

School Fields, Basketball Court and Fixed Play Equipment : Risk Assessment

Date of Excursion	Ongoing
Excursion Destination	Toongabbie East Public School, Toongabbie
Proposed activities	Walk to School grassed area, play soccer, imaginative play using natural materials, play on fixed equipment and group games on basketball court, walk back to service.
Method of transport	Walking on foot
Duration of Excursion	30 to 90mins
Proposed Route of excursion	Walk through centre gate access that leads directly to School 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 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

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
- Litter from public (sharps, rubbish, glass)
- Insect stings/bites
- Loss of communication
- Injury from equipment use (slide, climbing frame, monkey bars)
- 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.
<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.

	<ul style="list-style-type: none"> - Notify NSW Police. - Notify parents
<p>! Concussion</p> <p># Cuts</p> <p># Bumps, bruises, sprains, and strains</p> <p>! Fractures and Breaks</p> <p>* Unable to communicate with Coordinator/Educators</p> <p>!! Allergic and or Anaphylactic Reaction</p>	<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 walking children to areas and Safety Rules of play equipment. - 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. - At least two children are to go to the toilet. They are to 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 children. - Children are only permitted to go on play equipment when actively supervised by an Educator. - Educator is not to lift any children. - Children can use any equipment only if they are able to lift themselves or access the equipment themselves, without the assistance of an Educator. - Educators are to remind children not to walk in front of the slides when being used. - Educators encourage children to use all equipment slowly and safely, especially when climbing or playing on the fixed 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 or Management (if required). - 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. - Phones, Walkie Talkies, and iPad to be charged for each Session. - Evacuation Trolley Checklist to be completed every Term and documented in SIM. - Children that have Medical Action Plans to Allergies, Asthma & Anaphylaxis (that are triggered by such things as stings/bites, pollens/grass, physical exercise etc) will have their Medication Box taken to areas. - Children and Educators are to wash their hands upon returning to the Centre.

<p># Pain and itching</p>	<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. – Children that have Asthma, Allergies or Anaphylaxis Action Plans, depending on RMP will have their Medication Box taken.
<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>