



# SKPS BUSH KINDER

Risk Assessment

South Kingsville Preschool Bush Kinder Program

Kookaburra Group – Elissa Stafford, Dawn Orchard, Tina Deneys

Rosella Group – Emma McLachlan, Dawn Orchard, Robyn Window

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

Topic	Benefit	Risk	Risk Evaluation			Risk Controls			Further Risk Treatments
			Consequence	Likelihood <i>This is the chance of the event happening without managing the risk</i>	Risk Level <i>(i.e. without risk controls)</i>	How will we manage the risk	Estimated Effectiveness of our Strategies <i>(i.e. do the proposed management strategies reduce the likelihood of the risk?)</i>	New Risk Level <i>(i.e. with risk controls in place)</i>	Further action needed  Opportunities for improvement
Normal play in an outdoor environment	<p>Children learn about taking risks and the consequences of taking risks.</p> <p>Access to the rich outdoor fulfils children's need for excitement and provides safe avenues to explore risks.</p> <p>Active outdoor play may avoid illness associated with reduced activity levels.</p> <p>Children have opportunity to engage in active play that requires large motor movements.</p> <p>Minor injuries that occur during outdoor play allow children to develop resilience and an ability to assess their behaviour and evaluate what they would do in the same situation next time.</p>	<p><b>Risk 1:</b> Bruises, scratches, minor cuts, minor muscle twists, nose bleeds, and bumps.</p> <p><b>Risk 2:</b> Broken bones, sprains, cuts requiring stitches, facial injuries and other injuries requiring medical attention at a doctor's practice, dentist or hospital.</p>	<p>Insignificant</p> <p>Minor/ Moderate</p>	<p>Almost Certain</p> <p>Possible</p>	<p>Moderate</p> <p>Moderate/ High</p>	<p>Education and discussion with children and educators about safe play practices (appropriate/inappropriate ways to use a stick).</p> <p>Constant adult supervision and intervention where required to remind children of the safety rules.</p> <p>Stocked First Aid Kit and operational mobile phone carried at all times.</p> <p>Level 2 (HLTFA311A) First Aid trained staff</p> <p><i>A Play Benefit and Risk Policy has been implemented to explain to parents why children are allowed these risks, what is an allowable risk and how risks are mitigated.</i></p>	<p>It is estimated that these risk management strategies will reduce the likelihood of injuries occurring due to unsafe play to possible, and therefore the overall new risk rating to 'low'.</p> <p>It is estimated that these risk management strategies will reduce the likelihood of danger arising from 'possible' to 'unlikely' and therefore the overall new risk rating to 'moderate/low'.</p>	<p><b>Risk 1:</b> Low</p> <p><b>Risk 2:</b> Moderate /Low</p>	<p>If an injury occurs the following steps will be undertaken:</p> <ul style="list-style-type: none"> <li>• Give First Aid;</li> <li>• Call ambulance if required;</li> <li>• Call injured child's parents/carers;</li> <li>• If necessary gather and calmly evacuate other children;</li> <li>• Notify Park Ranger;</li> <li>• Complete an Incident Report;</li> <li>• Notify DEECD where required by regulations;</li> <li>• Contact VMIA (insurer) for advice (liability/claims management).</li> </ul>

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

	<p>These strategies hold them in good stead when faced with serious risks and complicated challenges in the future.</p> <p>Risk taking in outdoor play fosters children’s learning and development.</p> <p>Parents/carers can develop an understanding of realistic (as opposed to the exaggerated) risks of outdoor play and therefore provide ample opportunity for their children to engage in these worthwhile experiences.</p>								
Weather	<p>Children have authentic experiences of different weather conditions (i.e. rain, wind, sun, mud, rainbows, warmth and cold).</p> <p>Children have a connection with the seasons and plant cycles.</p>	Heat Storm High Wind Hail Fire	Minor	Possible	Moderate	<p>Monitor weather conditions on the Bureau of Meteorology (BOM) website ahead of each session.</p> <p>In accordance with the <i>Bush Kinder Program: Extreme Weather Policy</i>, sessions shall be cancelled if the BOM forecast on the day of a Bush Kinder Session:</p> <ul style="list-style-type: none"> <li>a) Temperatures above 35 degrees at 12 midday (note children are back at centre by 1pm);</li> <li>b) Wind speeds above 45kmph;</li> </ul>	<p>Cancelling the session eliminates the risk of danger occurring on that day.</p> <p>It is estimated that these management strategies will reduce the likelihood of danger arising from being caught in hazardous weather from ‘possible’ to ‘unlikely reducing the overall new</p>	<p>There is zero risk where session is cancelled</p> <p>Where hazardous weather arises whilst on the site, the new risk level is <b>low</b>.</p>	<p>If injury occurs as the result of hazardous weather, the following steps will be undertaken:</p> <ul style="list-style-type: none"> <li>• Give First Aid;</li> <li>• Continue to evacuate the other children to a safe point;</li> <li>• Call ambulance if required;</li> <li>• Call injured child’s parents/carers;</li> <li>• Notify Park Ranger;</li> </ul>

