid, if trained and safe to do so. </div> <div data-bbox="492 670 2105 1117"> <p>3.17 Robbery/Personal Threat</p> <ul style="list-style-type: none"> – Keep still and do not make sudden moves. – Do not use phone in perpetrator’s presence. – Obey perpetrator’s instructions. – Observe perpetrator’s appearance. – Allow perpetrator to leave but do not follow. – Educators are to ensure children stay close by to them and not engage in conversations with strangers. – Educator to keep children away from all animals even if they look friendly. – If animal poses a threat Educator is to get children behind the school gate and proceed to move away slowly. </div> <div data-bbox="492 1157 2105 1428"> <p>3.19 & 3.20 Natural Disasters, External Emergencies</p> <ul style="list-style-type: none"> – Identify source and severity. – Children will not accompany Educators in extreme weather. – Remain within the premises unless evacuation is deemed necessary. – Educators and children are not to walk on Grass Area if there has been a lot of rain. </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 Pedestrian Crossing, crossing at the Pedestrian Crossing and placing Flags in posts.
 - Safety Rules are discussed with children before leaving the Service.
 - If Educator deems road as unsafe or too busy, children are to remain behind school gate.
 - Responsible children can put Flags up into posts while being strictly supervised by an Educator.
 - Hazards – eliminated, sectioned off or totally avoided. Maintenance Log in (SIM) and ACI Hazard Report to be completed and forwarded to School Principal.
 - Educators are to talk with children and follow Road Safety Rules while walking.
 - Educators and children are to follow our Sun Protection Policy and Work Health and Safety Policy.
 - Educator will carry Centre Mobile Phone and Walkie Talkie.
 - First Aid Kit is not required to be taken on walk. Educator can communicate with Centre if First Aid Kit is required. Educator can contact Emergency Services if required.
 - Educators to be on site are First Aid trained and First Aid Kits fully stocked.

Completed by: Natasha Foenander

Signature:

Date: 13/12/21

Approved By: Sharon Culhane

Signature:

Date: 06/12/21