

Identify the Activity: Be part of the community, practice manners & social graces especially at cafes, choose books or join in story reading, view & play with display toys and equipment, take in a concert or movie & appreciate art		Destination: Hunter & Darby Sts shops & cafes plus City Library & Gallery, Toys & Hobby Shops and Markets		Who may be at risk? Educator & Children		If required - Risk Assessment : Transport completed	
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: Mondays to Fridays Proposed Times: 9:00 until 11:00 Proposed Route: Glebe Road, Darby & Hunter Sts 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 Darby and Hunter Street precinct.	Traffic Trip Sun	Injury Injury Sunburn	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	Unlikely	Moderate	low	
Walking along streets or in facilities	Other Pedestrians	Lost child	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 fluro 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	
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	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	Unlikely	Moderate	low	
Access to water	No tap water available	Dehydration	Each child’s drink bottle of water is carried on all excursions. Spare bottles in all vehicles.	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.				