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

					<p>c) Electrical storm;  d) Heavy hail storms;  e) Torrential rain; and/or  f) a Total Fire Ban Day.</p> <p>Restrictions or cancellation of bush kinder sessions due to the above weather conditions, are at the Educators discretion.</p> <p>Parents will be notified by SMS by 7:30am on day of session if Bush Kinder is to be cancelled. Kinder sessions will therefore take place at South Kingsville Preschool on that day.</p> <p>Where unexpected hazardous weather or environmental factors (i.e. a fire) arise once the session has commenced the children will be gathered, roll calls taken and then evacuated to the Rotunda in Newport Lakes Reserve in accordance the <i>Bush Kinder Program: Emergency Evacuation Policy</i>. Educators will assess the most appropriate course of action to take from there, i.e. wait to weather has passed and resume session (or walk children back to Centre).</p> <p>Stocked first aid kit and operational mobile phone carried at all times.</p> <p>Level 2 (HLTFA311A) First aid</p>	risk rating to 'low'.		<ul style="list-style-type: none"> <li>• Complete an Incident Report;</li> <li>• Notify DEECD where required by regulations;</li> <li>• Contact VMIA (insurer) for advice (liability/claims management).</li> </ul> <p>Communicate with Ranger following extreme weather for re-entry site checks.</p> <p>Educators also do a re-entry site check.</p>
--	--	--	--	--	--	-----------------------	--	--

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

						<p>trained staff</p> <p>Further, to manage the risk of sunburn/heat stroke:</p> <ul style="list-style-type: none"> <li>- the Centre's <i>Sun Protection Policy</i> is applied (i.e. hats must be worn, T-shirt minimum covering, sunscreen application procedure is implemented as per same policy at centre);</li> <li>- Children are reminded about sun protection e.g. wear hat, sunscreen, t-shirt minimum, seek shade, drink water regularly;</li> <li>- Children bring water bottles and clean drinking water is provided at the site.</li> </ul>			
Road Crossing	Children learn the importance of road safety in an authentic and regular way as part of the program	Child being hit by vehicle	Catastrophic	Possible	Extreme	<p>1:8 Adult/child ratio and constant supervision</p> <p>Discussion with children about the procedure for crossing roads .</p> <p>Procedure for crossing the road will be:</p> <p>The Children walk on the footpath in pairs holding hands. A teacher leads each group and other adults are</p>	<p>It is estimated that these management strategies will reduce the likelihood of the risk from 'Possible' to 'Rare reducing the overall new risk rating to 'high'.</p>	High	<p>If a person is hit by a vehicle, the following steps will be undertaken:</p> <ul style="list-style-type: none"> <li>• Give First Aid;</li> <li>• Call ambulance and police;</li> <li>• Gather and calmly remove other children from the area;</li> </ul>

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

						<p>placed throughout the group. To ensure safe passage across the road, the group may split into two groups with 2 adults in one group and 3 adults in the other. After continually checking for traffic, the group will cross the road. The group will hesitate at driveways and the teacher will explain the importance of checking for cars at these points.</p>		<ul style="list-style-type: none"> <li>• Call injured child's parents/carers;</li> <li>• Complete an Incident Report;</li> <li>• Notify DEECD where required by regulations;</li> <li>• Contact VMIA (insurer) for advice (liability/claims management);</li> <li>• Organise de-brief counselling for staff, parents and children as necessary.</li> </ul> <p><u>Opportunities for improvement:</u></p> <p>Regular staff reflection on the crossing process.</p>
--	--	--	--	--	--	---	--	--

