

### Excursion risk management plan- Fairy Hills Kindergarten 2018 Bush Kinder

Excursion details			
Date(s) of excursion	Regular Excursions ongoing throughout 2018	Excursion destination	Sparkes Reserve (Corner of The Boulevard and Heidelberg Rd)
Departure and arrival times	Children will be delivered to the Bush Kinder site by their parents at the regular start time for their session. The length of the bush kinder session will vary depending on weather & children’s needs.  Families who do not wish their child to participate will drop their child at the home kindergarten at 12pm, to allow time for groups to return to the home kindergarten after Bush Kinder.		
Proposed activities	Familiarisation of third evacuation point in case of an emergency  Exploration of natural space  Free play within space	Water hazards? <b>Yes/No</b>  If yes, detail in risk assessment below.  Darebin creek (extension of Yarra River) runs through parklands	
Method of transport, including proposed route	Children will be delivered to the Bush Kinder site by their parents.  Walking – Children will return to kindergarten by foot with the educators & additional volunteers/students. Fairy Hills Kindergarten has permission to use the driveway of 22 The Boulevard, however the stairs accessing the reserve have been removed, and this has made the access point steeper and more slippery due to the addition of gravel. The children, educators and volunteers will exit the Bush Kinder site via Sparkes Reserve Carpark. They will then turn right and follow the driveway access path for Numbers 4-8 The Boulevard to travel up to 22 The Boulevard. Children will cross the road from the driveway of 22 The Boulevard to the driveway entrance of 19 The Boulevard. They will then follow the footpath up The Boulevard towards Thyer Road, turning left into Thyer Road and following the footpath to the kindergarten gate.		
Name of excursion co-ordinator	Kerry Benton		
Contact number of excursion co-ordinator	(BH) 94995429	(M)  Kerry - 0424683376	
Number of children attending excursion	Maximum of 22 Children in each session	Number of educators	2 educators

Educator to child ratio, including whether this excursion warrants a higher ratio?  Please provide details.	1 educator for every 11 children as per ratios outlined in regulation  For the safety and wellbeing of all participating we will be utilising a minimum of two educators and two parent/volunteers/students to ensure a ratio of 1:6
Excursion checklist	
<input type="checkbox"/> First aid kit, Asthma Kit, Allergy Buddies for relevant children/staff	<input type="checkbox"/> <b>High Visibility Vests for staff and volunteers</b>
<input type="checkbox"/> Attendance book	<input type="checkbox"/> Bush Kinder Folder (containing children's contact information, children's medical information, staff contact information, volunteer sign-in sheet)
<input type="checkbox"/> Gazebo, gazebo walls and tarp for shelter	<input type="checkbox"/> Mobile phones / other means of communicating with the service & emergency services
<input type="checkbox"/> Trailer to transport Bush Kinder items to/from the site	<input type="checkbox"/> <b>Small spade, plastic bags, gloves and spare underwear/pants</b>
<input type="checkbox"/> Orange Rope & Safety Cones	<input type="checkbox"/> Lanyards for children

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Walking through kindergarten car park area	Cars entering and exiting car park & Thyer Road	High	Do not go on excursion during peak drop off/pick up times.	All staff	During each excursion.
Crossing to the other side of road (The Boulevard)	Obstructed view due to bend in the road. Cars may be approaching in both directions.	High	Cross in front of house number 19 over the road to house number 22. This section of the road appears to be the straightest section with the most visibility of incoming traffic.	Educators and children	Whilst walking to and from excursion destination along proposed route.
	Carrying heavy bush kinder resources to home kinder, or returning an	Low	Staff will use a bike trailer to transport Bush Kinder items. In case of	Staff	<b>During each excursion</b>

	injured/unwell child to kindergarten.		injured/unwell child, they will be transported to home kinder in bike trailer.		
Bush Kinder Site	Main road running alongside Sparkes Reserve (Heidelberg Road).	High	Create boundary within Sparkes Reserve <b>using hi-vis cones &amp; rope</b> that all staff and children are aware of. Walk around the boundary reminding children of the area to stay within.	Educators and children	<b>Reinforce and confirm strategies as changes are made to the boundary and at the beginning of each term.</b>
	High UV/strong sun or rain	Low	A gazebo will be used with a tarp covering the ground to provide a sheltered area for children to sit. Gazebo walls will be used to provide further protection.	Staff	During each excursion
	Staff or volunteer injury or incapacitation during the excursion	Low	Assess situation case by case. Staff at home kinder will be called to come to the bush kinder site and provide assistance.	Staff and volunteers	As required
	Cars entering and exiting Sparkes Reserve Carpark	High	Maintain strong supervision of carpark, walk along right side rather than the middle.  Use safety cones to identify clear path.	All staff	During each excursion.
	Snakes/Spiders biting children/staff	Moderate	All staff have up to date first aid training.  <b>Wildlife Vic incursion re snake/native fauna awareness.</b>	All staff and children	<b>Reinforce strategies from Wild Life Vic during at risk periods (e.g. Summer months)</b>

