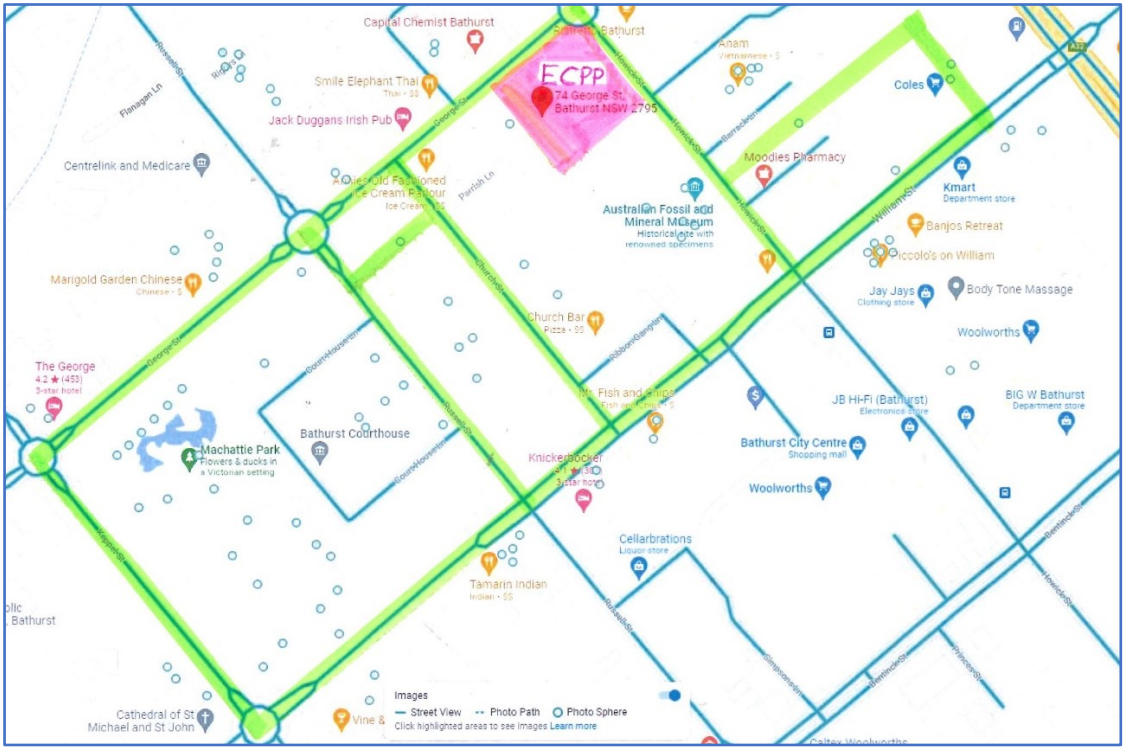


RISK ASSESSMENT AND MANAGEMENT – EXCURSIONS

Risk assessment and management – Regular Excursions	
Service Name	Elizabeth Chifley Presbyterian Preschool
Excursion details	Regular excursions in Bathurst Central Business District
Date (s) of excursion.	<p>These regular walking excursions will take place within our central business and town square during 2022 with the aim of connecting children with, and building a sense of belonging in, their local preschool community. Not all classes will attend all of these excursions.</p> <p>These excursions will occur in response to each class’s interests, and what the class team members determine is beneficial for the children’s learning.</p> <p>For most regular excursions you will be informed a few days in advance – for some walks, such as to the Post Office, you will be informed on the day prior to your child’s participation.</p>
Proposed activities.	<p>These regular excursions may include:</p> <p>Visiting the businesses in the block around our preschool community, such as a walk to post a letter at the Post Office; visiting the supermarket to purchase items for cooking experiences; observing significant events such as viewing the Bathurst War Memorial Carillon after Anzac Day; enjoying a picnic in Kings Parade or Machattie Park; seasonal events, such as viewing the preparation and displays of the Bathurst Winter Festival; visiting BMEC to view our Waste 2 Art entries and/or watch performances; visiting the Dinosaur & Fossil Museum; and our annual preschool tradition of visiting Annie’s Ice Cream Parlour in December.</p>
Pick up location and destination (s).	All regular excursions will start at our preschool premises, walk to one or more of the location/s listed above, and return to the preschool premises.