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

<p>Water</p>	<p>Children become aware about open water and learn about water safety and risks associated with, and appropriate behaviour around water.</p> <p>Children learn about water habitats for animals, and seasonal and weather changes to the water bodies.</p> <p>Children learn about water contamination.</p> <p>Children learn about why not to feed the ducks.</p> <p>Children appreciate and develop: group care, group awareness and co-operation.</p>	<p>Falling in water</p> <p>Drowning/n ear drowning</p>	<p>Catastrophic</p>	<p>Possible</p>	<p>Extreme</p>	<p>The boundary is at least 30-40 metres from water.</p> <p>1:8 Adult/child ratio and constant supervision. Regular head counts are conducted.</p> <p>All adults carry a whistle to raise attention if required.</p> <p>Clear boundaries possibly including witches hats/natural boundaries set by educators</p> <p>Children revisit the Bush Kinder boundaries at the beginning of each session.</p> <p>Water and environmental awareness education as part of program.</p> <p>Stocked First Aid Kit and operational mobile phone carried at all times</p> <p>Level 2 (HLTFA311A) First Aid trained staff</p>	<p>It is estimated that these management strategies will reduce the likelihood of the risk of drowning/near drowning from 'possible' to 'rare' reducing the overall new risk rating to 'High'.</p>	<p>High</p>	<p>In the event of a drowning/near drowning occurring, the following actions would be undertaken:</p> <ul style="list-style-type: none"> <li>• Give First Aid;</li> <li>• Call ambulance if required;</li> <li>• Remove other children from environment - gather remaining children away from the area and calmly prepare to evacuate to the Rotunda in Newport Lakes Reserve</li> <li>• Call injured child's parents/carers;</li> <li>• Notify Park Ranger;</li> <li>• Complete an Incident Report;</li> <li>• Notify DEECD where required by regulations;</li> <li>• Contact VMIA (insurer) for advice (liability/claims management);</li> <li>• Organise de-brief counselling for staff, parents and children as necessary</li> </ul>
--------------	---	--	---------------------	-----------------	----------------	--	--	-------------	--

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

								<p><u>Opportunities for improvement:</u></p> <p>Arrange for a Lifeguard of local pool to give a water safety/awareness/danger session to the children.</p> <p>Review and refocus our Water Safety Policy as part of the Bush Kinder program and related policies.</p>	
Snakes	<p>Children learn about respecting animals and their habitats and what to do in the event they encounter a snake at bush kinder or in their home lives.</p> <p>Children engage with the Park Ranger during snake education seminars pitched at pre-school level.</p>	Snake Bite	Catastrophic	Unlikely	High	<p>Kindergarten staff will undertake a site inspection prior to each session.</p> <p>The Kindergarten Teacher will liaise with the Park Ranger on regularly basis about reported sightings of snakes in the area.</p> <p>Areas of long grass will be avoided during the summer months.</p> <p>Park Ranger will conduct a snake education session with children, staff at commencement of the summer months.</p> <p>Children will be taught what to do if they see a snake – i.e. cross both wrists above their head, stand still then slowly back away.</p>	<p>It is estimated that through the proposed risk management strategies the likelihood of a snake bite occurring will be reduced from 'unlikely' to 'rare'.</p> <p>Mitigation of the consequence of a snake bite is achieved through implementation of snake bite first aid.</p>	High	<p>In the event of a snake bite, the following steps will be undertaken:</p> <ul style="list-style-type: none"> <li>• Give First Aid (Snake Bite Management);</li> <li>• Call ambulance;</li> <li>• Gather remaining children away from the area and calmly evacuate to the Rotunda in Newport Lakes Reserve</li> <li>• Call the injured child's parents/carers;</li> <li>• Notify Park</li> </ul>

