

Wheeled Toy Day: Risk Assessment

Toongabbie East Activity Centre

Date of Excursion	Ongoing
Excursion Destination	Basketball Court Toongabbie East Public School
Proposed activities	Children walk their wheeled toy to basketball court, ride them on court area and walk their wheeled toy back to service.
Method of transport	Walking on foot
Duration of Excursion	½ hrs to 2 hrs
Proposed Route of excursion	<p>Wheeled toys are stored either in office space or back verandah.</p> <p>Wheeled toys will be taken out through the main room, down the wooden ramp, through the play space and out of side gate at bottom of yard on the right hand side of fence (at end of OOSH Room). On return the children will walk from the basketball court to the side gate and walk through the play space, up the wooden ramp and into main room and wheeled toys will be placed back in office.</p> <p>OR</p> <p>Wheeled toys will be taken along back verandah to the end and down cement ramp and walk down asphalt past toilets and towards basketball court.</p> <p>On return the children will walk from the basketball court along the asphalt past the toilets and up the cement ramp and placed their wheeled toys at the back of verandah.</p>
Name of Excursion Coordinator	Lia Carty, Pauline Schelin, Lisa Muras, Leanne Ashmore, Amy Culhane, Leesa Mantzos.
Number of Children attending excursion	Max 10 - OOSH children Max 5 – 36 months up to and including preschool age children
Number of Educators	2 staff
Educator to child Ratio, including whether this excursion warrants a higher ratio	2 Educators: 15 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 -

- Walking to and from Service
- Falling off wheeled toy
- Colliding with other children
- Tripping on sticks, debris etc while riding
- Member of public approaching children/staff
- Stray or leashed dogs
- Litter from public (sharps, rubbish, glass)
- Loss of communication
- Inclement weather

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>! 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 children will be unable to ride their wheeled toys e.g. rain, hail, storm, windstorm, extreme heat.
	<ul style="list-style-type: none"> • As per our Emergency Procedures Manual and Flip Chart – 3.22 Missing Child

<p>!! Children being abducted/leaving area</p>	<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
<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> <p># Pain and itching</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 taught about bike and scooter day and how it will be run and the safety concerns of the activity. - Safety Rules are discussed with children before they begin riding. - The basketball court will be used exclusively for wheeled toys, no other activities will be allowed. - Educator is to complete Safety Checklist before children are allowed to ride on basketball court to ensure there are no obstructions that can cause a trip hazard. - Hazards – eliminated, sectioned off or totally avoided. Maintenance Log in (SIM) and ACI Hazard Report to be completed and forwarded to School Principal or Manger (if required). - - Educators are to set up area using cones to ensure children know where to go. - Children are taught/shown which direction to ride to avoid collisions. - Children must wear closed in shoes. - Children being unsafe, not listening to rules or following direction from Educators will not be allowed to participate. - Children must wear their own helmet that is fitted correctly and strapped on correctly (straps are to be adjusted to be secure under child’s chin). If helmets are not fitted correctly children will be unable to ride. - Children must ride their own wheeled toy and not share each other’s wheeled toys. - No tricks or stunts will be permitted. - Children showing poor balance will not be permitted to ride. - Educators are to supervise using Position Awareness Teamwork (PAT). - Educators to monitor all entry/access points. - A ‘parking area’ at the basketball court should also be set up for the safe and neat storage of wheeled toys to ensure there are no trip hazards. - Storage of wheeled toys on the verandah or office area – Educators will check that wheeled toys are stored safely to ensure walkways are clear and they do not pose a trip hazard. - At least two children are to go to the toilet together. They will need to let Educator know they are going to the toilet and when they return to the basketball court they must let Educator know. - Educators are to monitor the length of time the children have been gone. If needed they will contact another Educator to check on the children. - Educators and children are to follow our Sun Protection Policy and Work Health and Safety Policy. - First Aid Kit will be taken to basketball court.

- Educator to take Mobile Phone.
- Phones charged for each Session.
- 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 park.
- Children and Educators are to wash their hands upon returning to the Centre.

- 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.
 - Children that have Asthma, Allergies or Anaphylaxis Action Plans, depending on RMP will have their Medication Box taken.

Completed by: Leanne Ashmore & Natasha Foender

Approved By: Pauline Shcelin

Signature:

Date: 04/07/23

Signature:

Date: 04/07/23