

Taking Children to Girraween Public School Risk Assessment

Occurrences: NSW Gazette School days while centre and school are operating

Departure and Destination: Girraween Activity Centre (GAC), 216 Targo Road Girraween, to Girraween Public School (GPS), Bando Road, Girraween. Return to Girraween Activity Centre

Departure and arrival times: Leave GAC approx. 2:40pm – arrival at GPS 3:00pm. Return to GAC approx 3:30 pm (approx times, may vary dependant on weather and slow walking children)

Proposed activities: To collection Children from school for after school care.

Method of transport: Walking on foot.

Method of Transport- Adverse weather alternative : Public Bus – Hills Bus Route number 2040 at 8:36am- leaving Girraween Road , Left on to Carinya Road, right on to Bando Road.

Proposed Route of excursion: leave GAC through side gate travelling along Girraween Road, turning left then travelling along Carinya Road, crossing Oramzi Road, crossing Bando Road to school entrance return crossing Bando road Crossing travelling along Carinya road, turning right into Girraween road into St Anoth’s school entrance off Girraween Road.

Educator to child Ratio: 1 educator: 15 children.

Excursion Checklist:

- First aid Kit
- List of children names attending
- Contact information for children.
- Mobile phone
- Rain Coats
- _____

Activity/Hazard	Risk (use matrix)	Risk Control	Who	When
Trips and falls inside school ground Uneven ground	Low Moderate	<ul style="list-style-type: none"> ✓ Remain on pedestrian pathways and crossing at all times. ✓ Educators be aware of their surroundings. ✓ Educators are to supervise children at all times to ensure rules are being followed. Educators encourage children to walk not run across play ground. 	All educators	On route
Road Accident on route to GPS and GAC → Injuries to Educators and Children	Moderate	<ul style="list-style-type: none"> ✓ Remain on pedestrian pathways and crossing at all times. ✓ Educators are aware of their surroundings. ✓ Educators are to supervise children at all times to ensure rules are being followed. 	All educators	On route
Incident – minor	Moderate	<ul style="list-style-type: none"> ✓ Educators to keep themselves and children safe by staying together. ✓ Educators are aware of their surroundings. ✓ Educators are to supervise children at all times to ensure rules are being followed. 	All Educators	On route
Incident – Serious	Low Moderate	<ul style="list-style-type: none"> ✓ Move those able to walk away form the scene of the accident to a safe location. This will need to be assessed at the time. ✓ Assess casualties and administer first aid as best you can until emergency help arrives. ✓ Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive <p>. Contact centre and Manager – Educators at service will begin contacting parents.</p>	All Educators	On route

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Adduction Of Child/ren	Low	<ul style="list-style-type: none"> ✓ If centre has been informed of a risk from a child's family, coordinators need to inform educators. ✓ Educators to keep themselves and children safe by staying together. ✓ Educators are aware of their surroundings. ✓ Educators are to supervise children at all times to ensure rules are being followed. ✓ Call '000' and cooperate with emergency services at all times. If possible note car make, model and number plate. Description of persons. ✓ Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents. 	All educators	On route
Child becomes lost during transition from one point to another.	Low	<ul style="list-style-type: none"> ✓ Roll call taken before we leave centre. ✓ Head count taken on a regular basis. 	All Educators	On route
Child protection issues	High	<ul style="list-style-type: none"> ✓ Supervision at all times ✓ Educators are aware of their surroundings ✓ Query persons addressing a child individually ✓ Educate children on stranger danger 	All Educators	On route
Adverse Weather Extreme heat over 40 or wet and cold. Storm - Gail force winds with hail and rain.	Moderate	<ul style="list-style-type: none"> ✓ Educators are aware of weather conditions before leaving service. ✓ Children have access to drinking water & are encouraged to have refillable water bottles. ✓ Educators to have access to drinking water & encouraged to carry refillable water bottles. ✓ Educators and children have access to wet weather gear. ✓ Educators have access to warm clothing if cold. ✓ Educators encourage children to put on warm clothing if cold. ✓ Make provisions at Centre to wait it out until storm clears & inform centre coordinator or manager. ✓ Contact Hills bus take to collect children from Bus Stop on Girraween road to GPS 	All educators	On route
Walking to and from bus. Struck by car/bus on road Trip on uneven footpath	Moderate	<ul style="list-style-type: none"> ✓ Ensure enough adults attending to supervise excursion. ✓ Remain on pedestrian pathways and crossing at all times. ✓ Brief children on rules and behaviour prior to excursion. 	All educators	On route
Getting on and off the Bus	Moderate	<ul style="list-style-type: none"> ✓ Educators encourage children not to push ahead of others. ✓ Educators to assist smaller children on and off the bus and to navigate the stairs. 	All educators	On route
Road Accident on route to GPS → Injuries to passengers	Low Moderate	<ul style="list-style-type: none"> ✓ If the condition of the bus or the driver are considered dangerous we will not proceed with the journey. ✓ Nobody is to move around the bus when the bus is in motion. ✓ Children are not to distract the driver while the bus is in motion. ✓ Educators are to supervise children at all times to ensure rules are being followed. 	All educators	On route

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		<p><i>If the accident is not serious:</i></p> <ul style="list-style-type: none"> ✓ On regular road keep children safe by staying on the bus if it is safe to do so. ✓ If not, move children to a safe location on footpath or grass area that is safe and protected from oncoming traffic. ✓ Contact centre and Manager as soon as possible. <p><i>If the accident is serious:</i></p> <ul style="list-style-type: none"> ✓ Move those able to walk away from the scene of the accident to a safe location. This will need to be assessed at the time. ✓ Assess casualties and administer first aid as best you can until emergency help arrives. ✓ Call '000' and cooperate with emergency services at all times. At least one Educator (if possible) to accompany children to hospital until parents arrive. ✓ Contact centre and Manager as soon as possible. – Educators at service will begin contacting parents. 	<p>All educators</p> <p>All educators</p>	<p>On route</p> <p>On route</p>
Mechanical breakdown	<p>Low Moderate</p>	<ul style="list-style-type: none"> ✓ Keep children safe by staying on the bus if it is safe to do so. ✓ If not safe, move children to a safe location protected from oncoming traffic, sun heat and rain. <p>Educators to supervise children to avoid danger until problem is fixed or replacement bus arrives</p>	All educators	On route

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