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

						<p>Pursuant to the <i>Bush Kinder Program: Protective Clothing Policy</i>, children must be appropriately dressed for Bush Kinder.</p> <p>Stocked First Aid Kit and operational mobile carried at all times.</p> <p>First Aid trained staff - Level 2</p> <p>Emergency contact numbers for children and staff carried.</p> <p><i>A Bush Kinder Program: Snake Awareness and First Aid Policy</i> has also been implemented setting out process and procedures to undertake.</p>			<p>Ranger;</p> <ul style="list-style-type: none"> <li>• Complete an Incident Report;</li> <li>• Notify DEECD where required by regulations.</li> </ul>
Insects and Plants	<p>Children learn about insects that are found in the parklands and how best to share the space.</p> <p>They learn which insects may be safe to handle and appropriate ways to handle insects, and which insects should be left alone or avoided.</p> <p>Children learn about the plants that are</p>	<p><b>Risk 1:</b> General risk of insect bite/sting or ingestion of, or reaction to plant or other material (non-allergic reaction)</p>	Minor	Possible	Moderate	<p>Liaise with Park Ranger about species present in the Newport Lakes Reserve.</p> <p>Children and educators are required to be dressed appropriately Parents are made aware of clothing requirements (i.e. long sleeve tops and pants recommended) (lightweight in warm weather) and closed shoes suitable for walking and climbing.</p>	<p>It is not possible to eliminate the risk of general insect bites and stings in the bush kinder setting. However, it is estimated that through the proposed management strategies for <b>Risk 1</b>, the likelihood of the risk can be reduced from 'Possible to</p>	<p><b>Risk 1:</b> Low</p>	<p>If an child is bitten/stung by an insect, or ingests a plant with known possible adverse effects, the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• Give First Aid</li> <li>• Call ambulance if child has severe reaction</li> <li>• Where necessary;</li> </ul>

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

	<p>found in the parklands and which are safe and unsafe to touch.</p> <p>Children learn about bush tucker and local flora and fauna from research with staff and engagement with Park Rangers.</p>	<p><b>Risk 2:</b> Allergic reaction to insect bite/sting or ingestion of plant or other material</p>	<p>Catastrophic</p>	<p>Possible</p>	<p>Extreme</p>	<p>Any child not appropriately dressed will not be permitted to attend the Bush Kinder session as per the <i>Bush Kinder Program: Protective Clothing Policy</i>.</p> <p>Use of insect repellent authorised by parents on their child’s authorisation form or supplied by parent and clearly named.</p> <p>Education as part of the program about bush tucker and local flora and fauna from staff and indigenous elder.</p> <p>Carry a guide book (and install an app) to the indigenous flora and fauna so children can be educated, and also the educators can identify unknown species.</p> <p>Stocked First Aid Kit and operational mobile phone carried at all times</p> <p>Level 2 (HLTFA311A) First Aid trained staff</p> <p>Further controls to address</p> <p><b>Risk 2:</b></p> <p>Allergy information requested from parents as per normal kinder procedure.</p> <p>Carry Emergency Action Plans and Epipens/Asthma Medication for relevant</p>	<p>Unlikely’, reducing the overall ‘new risk’ level to ‘Low’.</p> <p>In respect of <b>Risk 2:</b> the likelihood of the risk can similarly be reduced to ‘unlikely’, but given the more serious consequences associated with Risk 2, the overall ‘new risk’ level is high.</p>	<p><b>Risk 2:</b> High</p>	<p>gather remaining children away from the area and calmly explain the situation and prepare to evacuate via the Percy St exit.</p> <ul style="list-style-type: none"> <li>• Call injured child’s parents/carers;</li> <li>• Complete an Incident Report;</li> <li>• Notify DEECD where required by regulations.</li> </ul>
--	--	--	---------------------	-----------------	----------------	---	--	--------------------------------	---

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

						children.			
Trees	<p>Children develop their gross motor skills and confidence climbing trees.</p> <p>Children explore risk-taking as they assess their climbing capabilities</p> <p>Children learn tree safety Children become knowledgeable about tree characteristics (bark/wood) and understand seasonal changes and weather implications to trees. Group co-operation and awareness can be harnessed in tree climbing.</p>	Fall from tree	Major/ Moderate	Possible	High	<p>1:8 adult/child ratio and constant supervision.</p> <p><i>A Bush Kinder Program: Play Benefit and Risk Policy</i> has been implemented outlining the appropriate procedures and elements of risk allowed in tree climbing.</p> <p>Supervision includes adults watching children climb by positioning themselves in vantage points that have wide supervision</p> <p>Educate children about risk-taking and discuss safe climbing strategies (e.g. only climb live standing trees which have green leaves, only use ranches thicker their wrist to support their weight).</p> <p>Children to climb to their own ability (e.g. staff will not lift children into trees).</p> <p>Supervise children climbing trees and ensure only appropriate trees are climbed</p>	<p>It is estimated that these management strategies will reduce the likelihood of the risk of a fall from a tree from 'possible' to 'unlikely reducing the overall new risk rating to High/Moderate.</p>	High/ Moderate	<p>If a fall from a tree occurs and results in a serious injury the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• Give First Aid;</li> <li>• Call ambulance if required;</li> <li>• Gather remaining children away from the area and calmly evacuate to the Rotunda in Newport Lakes Reserve</li> <li>• Call injured child's parents/carers;</li> <li>• Notify Park Ranger;</li> <li>• Complete an Incident Report;</li> </ul>

