

LOCAL EXCURSION RISK ASSESSMENT

Place: Blockhouse Bay Primary School

Risk Assessment completed by:	Rhonda Meredith and Kelly Whitley
Date:	May 2021
Destination	584 Blockhouse Bay Rd
Description and purpose of excursion	Getting to know the environment of the local school. Getting to know teachers, School readiness.
Transport/logistics	Walking
Hazard (what could happen or what might cause harm?)	Action How will we manage that hazard – remove, isolate, minimise?
Road safety	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. Teachers will walk on the side of the footpath closest to the road. Round-a- bout- Cross at designated crossing Zones, or a safe distance from the round-a-bout.
Park / Playground	Check that all equipment is safe for use and appropriate for the age group of the children in your group. Check the surrounding area for any glass or other sharp objects. Teacher must ask class teacher for any hazard or safety measures before letting children to use the playground, if available. If visit is over the school holidays, be extra vigilant of dangerous items in the play space.
Child becomes ill	The child will be cleaned up with items from the first aid kit, and comforted, the Centre Manager/Persons Responsible will be notified, who will in turn call the parents 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. If ratios do not allow, all children and staff will return to the centre.
Public Toilets at the Blockhouse Bay Shops / Village	If any child needs to use the toilet while you are away from the centre, could use the public toilets available near The Block Café on Blockhouse Bay Rd. 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
Dogs	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.

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 school staff and if necessary, call the police on 111.
Car Parks	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. Be aware of access points into and out of carpark areas.
Child / Adult injury Falls, scrapes, scratches	There must always be a first aid certified teacher on the excursions. First aid kit must be taken on all walks. 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. Take help from School staff if required
Ongoing Medical Conditions / Dietary needs	Take all relevant medication with you such as EpiPens, inhalers, spacers, creams for the children attending the walk that may require it. If food is being taken. Make sure allergen safe foods are provided, and clearly marked for each child.
What adult to child ratio is suggested for this excursion?	Over 2: 1:6 Under 2: 1:2

Other comments:
