

Merewether Day Care - Risk Assessment for Excursions & Regular Outings

Identify the Activity: Speers Pt Park: road safety + & balance bike/scooter skills; Council: active citizenship and Art Gallery: art appreciation & outdoor picnic. All: social graces, taking turns, patience with rest of the general public and understanding need for boundaries.		Destination: Speers Point Road Safety Park, Council and/or Art Gallery	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: Monday-Fridays Proposed Times 9.15am until 11.15am Proposed Route: Myall Rd, Macquarie Rd, then Esplanade 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		
				<i>Likelihood</i>	<i>Consequence</i>	<i>Risk Rating</i>
Carparks & Walking outdoors	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.	Unlikely	Moderate	low
Outdoor Play	General Public access	Lost child	Active supervision, children wear high visibility vests, routine of “stay with your friends”, identify boundary areas for children in which to stay. Clap hands routine to bring children together in case of concern. 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. 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
Walking past waterways	Waterway	Drowning	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. Children are not allowed to go beyond each section until they are with their group. Hi-vis vests on children out of prams. They all move together from one enclosure to another. Children wear a fluoro bracelet with MDC and contact phone number. Children are not taken right down to the water and we explain why as they need to come there with their parents for supervision.	Unlikely	Moderate/ Severe	low
Outdoor Play	Insects	Sting	Use of insect repellent when/if required and spider check carried out of area.	Possible	Minor	Low
Facility	Toileting	Injury	Facility toilets checked, children accompany educator to toilet, routine of “wait your turn and I will help you toileting”. Toilet when inspected were clean.	Unlikely	Minor	Low
Access to water	Not tap water available	Dehydration	Each child’s drink bottle of water is carried on all excursions, spares in all vehicles.	Unlikely	Minor	Low
Morning tea Café or Picnic	Storage of foods Area for meals Sun	Choking, food poisoning	Facility appears well presented and maintained. Children sit at table until “all our friends have finished eating”. Children’s own food is kept in insulated bag. ‘Coughing it up’ routine if anything gets stuck and educator is first aider. Sit in shade to have morning tea if summer, spring or autumn.	Unlikely	Moderate	Low
Outdoor Play	Riding bikes	Injury	Children will wear helmets if on a balance bike/scooter. Small day care bikes, helmets not required. Have children try out bike slowly on area first before letting them go to do whole circuit. Talk about road rules and avoiding others on bikes. First aid kit and mobile with educator.	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.