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

		Child/Staff hit by branch of tree resulting in injury	Catastrophic	Rare	High	<p>– i.e. make sure there is no dangers below the tree to fall on, the tree is not slippery due to weather, there is no dead wood.</p> <p>Liaise with Ranger about suitable/unsuitable trees to climb and discuss and identify any deemed inappropriate with the children and educators.</p> <p>Level 2 (HLTFA311A) First Aid trained staff</p> <p>Stocked First Aid Kit and operational mobile phone carried at all times.</p> <p>Park Ranger checks trees at Bush Kinder Site on a regular basis.</p> <p>Staff to also visually exam the Bush Kinder site prior to each session to check for damaged or partially broken/dislodged trees.</p> <p>Being vigilant about selection of congregation areas and infrastructure placement (i.e. avoid under trees).</p> <p>Stocked First Aid Kit and operational mobile phone carried at all times.</p>	<p>Since the likelihood of a person being hit by a branch or falling tree is already assessed as rare, despite taking additional risk management steps, the overall risk level rating remains at 'High'.</p>	High	<ul style="list-style-type: none"> <li>• Notify DEECD where required by regulations;</li> <li>• Contact VMIA (insurer) for advice (liability/claims management)</li> </ul> <p>If an injury occurs as a result of falling trees/branches, the following steps will be taken:</p> <ul style="list-style-type: none"> <li>• Give First Aid;</li> <li>• Call ambulance if required;</li> <li>• Gather remaining children away from the area and calmly evacuate to the Rotunda in Newport Lakes Reserve.</li> <li>• Call injured child's parents/carers;</li> </ul>
--	--	---	--------------	------	------	--	--	------	---

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

									<ul style="list-style-type: none"> <li>• Notify Park Ranger;</li> <li>• Complete an Incident Report;</li> <li>• Notify DEECD where required by regulations;</li> <li>• Contact VMIA (insurer) for advice (liability/claims management).</li> </ul>
<p>Boundary</p> <p>The boundary is the outer limit within which the children are permitted to play.</p>	<p>Learning the importance of rules and boundaries</p> <p>Development of self-regulation</p> <p>Developing a sense of responsibility and independence</p> <p>Children also feel safe and empowered be proactive in managing the boundary independently.</p>	Lost child	Major	Unlikely	High	<p>1:8 Adult/child ratio and constant vigilant supervision including a regular head counts and roll called prior to leaving the site.</p> <p>Familiarise children with the Bush Kinder boundaries and environments. Children revisit the boundaries at the beginning of each session.</p> <p>Clear visual boundaries (i.e. bunting/witches hats and natural boundaries).</p> <p>Children are educated about the importance of staying within the boundaries and build a relationship that has respect and trust.</p> <p>Children learn that if they go beyond the boundary they have to sit out of play for say 5 mins.</p>	<p>It is estimated that these management strategies will reduce the likelihood of a lost child from “unlikely” to “rare” reducing the overall new risk rating to “Moderate”.</p>	Moderate	<p>If a child became lost the following steps would be undertaken:</p> <ul style="list-style-type: none"> <li>• One staff member and one parent helper look for child and have mobile phones.</li> <li>• Two staff and helper stay with group of children;</li> <li>• Gather all other children and calmly explain the situation;</li> <li>• Call police and lost child’s parents/carers;</li> </ul>

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

						<p>Bush Kinder program identification badges including centre phone number and kinder mobile number supplied to children, staff and volunteers as per the <i>Bush Kinder Program: Identification and Visibility Policy</i>.</p> <p>Children to be taught procedure if lost –stay in one place and call out (do not move). This is to be practised at commencement of program.</p>			<ul style="list-style-type: none"> <li>Notify the Centre for additional assistance;</li> <li>Complete an Incident Report;</li> <li>Notify DEECD where required by regulations.</li> </ul>
Community	<p>Children are connected with the community</p> <p>Children can observe people being active, connecting with nature, relaxing, enjoying time with friends, pets and alone.</p> <p>Children learn what is appropriate interactions with strangers (i.e. hello) and what is not ok (i.e. leaving with a stranger) and act accordingly.</p> <p>Children learn the importance of communicating with staff about people they meet in the community and use this discussion to reflect on what's appropriate behaviour.</p>	Stranger interference	Moderate	Unlikely	Moderate	<p>1:8 Adult/Child ratio and constant vigilant supervision, with an immediate approach by kinder staff/parent helper to any unknown adult in the Bush Kinder boundaries or who is approaching children.</p> <p>Familiarise children with 'stranger danger' protocols including leaving the stranger and coming and immediately informing an educator.</p> <p>In accordance with the <i>Bush Kinder Program: Visibility and Identification Policy</i>:</p> <ul style="list-style-type: none"> <li>Signage to indicate Bush Kinder program in progress will be displayed</li> </ul> <p>Protocols are established for Kinder staff to request that other users of Parklands do not interact with children - i.e. Request in as diplomatic fashion as possible that interested onlookers move on</p>	<p>It is estimated that these management strategies will reduce the likelihood of stranger interference from 'unlikely' to 'rare' reducing the overall new risk rating to 'low'.</p>	Low	<p>In the event that a stranger causes unrest or interference with the Bush Kinder program the following steps will take place:</p> <ul style="list-style-type: none"> <li>Gather children;</li> <li>Where any concerns, call police and if considered necessary, safely evacuate children;</li> <li>Where a child is affected, call their parents/carers;</li> <li>Notify Park Ranger;</li> <li>Inform parents of incident as soon as practical;</li> <li>Complete an Incident Report;</li> </ul>

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

						so as not to disturb the education program underway Identifying badges are supplied to staff, children and adult helpers.			<ul style="list-style-type: none"> <li>Notify DEECD where required;</li> <li>Contact VMIA (insurer) for advice (liability/claims management).</li> </ul>
Rocks	<p>Opportunities for children to climb on challenging and uneven surfaces.</p> <p>Group co-operation and awareness can be harnessed in rock scrambling and climbing.</p>	<p>Fall or foot entrapment</p> <p>Child hit by rock thrown</p>	Moderate	Unlikely	Moderate	<p>Children are directed not to throw rocks and this rule is strictly enforced.</p> <p>Educate the children on how to test the rocks for stability before climbing in accordance with the <i>Bush Kinder Program: Play Benefit and Risk Policy</i>.</p>	<p>It is estimated that despite these effective management strategies, it is not possible to reduce the likelihood of a fall from rocks or rock entrapment where rocks are present in the area, therefore the overall risk level remains 'moderate'.</p>	Moderate	<p>If an injury from a rock incident occurs, the following steps will be undertaken:</p> <ul style="list-style-type: none"> <li>Give First Aid;</li> <li>Call ambulance if required;</li> <li>Call injured child's parents/carers;</li> <li>If necessary gather and calmly evacuate other children;</li> <li>Notify Park Ranger;</li> <li>Complete an Incident Report;</li> <li>Notify DEECD where required by regulations;</li> <li>Contact VMIA (insurer) for advice (liability/claims management).</li> </ul>

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

<p>Dogs  (site is in an "on lead" area)</p>	<p>Opportunities for children to authentically practise their dog safety skills learnt at kinder.</p>	<p>Dog bite</p>	<p>Major</p>	<p>Unlikely</p>	<p>High</p>	<p>1:8 Adult/Child ratio and constant supervision.</p> <p><i>A Bush Kinder Program: Dogs Policy</i> has been implemented incorporating procedures, such as:</p> <ul style="list-style-type: none"> <li>• Staff to remain vigilant concerning the presence of dogs and other animals.</li> <li>• Discussion and education about dog safety. Practise with a dog in the Responsible Pet Program which visits the centre once a year at the start of the year.</li> <li>• Policy set that parents do not bring dogs onto the Bush Kinder Site and that Staff request other Parkland users not to interfere/interact with children in the Bush Kinder Program.</li> </ul>	<p>Since it is not possible to prevent an unsupervised dog entering the area, despite these effective management strategies the likelihood of a dog bite remains at "unlikely" so the overall new risk level remains 'high'.</p>	<p>High</p>	<p>If a dog bite occurs, the following steps will be undertaken:</p> <ul style="list-style-type: none"> <li>• Give First Aid;</li> <li>• Call ambulance if required;</li> <li>• Call child's parents/carers;</li> <li>• If necessary gather and calmly evacuate other children;</li> <li>• Notify Park Ranger;</li> <li>• Complete an Incident Report;</li> <li>• Notify DEECD where required by regulations;</li> <li>• Contact VMIA (insurer) for advice (liability/claims management).</li> </ul>
---	---	-----------------	--------------	-----------------	-------------	---	--	-------------	--

