

## Risk Management Plan

### Regular Outing (for Finches only) and Evacuation Drill (for Finches & Fairy Wrens)

Regular Outings & Evacuation Drill			
Date(s) of outing	Various Throughout the year	Outing destination	Within 1km of the Service
Departure and arrival times	The Outing will depart and return during session time.		
Proposed activities	Bush walk as a group, have picnic lunch, bush play. Children from Briar Hill Primary School may also join in on occasions.  Evacuation Drill. As per Emergency Management Plan	Water hazards? No	
Method of transport, including proposed route	Walking on footpath and following different paths leading around and through the reserve.  For Emergency Drills see Emergency Management Plan		
Name and contact number of outing supervisor	Nominated Supervisor- Teacher in charge	(M) 0416 844 845	
Educator to child ratio	1:11 ratio of teachers to children  If for any reason children do not attend the outing then the ratio of teachers to children will be maintained.		

Outing checklist	
<input type="checkbox"/> First aid kit	<input type="checkbox"/> Kindergarten mobile phone for communicating with the service, emergency services or emergency contacts

<input type="checkbox"/> List of children attending the outing	<input type="checkbox"/> Emergency contact information for each child and participating teacher
<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Water and Sunscreen

Risk assessment					
Activity	Hazard identified	Risk assessment (see matrix)	Elimination/control measures	Who	When
Walking	Tripping or slipping over and sustaining a minor injury	Low	First aid kit Advise children not to run	Teacher-in-Charge & Educators	Ongoing
Walking	Child getting separated from the group and getting lost	Moderate	One educator at start and rear of group when walking. Children walk with buddy. Head count at beginning, during and end of outing.	Teacher-in-Charge & Educators	Ongoing
During entire outing	Child needing the toilet	Low	Children reminded to use toilet before leaving the Kinder. Extra staff member or parent volunteer will accompany the group in the case a child needs to be accompanied by an adult, back to the kinder to use the toilet. Alternatively the child in need of toileting can be offered the option to urinate in private area of the bush/park, with adult supervision close by.	Teacher-in-Charge & Educators / Parent Volunteer or Admin Staff member.	Before departure & during outing.

During entire outing	Child having asthma, allergic or anaphylactic reaction	Moderate	Medical kit for children with known issues will be brought. Mobile phone carried. Outing form details any parental concerns. Call 000 if needed. Depending on nature of emergency, 2 Teachers would walk other children back to kindergarten, or if possible, all children and teachers would return. Call for extra support from admin manager if need be	Teacher-in-Charge & Educators	Ongoing & immediately when incident occurs
During entire outing	Child being bitten (e.g. by an insect, bee; NB. Snakes have not been sighted in this bushland reserve)	Moderate	Carry First aid kit, children wear shoes at all times, supervisors to check the ground where sitting for lunch. Teach children what to look out for. Yearly First aid training updates for staff	Teacher-in-Charge & Educators	Ongoing & immediately when incident occurs
During entire outing	Dog off lead	Moderate	Discuss strategies with children before first outing and revisit over the course of the year so children know how to behave around dogs.	Teacher-in-Charge & Educators	Ongoing
During or before outing	Bushfire breaks out or approaches or Code Red Day declared	High	Follow emergency evacuation plan. Excursion and Kindergarten closed, parents contacted.	Teacher-in-Charge & Educators	Immediately when incident occurs. Check weather notifications prior to departing.
During or before outing	Extreme weather conditions (high temperatures, wet, windy, cold, or poor air quality (e.g. smoke)	High	Excursion will be cancelled on day if weather prohibitive. If weather becomes prohibitive, will return to kindergarten.	Teacher-in-Charge & Educators	Perform assessment prior to departing, then immediately if conditions become prohibitive (ie dangerous, poor visibility, risk of dehydration or injury).

During outing	Sunburn or heat exhaustion	Low	Hats worn at all times. Sunscreen provided. Encourage parents to supply sunsmart clothing. Encourage children to drink water. Carry water. Encourage children to find a shady place to sit.	Teacher-in-Charge & Educators	Prior to departing check children are hydrated, have a hat and suitable clothes, apply sunscreen as required.
Walking on footpath during outing	Traffic Hazards	Moderate	Regular road safety education. Strategic pairing of children with peers & staff. Staff to know children & individual needs before first outing. One educator at start rear of group when walking.	Teacher-in-Charge & Educators	Ongoing & during outing

Plan updated Aug 2022 by	Daisi Diddle - Administration Manager
Prepared in consultation with	Amanda Douglas-3YO Teacher & Educational Leader
Communicated to:	Yandell Committee, Parents/Guardians, staff (as required)
Planned approved by Yandell President	Jessica Manzie
<b>Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.</b>	

Risk Matrix

Consequence

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	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