

## Merewether Day Care – Risk Assessment for Excursions & Regular Outings

<b>Identify the Activity:</b> Be part of the community, practice social graces & purchase an item		<b>Destination:</b> Second Hand Shops on Cardiff Shops main street and morning tea OR Post Office & Shops at Merewether	<b>Who may be at risk?</b> Educator & Children	If required - <b>Risk Assessment : Transport</b> completed		
<b>Instructions:</b> 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		<b>Identify hazards, risks and rate the risks</b> 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: Tuesday and Thursday Proposed Times: 2pm until 4pm Proposed Route: Myall Road or Llewelyn Street 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 street after parking the car and along footpath	Traffic	Injury	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
Walking street & stranger danger	Trip, fall, sun	Injury	First aid bag carried on all excursions. Children actively supervised. Staff member in group wears Safe T Card alert with panic button which alerts security centre that we need emergency services and it depicts our location.	Unlikely	Moderate	Low
Shopping	Other Pedestrians	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 and all children wear wrist strap with Merewether Day Care and mobile number on them. 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 nearby centre, where standards are visibly obviously high in regard to hygiene. We would follow instructions from the wardens in regard to existing the centre when using the bathroom, 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 necessarily	Dehydration	Each child’s drink bottle of water is carried on all excursions	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.			