

## School Recycling Bins: Risk Assessment

Toongabbie West Activity Centres

<b>Date of Excursion</b>	Ongoing
<b>Excursion Destination</b>	Derbyshire Street Toongabbie
<b>Proposed activities</b>	Wheeling School Recycling Bins out and bringing them back in on bin night each fortnight (the street Ambrose Hallen Park faces).
<b>Method of transport</b>	Walking on foot
<b>Duration of Excursion</b>	10 – 15 mins
<b>Proposed Route of excursion</b>	Walk through school and through gate access that leads directly to Ambrose Hallen Park and onto Derbyshire Street . 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 5 children
<b>Number of Educators</b>	1 Educator
<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>	Mobile phone & Walkie Talkie

### 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
- Walking up/down ramp & uneven path
- Loss of communication
- Inclement weather or extreme heat

**Risk -**

# Trips, slips & falls

# Cuts/grazes

# Bumps/bruises

# Sprains/strains

! Bite/mauling

!!! Fractures and Breaks

!!! Child protection issues

\* Unable to communicate with Coordinator/Educators

**Control Measures**

- As per our Emergency Procedures Manual – 3.12 & 3.23, 3.17, 3.19, 3.20, 3.22, and Flip Chart – Medical Emergency & Needle Stick & Syringe Disposal, Robbery/Personal Threat, Natural Disasters, External Emergencies & Missing Child

**3.12 & 3.23 Medical Emergency & Needle Stick & Syringe Disposal**

- Check for any life-threatening situations and control, if safe to do so.
- Educators are to be vigilant and direct children when walking and placing bin on curb.
- Syringes – Do not attempt to pick up with fingers. Do not attempt to recap or replace cover.
- Use hands free technique eg. Ezi Reach or kitchen tongs.
- Pick up from blunt end and place in sharps container or rigid, walled, wide mouth puncture resistant container.
- Notify Coordinator/Chief Warden.
- Commence First Aid, if trained and safe to do so.
- Notify Emergency Services.

**3.17 Robbery/Personal Threat**

- 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 do 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.

**3.19, 3.20 Natural Disasters, External Emergencies**

- In extreme weather conditions the children will not take the bin in/out.

**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 take bins in/out.
  - Safety Rules are discussed with children.
  - 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.
  - Phones and Walkie Talkies to be charged for each Session.
  - 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

Approved By:

Signature:

Date: 13/12/21

Signature:

Date: