

Gardening : Risk Assessment

Toongabbie West Activity Centre

Date of Excursion	Ongoing
Excursion Destination	Toongabbie East Public School, Toongabbie
Proposed activities	Children will be working in the front garden – picking up rubbish, weeding, gardening, watering and keeping the area neat and tidy
Method of transport	Walking on foot
Duration of Excursion	10 to 30 mins
Proposed Route of excursion	Walk through centre gate access that leads directly to carpark out the front of the Service (Portadown Street). grounds. On return, walk back through gate directly into preschool/long day care centre grounds.
Name of Excursion Coordinator	Lia Carty, Pauline Schelin, Lisa Muras, Leanne Ashmore, Amy Culhane, Leesa Mantzos.
Number of Children attending excursion	max 5
Number of Educators	1 Educator
Educator to child Ratio, including whether this excursion warrants a higher ratio	1 educator: 5 children
Water Hazard	No Water hazards on this excursion
Specialised skills needed	N/A
Excursion Checklist	Mobile phone

Risk Rating Key

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

Identified Hazard -

- Supervision of children
- Member of public approaching children/staff
- Stray or leashed dogs
- Litter from public (sharps, rubbish, glass)
- Insect stings/bites
- Falling branches
- Gardening Tools used incorrectly
- Inclement weather or extreme heat

Risk	Control Measures Staff will be required to read the Emergency Procedures Manual in consultation with this Risk Assessment.
<p>! Contracting of diseases</p>	<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.
<p>! Bite/mauling</p> <p>! Child Protection Issues</p>	<ul style="list-style-type: none"> • 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. – If animal poses a threat Educator is to get children behind the school gate and proceed to move away slowly.
<p>! Burns and Blisters</p> <p>Falling branches</p>	<ul style="list-style-type: none"> • As per our Emergency Procedures Manual and Flip Chart – 3.19 & 3.20 Natural Disasters & External Emergencies <ul style="list-style-type: none"> – In extreme weather conditions the areas will not to be used. e.g. rain, hail, storm, windstorm, extreme heat.
<p>!! Children being abducted/leaving areas</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

<ul style="list-style-type: none"> ! Concussion # Cuts # Bumps, bruises, sprains, and strains ! Fractures and Breaks 	<ul style="list-style-type: none"> • 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 supervision and direction of what children are to do and how to use gardening tools. – Safety Rules are discussed with children before they enter. – Educator is to complete Safety Checklist before children are allowed to play in any of the areas and on equipment. – Educators are to supervise using Position Awareness Teamwork (PAT). – Educators to monitor all entry/access points. – Children are to go to the toilet in the Service. They must inform Educator they are going to the toilet and inform Educator upon their return to the area. – Educators are to be aware of the length of time children have been gone and radio to another Educator to check on the child. – Educators and children are to wear enclosed footwear. – Educators and children are to wear gardening gloves. – Educators are to supervise children using gardening tools. – 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 or Management (if required). – Educators and children are to follow our Sun Protection Policy and Work Health and Safety Policy. – Educator to take Mobile Phone. – Phones to be charged for each Session. – Children and Educators are to wash their hands upon returning to the Centre.
<ul style="list-style-type: none"> !! Allergic and or Anaphylactic Reaction # Pain and itching 	<ul style="list-style-type: none"> • 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.

<p>Completed by: Natasha Foenander & Pauline Schelin</p> <p>Signature: _____ Date: 3 /07/2023</p>	<p>Approved By: Natasha Foenander</p> <p>Signature: _____ Date: 3/07/2023</p>
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