

Merewether Family Day Care - Risk Assessment for Excursions & Regular Outings

Identify the Activity: Museums displays, indoor playground, morning tea at Crowne Plaza & riding on Famous Tram		Destination: Museums, Crown Plaza & Tram on Honeysuckle Drive		Who may be at risk? Children and Educator		If required - Risk Assessment : Transport completed	
Instructions: 1. Send risk assessment to nominated supervisor for acknowledgment (NS) 2. Send risk assessment to parents 3. Collect parental authorisation forms & give to NS before excursion/outing begins 4. Inform parents and nominated supervisor the morning of the excursion 5. Provide new risk assessment annually for each outing		Identify hazards, risks and rate the risks 1. Divide the activity into tasks 2. Identify the hazards and associated risks for each task 3. List risk controls already in place 4. Determine a risk rating using the Risk Matrix tool		Proposed Day/Date: Mondays to Fridays Proposed Times: 9:00am until 11:00am Proposed Route: Glebe Rd, Darby Street, Merewether Road & Honeysuckle Drive, Union Street & 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 streets & inside facilities	Traffic Trip Sun Other Pedestrians	Injury Injury Sunburn 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. 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. First aid bag carried on all excursions. Children wear Sunsafe hats, at least short sleeved tops and sunscreen. Early morning excursion largely before heat of the day. Children walk with or in front of educator, never behind, stay with your friend's routine, all go to bathroom together. 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	Moderate	low	
Indoor Play area	Trip/Fall	Injury	Active supervision, educator helps children develop skills on Safe-fall equipment	Unlikely	Moderate	low	
Facility check	Toilets General safety Fire protection Earthquake	Injury	Facility and equipment checked and maintained by staff of the cafes, library and art gallery & only go to cafes where standards are visibly obviously high in regard to hygiene. We would follow instructions from the wardens in regard to existing the premises in event of fire or earthquake	Unlikely	Minor	low	
Morning Tea Crown Plaza	Storage of foods Area for meals	Food poisoning Choking	Only go to cafes where standards are visibly obviously high in regard to hygiene. Children's own food is kept in insulated bag. Children do not eat until they are sitting down at table and remain there until finished. Coughing it up routine if anything gets stuck and educator first aider. Children walk into Crown Plaza holding hands and go to the one area well away from the doors to the street and harbour. Children are managed in a relatively small area of tables with active supervisor. All children are reminded to stay around the table and chairs of the area designated for them.	Unlikely	Moderate	low	
Harbour	Water	Drowning	Children walk with or in front of educator or beside when hand held, never behind, stay with your friends routine. Active supervision and regular checking by educator of the children in their charge. Children are not taken right down to the water and we explain why as they need to come there with their parents for supervision. We let children look through windows of the Crowne Plaza to see the boats, and people exercising. Children seated well away from doors to street and harbour.	Unlikely	Moderate/ Severe	low	
Access to water	No tap water available	Dehydration	Each child's drink bottle of water is carried on all excursions, spares in all vehicles.	Unlikely	Moderate	low	
Travelling in Newcastle Famous Tram	Traffic	Vehicle accident/collision	Driver registered business. Children all sit in back seat of the bus with educator as there are no seat belts in buses. Bag with first aid, parents phone numbers, drink bottles carried.	Unlikely	Moderate	low	
Each January Risk Assessment are re-examined before approval by The Nominated Supervisor. These can be accessed by parents on 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.