

Ambrose Hallen Park: Risk Assessment
 Toongabbie West Activity Centre

Risk Rating Key

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

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

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 Staff will be required to read the Emergency Procedures Manual in consultation with this Risk Assessment.	Person responsible for taking required action	Timeframe for addressing action
<ul style="list-style-type: none"> ! Contracting of diseases ! Bite/mauling ! Child Protection Issues ! Burns and Blisters Falling branches !! Children being abducted/leaving park ! Concussion # Cuts # Bumps, bruises, sprains, and strains ! Fractures and Breaks 	<ul style="list-style-type: none"> • As per our Emergency Procedures Manual and Flip Chart – 3.12 Medical Emergency & 3.23 Needle Stick Injuries & Syringe Disposal <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 walking. – 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. – Do not allow children to enter park. – Notify Coordinator/Chief Warden. – Commence First Aid, if trained and safe to do so. – Notify Emergency Services. • As per our Emergency Procedures Manual and Flip Chart - 3.17 Robbery/Personal Threat <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 in designated playing area and not engage in conversations with strangers. – Educator to keep children away from all animals even if they look friendly. 	<ul style="list-style-type: none"> • All educators 	<ul style="list-style-type: none"> • Immediately / when safe to do so

<p>* Unable to communicate with Coordinator/Educators</p> <p>!! Allergic and or Anaphylactic Reaction</p> <p># Pain and itching</p>	<ul style="list-style-type: none"> – If animal poses a threat Educator is to get children behind the school gate and proceed to move away slowly. • As per our Emergency Procedures Manual and Flip Chart – 3.19 & 3.20 Natural Disasters & External Emergencies <p>In extreme weather conditions the park will not to be used. e.g. rain, hail, storm, windstorm, extreme heat.</p> <ul style="list-style-type: none"> • As per our Emergency Procedures Manual and Flip Chart – 3.22 Missing Child <ul style="list-style-type: none"> – 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 our Emergency Procedures Manual and Flip Chart – Section 3.3 to 3.6 Evacuation Page, Policies and Procedures, Education and Care Services National Regulations and Law and follow Processes for – <ul style="list-style-type: none"> – Educators and children to be aware of Primary and Secondary Assembly Points. – Emergency Evacuations are to be practiced every 3 months for each Session of Before, After and during Vacation Care. – Educators to be on site are First Aid trained and First Aid Kits are fully stocked. – First Aid Kit Checklist to be completed every Term and documented in SIM. – Children that have Asthma, Allergies or Anaphylaxis Action Plans, depending on RMP will have their Medication Box taken. • As per our Policies and Procedures, Education and Care Services National Regulations and Law and WHS Regulations and Law – <ul style="list-style-type: none"> – New Educators are orientated on procedures on walking children to park and Safety Rules of play equipment. – Safety Rules are discussed with children before they enter the park. – Educator is to complete Safety Checklist before children are allowed to play on equipment. – Educators are to supervise using Position Awareness Teamwork (PAT). 	<p>All Educators</p>	<p>Immediately / when safe to do so</p>
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	<ul style="list-style-type: none"> – Educators to monitor all entry/access points. – At least two children are to go to the toilet with either a CIA child or an older child. – Children are only permitted to go on monkey bars when actively supervised by an Educator. – Educator is not to lift any children. – Children can use monkey bars and any other equipment only if they are able to lift themselves or access the equipment themselves, without the assistance of an Educator. – When using the swings, children must line up to one side of the swing set while waiting for their turn. – Educators are to remind children not to walk in front or behind of the swings when being used. – Educators encourage children to use all equipment slowly and safely, especially when climbing or playing on the rolling piece of equipment. – 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 containing First Aid Kit, 4G iPad and Emergency Evacuation Folder will be taken. – Educator to take Mobile Phone and Walkie Talkie. – Children and Educators are to wash their hands upon returning to the Centre. 	All educators	Immediately / when safe to do so
<p>Completed by: Stefanie Kairuz</p> <p>Signature: Date: 22/02/2024</p>	<p>Approved By: Liz Sakeson</p> <p>Signature: Date: 22/02/2024</p>		