



#06 School Crossing Flags Risk Assessment

Toongabbie West Activity Centre

Risk Rating Key

!! Very High

! High Risk

Medium Risk

* Low Risk

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. - Children leaving the area.
- Crossing the Pedestrian Crossing. - Tree branches falling.
- 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 Staff will be required to read the Emergency Procedures Manual in consultation with this Risk Assessment.
<p># Slips, trip & falls – sprains, strains & broken bones.</p> <p>!! Accident crossing the Pedestrian Crossing.</p>	<ul style="list-style-type: none"> • As per our Emergency Procedures Manual and Flip Chart - 3.12 Medical Emergency <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.
<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>	<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 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.
<p># Educator or children being bitten/ mauled by stray or leased dog.</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"> – 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.
<p>* Loss of Communication with Centre or Emergency Services.</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 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.
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- 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 –
 - 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.

Completed by: Natasha Foenander & Alisha Cairns

Approved By: Liz Sakeson

Signature:

Date: 08/02/23

Signature:

Date: 08/02/23