	Darebin Creek running through parklands. Possible drowning risk.	Extreme	All staff and volunteers to know where the creek is and maintain appropriate supervision at all times.  Talk with children about safety around water.	All staff	<b>Prior to commencing excursions.</b>  <b>Reinforce strategies as changes made to boundaries and different areas explored</b>
	Dogs off lead that may enter parklands space. Scaring/biting children.	<b>Moderate</b>	Maintain appropriate supervision at all times.  Visit from Responsible Pets for children to learn how to respond to dogs approaching.	All staff and children	<b>Reinforce strategies from Responsible Pet program at each session</b>
	Exposure to extreme weather conditions	Moderate	<b>Staff to review weather forecast (including UV index) on the morning of proposed excursion. If the Bureau of Meteorology issues weather warning (e.g. heat, fire, rain, flooding and other extreme weather conditions) the excursion will be cancelled for the day.</b>	Teacher in charge of excursion	Every Excursion
	Losing a child	High	All children to wear red shirts and jackets supplied by the parents of each child  Children will wear a safe-clasp lanyard with the kindergarten contact numbers. Lanyards will not personally identify the children.	All children	Every excursion

Toilet	A child requiring the use of a bathroom	Medium	<p>Children to use the bathroom prior to arriving at Bush kindergarten.</p> <p><b>Children walked back to service by additional staff or urgent toileting needs met at the reserve</b></p> <p><b>Spare clothing (underwear/pants), plastic bags, gloves and shovel</b> taken to Bush Kinder site for urgent toileting needs.</p>	All Children	Every Excursion
Foot Bridge	<p>Child becoming separated from group</p> <p>Falls risk</p>	High	<p>Set clear expectations with children of safe and appropriate behaviour on bridge (e.g. no climbing)</p> <p>Maintain supervision at all times</p>	All children	Reinforce guidelines and enact strategies as changes made to boundaries and different areas explored
Foot Bridge	Bridge becoming flooded during/after high rains. Educators or children being swept into the creek from flood waters.	High	<p>Avoid using bridge. Observe the creek for signs of flooding.</p> <p>Check if the boom gates are down (indicating the bridge is closed due to possible flooding())</p> <p>Do not attempt to access the bridge if the above conditions are observed.</p>	All staff and children	Check prior to accessing the footbridge.

Plan prepared by	Hannah Bowen	Emma Roberts	Kerry Benton
Prepared in consultation with:	Fairy Hills Kindergarten Management Committee		
Communicated to:	Parents		

Venue and safety information reviewed and attached	<div data-bbox="1462 94 1592 132">Yes / No</div> <div data-bbox="1391 145 1659 183">Comment if needed:</div>
<div data-bbox="246 288 2004 327">Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</div>	

Risk Matrix						
Likelihood	Consequence					
		Insignificant	Minor	Moderate	Major	Catastrophic
	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

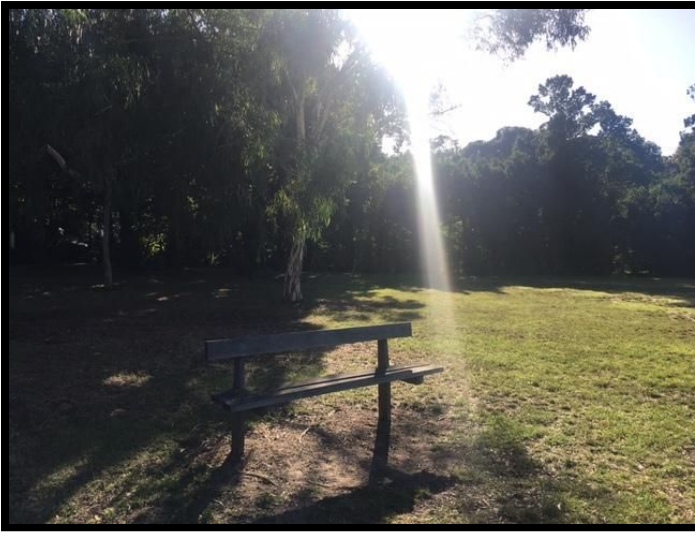


Proposed walking route from Sparkes Reserve to Fairy Hills Kindergarten in Yellow.

Proposed Gazebo/drop-off location in Red.





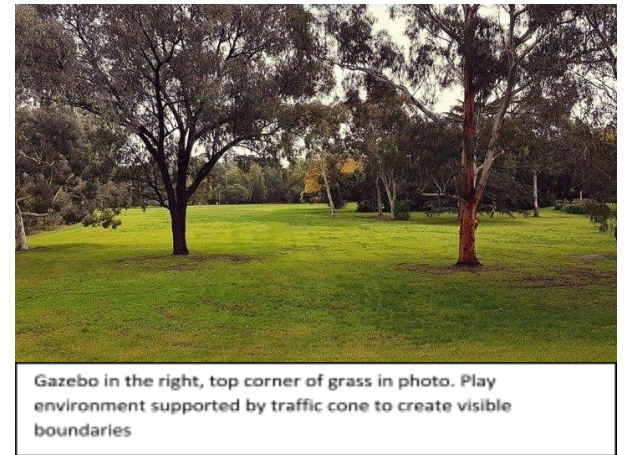








## Entrance and Play Space for Bush Kinder 2018



Gazebo in the right, top corner of grass in photo. Play environment supported by traffic cone to create visible boundaries