RISK ASSESSMENT AND MANAGEMENT – EXCURSIONS

<p>Estimated departure and arrival times and duration of the excursion.</p>	<p>You will be informed of specific times for departure and arrival prior to the excursion.</p>
<p>Proposed route</p>	<p>Map details the boundaries and routes that will be taken for the above listed walks.</p> 
<p>Means of transport</p>	<p>Walking excursions</p>
<p>Requirements for seatbelts or safety restraints in NSW have been met.</p>	<p>Not applicable</p>

RISK ASSESSMENT AND MANAGEMENT – EXCURSIONS

<p>Number and full names of each adult involved in the excursion.</p> <p>E.g., service staff, family members, volunteers</p>	<p>Class educators</p> <p>Parent/family members will be invited to attend with children</p> <p>Names of all attendees will be available on the day</p>
<p>The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required.</p> <p>E.g. for children’s individual needs.</p>	<p>Three educators and at least two responsible adults (parent/family members) who are fully vaccinated and have presented their certificates to our service.</p> <p>Educators all hold current First Aid Certificates.</p> <p>Educators who support individual children with additional needs would accompany this/these children.</p>
<p>The number of children involved in the excursion.</p>	<p>20 children per class</p>
<p>Any water hazards during the excursion, including any risks associated with water-based activities?</p> <p>If yes, detail in the risk assessment table below.</p>	<p>If the <i>regular excursion</i> involves a walk to Machattie Park there are two water hazards. The duck pond is fully surrounded by pool fencing, whereas the fountain pond does not have fencing surrounding it. The water in the fountain pond is considered a <i>Moderate</i> risk and this area would be avoided or passed by on the way to another space. There are alternative routes in this park. Class educators and volunteers would always engage in active supervision.</p>
<p>Educator to child ratio, including whether this excursion warrants a higher ratio.</p>	<p>One adult to four children is the minimum ratio that we require for all <i>regular excursions</i>. If a child with additional needs requires extra support on the <i>regular excursion</i>, eg. toileting, then this may warrant additional responsible adults in attendance.</p>

RISK ASSESSMENT AND MANAGEMENT – EXCURSIONS

Educators will engage children in discussions about road safety/keeping us safe whilst walking outside the preschool fence – holding hands with a peer and adult, looking ahead and around us in our environment, listening to the educators/parents. Children will be prompted to remember which adult/child they are walking with. All children wear a label on their clothing with the preschool name and phone number attached.

Our sign on/out device is always carried with us – this is an accurate record of how many children are in attendance. Children are counted by the class teacher, and this number is confirmed by the assistant teacher. Once confirmed the excursion can commence. Children are counted using this procedure before departure, on arrival at the location, at the end of performances etc., before departure, and on return to preschool.

Excursions will leave and return by the front gate (George St). There is an absence of a pedestrian crossing in the preschool George St block – to walk to King’s Parade/Machattie Park/BMEC the excursions will proceed to the midway point on Church Street, in front of the Anglican Church and adjacent to the Carillon. This is an area we use as a crossing point because it gives a clear view of the whole street. The pedestrian crossings/lights in Russell St are then used as a crossing point to get to Machattie park and BMEC.

An excursion would not proceed if the weather posed a risk to children/educator/family members health and wellbeing.

Excursion checklist – all of these items will be carried during the excursion

(Please tick)

<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults involved in the excursion
<input type="checkbox"/> List of children involved in the excursion	<input type="checkbox"/> Contact information for each adult
<input type="checkbox"/> Contact information for each child	<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services
<input type="checkbox"/> Medication, health plans and risk assessments for individual children	<input type="checkbox"/> Other items, please list

RISK ASSESSMENT AND MANAGEMENT – EXCURSIONS

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Walking on footpaths	Vehicles backing into parks/pedestrians on footpaths Uneven surfaces Stairs	Moderate	Discussion with children about keeping safe to empower them to practice safe habits. Always holding hands with adults and peers whilst walking.	Educators/volunteers	At all times
Crossing roads	Vehicles	Moderate	Use of pedestrian crossings where available. Choosing an area to cross street with a clear view in both directions. Always holding hands with adults and peers whilst walking.	Educators/volunteers	At road crossing points
Water hazard	Unfenced pond	Moderate	Avoid this area	Educators/volunteers	At the unfenced pond
Sun safety/Extreme weather	Heat or cold	Low	Children and adults to wear sunscreen and sun safe hats. Avoid going on excursions in extreme weather conditions.	Educators/volunteers	At all times

RISK ASSESSMENT AND MANAGEMENT – EXCURSIONS

Risk Matrix						
Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

RISK ASSESSMENT AND MANAGEMENT – EXCURSIONS

Plan and Review			
Plan prepared by:	Full name: Robbie Warren Signature: Role/Position: Director	Date:18/01/2022	
Prepared in consultation with:	Full name: Katrina Whitehead Signature: Role/Position: Teacher		
Communicated to all relevant staff:	Yes / No Comment if needed:		
Vehicle safety information reviewed and attached:	Yes / No Comment if needed:		
Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a ' <i>regular outing</i> '*, a risk assessment must be undertaken <i>at least</i> annually.	Date: 18/01/2023		