

School Recycling Bins: Risk Assessment
 Toongabbie West Activity Centres

Date of Excursion	Ongoing
Excursion Destination	Derbyshire Street Toongabbie
Proposed activities	Wheeling School Recycling Bins out and bringing them back in on bin night each fortnight (Derbyshire Street Toongabbie).
Method of transport	Walking on foot
Duration of Excursion	10 – 15 mins
Proposed Route of excursion	Walk through school and through gate access that leads directly to Ambrose Hallen Park and onto Derbyshire Street . On return, walk back through gate directly onto school grounds.
Name of Excursion Coordinator	Elizabeth Sakeson
Number of Children attending excursion	Max. 8 children
Number of Educators	1 Educator
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	Mobile phone & Walkie Talkie

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
- Walking up/down ramp & uneven path
- Loss of communication
- Inclement weather or extreme heat
- Falling branches
- Child leaving the area

Risk	Control Measures Staff will be required to read the Emergency Procedures Manual in consultation with this Risk Assessment
# Needle Stick	<p>- As per our Emergency Procedures Manual & Flip Chart – 3.12 Medical Emergencies and Needle Stick & Syringe Disposal (Manual only).</p> <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 and placing bin on curb. • 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. • Notify Coordinator/Chief Warden. • Commence First Aid, if trained and safe to do so. • Notify Emergency Services.
# Child protection issues ! Bite/mauling	<p>- As per our Emergency Procedures Manual & Flip Chart – 3.17 Robbery/Personal Threat</p> <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. <p>• Educators are to ensure children do not engage in conversations with strangers.</p> <p>• Educator to keep children away from all animals even if they look friendly.</p> <p>• If animal poses a threat Educator is to get children behind the school gate and proceed to move away slowly.</p>
	<p>- As per our Emergency Procedures Manual & Flip Chart - 3.19 - Natural Disasters & 3.20 External Emergencies</p> <ul style="list-style-type: none"> • In extreme weather conditions the children will not take the bin in/out.
	<p>- As per our Emergency Procedures Manual & Flip Chart - 3.22 - Missing Child</p> <ul style="list-style-type: none"> • Search immediate area. • Chief Warden to coordinate searchers and search area.

	<ul style="list-style-type: none"> • If missing child not found within reasonable time refer to Absent and Missing children Policy. • Notify NSW Police. • Notify parents
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<p>Risk -</p> <ul style="list-style-type: none"> # Trips, slips & falls # Cuts/grazes # Bumps/bruises # Sprains/strains ! Fractures and Breaks * Unable to communicate with Coordinator/Educators 	<p>– As per ACI Policies, Education and Care Services National Regulations and Law –</p> <ul style="list-style-type: none"> • New Educators are orientated on procedures on walking children to take bins in/out. • Safety Rules are discussed with children, before taking the bins out or bringing them in. • 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. • Phones and Walkie Talkies to be charged for each Session. • 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. • Educators to be on site are First Aid trained and First Aid Kits fully stocked. • First Aid Kit Checklist to be completed every Term and documented in SIM.
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Completed by: Natasha Foenander & Alisha Cairns	Approved By: Liz Sakeson
Signature: _____ Date: 06/02/2023	Signature: _____ Date: 06/02/2023