

LOCAL EXCURSION RISK ASSESSMENT



Place: Blockhouse Bay Library

Risk Assessment completed by:	Rhonda Meredith and Kelly Whitley										
Date:	May 2021										
Destination	578 Blockhouse Bay Rd, Blockhouse Bay										
Description and purpose of excursion	Visits in the local community, reading books, language development, story time, community events.										
Transport/logistics	Walking										
<table border="1"> <thead> <tr> <th style="text-align: center;">Hazard (what could happen or what might cause harm?)</th> <th style="text-align: center;">Action How will we manage that hazard – remove, isolate, minimise?</th> </tr> </thead> <tbody> <tr> <td>Road safety</td> <td> <p>All local excursions are on foot. Please use footpaths at all times and encourage 'sensible' walking. If you need to cross the road please use this opportunity to reinforce road safety with the children looking both ways etc. If there is a pedestrian crossing or a controlled intersection nearby to where you are crossing you must use it. When walking, please be aware of the movement of vehicles in and out of both residential driveways and carpark areas.</p> <p>Teachers will walk on the side of the footpath closest to the road.</p> <p>Round-a- bout- Cross at designated crossing Zones, or a safe distance from the round-a-bout.</p> </td> </tr> <tr> <td>Child becomes ill</td> <td> <p>The child will be cleaned up with items from the first aid kit, and comforted, the Centre Manager/Person responsible will be notified, who will in turn call the parent s for collection. Once back at the centre all usual illness policies will be followed. If ratios allow, the ill child will be brought back to the centre, and the rest of the staff and children will remain on the excursion.</p> <p>If ratios do not allow, all children and staff will return to the centre.</p> </td> </tr> <tr> <td>Public Toilets</td> <td> <p>If any child needs to use the toilet while you are away from the centre, could use toilet available at the library. A Teacher will check the toilet is in a 'satisfactory' condition before use. Any child using the toilet must have a supervising adult from the trip with them at all times</p> </td> </tr> <tr> <td>Dogs</td> <td> <p>Be wary of any dogs that you may encounter. If you feel that any dog may pose a threat to the group move them to safety as soon as possible.</p> </td> </tr> </tbody> </table>		Hazard (what could happen or what might cause harm?)	Action How will we manage that hazard – remove, isolate, minimise?	Road safety	<p>All local excursions are on foot. Please use footpaths at all times and encourage 'sensible' walking. If you need to cross the road please use this opportunity to reinforce road safety with the children looking both ways etc. If there is a pedestrian crossing or a controlled intersection nearby to where you are crossing you must use it. When walking, please be aware of the movement of vehicles in and out of both residential driveways and carpark areas.</p> <p>Teachers will walk on the side of the footpath closest to the road.</p> <p>Round-a- bout- Cross at designated crossing Zones, or a safe distance from the round-a-bout.</p>	Child becomes ill	<p>The child will be cleaned up with items from the first aid kit, and comforted, the Centre Manager/Person responsible will be notified, who will in turn call the parent s for collection. Once back at the centre all usual illness policies will be followed. If ratios allow, the ill child will be brought back to the centre, and the rest of the staff and children will remain on the excursion.</p> <p>If ratios do not allow, all children and staff will return to the centre.</p>	Public Toilets	<p>If any child needs to use the toilet while you are away from the centre, could use toilet available at the library. A Teacher will check the toilet is in a 'satisfactory' condition before use. Any child using the toilet must have a supervising adult from the trip with them at all times</p>	Dogs	<p>Be wary of any dogs that you may encounter. If you feel that any dog may pose a threat to the group move them to safety as soon as possible.</p>
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Strangers/ Other parents	Please be aware of any strangers in the vicinity and monitor any interactions they may have with the children. If you are at all concerned or threatened by their behaviour distance the group from them, talk to library staff and if necessary, call the police on 111.
Car Parks	<p>Ensure children are close to adults while moving through car parks. Holding hands, as far away from parked cars as possible. Making sure any cars reversing are able to see you and the children clearly.</p> <p>Be aware of access / driveways between buildings, with drivers pulling into and out of the access points.</p>
<p>Child / Adult injury</p> <p>Falls, scrapes, scratches</p>	<p>There must always be a first aid certified teacher on the excursions. First aid kit must be taken on all walks.</p> <p>If someone was to become injured, all first aid measures will be taken, and a note made in the Injury book upon returning to the centre. The Centre Manager will be notified, and then the parents will be called. The response must mirror the injury, and all injury responses must follow usual protocol. If you need assistance, call the centre Manager. Make a note of the details so that it can be recorded in the Accident register once you return to the centre.</p> <p>Take help from Library staff if required</p>
Ongoing Medical Conditions / Dietary needs	<p>Take all relevant medication with you such as EpiPens, inhalers, spacers, creams for the children attending the walk that may require it.</p> <p>If food is being taken. Make sure allergen safe foods are provided, and clearly marked for each child.</p>

What adult to child ratio is suggested for this excursion?	<p>Over 2: 1:6</p> <p>Under 2: 1:2</p>
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Other comments:
