

Merewether Day Care – Risk Assessment for Excursions & Regular Outings

Identify the Activity: Pat the horses, develop understanding of race horses, stables, grooming and smell the flowers, view boutiques being created, choose some flowers.		Destination: Broadmeadow Race Track Horse Yards & Belflora Florist		Who may be at risk? Educator and Children		If required - Risk Assessment : Transport	
Instructions: <ol style="list-style-type: none"> Send risk assessment to nominated supervisor for acknowledgment (NS) Send risk assessment to parents Collect parental authorisation forms & give to NS before excursion/outing begins Inform parents and nominated supervisor the morning of the excursion Provide new risk assessment annually for each outing 		Identify hazards, risks and rate the risks <ol style="list-style-type: none"> Divide the activity into tasks Identify the hazards and associated risks for each task List risk controls already in place Determine a risk rating using the Risk Matrix tool 		Proposed Day/Date: Monday – Friday Proposed Times: 9:00am until 11:00am Proposed Route: Glebe Road Total: Adults 5-6 Children 20 Ratio: 1:3/4			
Tasks	Hazards	Risks	Control Measures <i>(how you will manage and minimise the risks)</i>	Risk Rating After Control Measure			
				Likelihood	Consequence	Risk Rating	
Walking along pathways in carpark	Traffic	Injury/Lost Child	Babies in prams or on wrist straps to educator, older children walking – hand holding routine, taught never to go onto road without adult and never chase blown off hat or anything onto the road, look to the right, left, right again and cross road with adult routine.	Unlikely	Moderate	low	
Outdoor – horse yards walking around	Sun	Sunburn	Children wear sunsafe hats, at least short sleeved tops & sunscreen; only out of car for short time in the early morning	Unlikely	Minor	low	
	Insect	Sting/Germs	Use insect repellent; spider check completed (visual); car doors/windows open so flies disperse quickly	Unlikely	Moderate	low	
	Heat	Dehydration	Water carried by educator for each child; vehicle has two sliding doors (each side) for flow-through ventilation; vehicle is white; two front doors and hatch back can be open for ventilation; visiting early in the morning; water is carried in each child’s lunchbox	Unlikely	Moderate	low	
Patting horses	Horse’s bad reaction	Bite	Take guidance from strapper as to any horses, stallions etc. to be avoided. Lift children up in our arms and educator to be between horse and child. Instruct child how to put hand out calmly and gently to the horse and only approach horses that are interested in us.	Unlikely	Moderate	low	
Indoor – florist	Water in flower buckets	Drown	Babies closely supervised (as babies don’t have the reflex to lift head out of water once in)	Unlikely	Severe	low	
	Pollen	Allergy	Check with parents – currently no children with allergies to pollens. If allergic reaction phone ambulance, do first aid and contact parents.	Unlikely	Moderate	low	
Facility check	Toilets General safety Fire protection Earthquake	Injury	Facility and equipment checked and maintained by staff. We would follow instructions from the wardens in regard to existing the premises in event of fire or earthquake	Unlikely	Minor	low	
Near florist counter	Scissors	Cut/laceration	Routine of not touching things on counters at shops – “not ours”. Children sit on floor (out of way) to observe floral displays being put together	Unlikely	Moderate	low	
Moving around	Objects on the floor/ground	Trip	Children kept together as group moving around the shop away from customers purchasing flowers	Unlikely	Minor	low	
Children in a group	Other People, unfamiliar surrounds for some children	Lost Child	Person in Charge will take a photo of each group of children with their educator/teacher and forward this to Director and keep on their own phone for reference e.g. what each child was wearing etc. Children walk with or in front of educator or beside when hand held, never behind, stay with your friends routine, all go to bathroom together. Active supervision and regular checking by educator of the children in their charge. Hi-vis vests on children out of prams. Children wear a fluoro bracelet with MDC and contact phone number. Staff leader wears a Safe T Card that enables them to push button on tag to gain emergency help through security firm monitoring.	Unlikely	Minor	low	
Risk Assessment has been approved by the Nominated Supervisor & can all be accessed on the website			January each year parents sign a new excursion approval that can be found in the front of their child’s folder. This permission allows the centre staff to take their child on regular excursions.				

NB. Do not proceed with activity unless the results of the Risk Assessment determine the level of risk is minimal, and/or there are adequate control measures in place.