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

Needlestick Injuries	Children learn about and are aware of the risks of discarded needles.	Needlestick Injury	Minor	Unlikely	Low	<p>1:8 Adult/Child ratio and constant supervision.</p> <ul style="list-style-type: none"> <li>• Check the bush kinder site prior to each session for needles.</li> <li>• Wear gloves while checking to minimise the risk if 'pricked'</li> <li>• Place any sharps in the sharps container located in the First Aid kit.</li> </ul>	<p>Since the Ranger has reported only a few incidences of needles being found at Newport Lakes Reserve, the risk is perceived as Low.</p>	Low	<p>If a needlestick injury occurs, the following steps will be undertaken:</p> <ul style="list-style-type: none"> <li>• Give First Aid;</li> <li>• Call child's parents/carers and advise to seek medical treatment/advice.</li> <li>• If necessary gather and calmly evacuate other children;</li> <li>• Notify Park Ranger;</li> <li>• Complete an Incident Report;</li> <li>• Notify DEECD where required by regulations;</li> <li>• Contact VMIA (insurer) for advice (liability/claims management).</li> </ul>
----------------------	---	--------------------	-------	----------	-----	--	---	-----	---

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

This document can be used to identify the level of risk and help to prioritise any control measures.  
 Consider the **consequences** and **likelihood** for each of the identified hazards and use the table to obtain the risk level.

			Consequences				
			1 – Insignificant Dealt with by in-house first aid, etc	2 – Minor Medical help needed. Treatment by medical professional/hospital outpatient, etc	3 – Moderate Significant non-permanent injury. Overnight hospitalisation (inpatient)	4 – Major Extensive permanent injury (eg loss of finger/s) Extended hospitalisation	5 – Catastrophic Death. Permanent disabling injury (eg blindness, loss of hand/s, quadriplegia)
Likelihood	Almost certain	Almost certain to occur in most circumstances	Moderate (M)	High (H)	High (H)	Extreme (X)	Extreme (X)
	Likely	Likely to occur frequently	Moderate (M)	Moderate (M)	High (H)	Extreme (X)	Extreme (X)
	Possible	Possible and likely to occur at some time	Low (L)	Moderate(M)	High (H)	High (H)	Extreme (X)
	Unlikely	Unlikely to occur but could happen	Low (L)	Low (L)	Moderate(M)	High (H)	High (H)
	Rare	May occur but only in rare and exceptional circumstances	Low (L)	Low (L)	Low (L)	Moderate (M)	High (H)

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

Excursion details			
Date(s) of excursion	TBA	Excursion destination	Newport Lakes Reserve
Departure and arrival times	8.15am arrival at site, 12.30am departure		
Proposed activities	Participating in Bush kinder program	Water hazards? <b>Yes/No</b> If yes, detail in risk assessment below. <i>See attached risk assessment</i>	
Method of transport, including proposed route	Leave Bush Kinder Site through Bruce St gate and walk up Kingham St, left onto Blackshaws Rd, crossing safely and walk along Paxton St and back to South Kingsville Preschool		
Name of excursion co-ordinator	Elissa Stafford/Dawn Orchard/Tina Deneys	Emma McLachlan/Dawn Orchard/Robyn Window	
Co-ordinator contact number	South Kingsville Preschool 93919780	(M)0487991041	
Number of children attending excursion	30	Number of educators/parents/volunteers	5 (3 educators and 2 parents)
Educator to child ratio, including whether this excursion warrants a higher ratio?	1:8 No higher ratio required – please refer to risk assessment.		
Excursion checklist			
<input type="checkbox"/> First aid kit	<input type="checkbox"/> List of adults participating in the excursion		
<input type="checkbox"/> List of children attending 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"/> Medical information for each child	<input type="checkbox"/> Other items, please list		

Risk Assessment – South Kingsville Preschool –Bush Kinder Program – Newport Lakes Reserve

	Name(s)	Date
Plan prepared by:	Elissa Stafford (Educational Leader) and Dawn Orchard (4yo Educator)  Sue Buckle( Admin Assistant)	
Approved by:	Committee of Management	
Communicated to:	All Staff  All parents of children attending 4yo kinder  Newport Lakes Reserve Ranger  Department of Education and Early Childhood Development	