

FLASCA Excursion – Botanic Gardens

WEEK 2: 22nd April 2024

Risk Management Plan: Botanic Gardens (Monday, 22nd April 2024)

Centre details				
Company	Primary OSHCare	Centre	FLASCA	
Centre Operating Times	7am – 6pm Monday to Friday			
Address	233 Bridge rd Forest Lodge 2037	Water hazards? Yes/No If yes, detail in risk assessment below.		
Name of co-ordinator	Cody Jaikiew			
Contact number of Centre	Work Phone 9660 4334	Mobile 0417 211 141		
Average number of children centre	Incursions: 80	Average number of educators	10	
	Excursions: 75	Average parents/volunteers		
Educator to child ratio, including whether this higher ratio is warranted? Please provide details.	Mainstream Ratio – 15 children: 1 educator Waterplay Ratio – 7 children: 1 educator			
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		

			<p>children are safe. Educators are encouraged to conduct their own group headcounts as we transition.</p> <p>Entering and Leaving the Venue</p> <ul style="list-style-type: none"> - On arrival at our destination a roll call is conducted with another educator conducting a headcount of all children. - Prior to exiting the venue another roll call & headcount is conducted. <p>Returning to the Centre</p> <ul style="list-style-type: none"> - Roll call & headcount is conducted. 		
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When
Entering and exiting gardens	Slips, trips, falls, collisions	Moderate	<ul style="list-style-type: none"> - Organise children in 2 lines in close groups. - Educators positioned at front, middle and ends of groups. - Ensure each member of the group walks, not runs, and stays within sight of an educator - Educators to choose flat surfaces to walk across and to warn children of potential trip hazards such as tree roots, leaves - Supervise children carefully, ensuring that they leave adequate space between them and other children - Children to be aware of their surroundings and to 'give way' to others 	Children and Educators	Before, During and After Activity.

			<ul style="list-style-type: none"> - Ensure children walk carefully and avoid obstacles 		
	Child may wander/abscond	Moderate	<ul style="list-style-type: none"> - Organise children in 2 lines in close groups. - Educators positioned at front, middle and ends of groups. - Ensure each member of the group walks, not runs, and stays within sight of an educator - Educators will have a walkie talkie to communicate to other staff whilst walking to the venue 		
	Child may be struck by vehicles	Moderate	<ul style="list-style-type: none"> - Educators to stand watching incoming/outgoing traffic and stop vehicles if necessary. - Briefing on safe crossing prior to leaving FLASCA. 	Educators	Before and During Activity.
	Medical Emergencies	Moderate/high	<ul style="list-style-type: none"> - Let the staff know of the best ways to safely evacuate the children - Have plans and medication accessible to be used for children with asthma and anaphylaxis conditions - Educators will carry small first aid kits on them - Educators will have a walkie talkie to communicate to other staff whilst at the venue 		
Participating in sport activities	Social/emotional wellbeing	Low	<ul style="list-style-type: none"> - Children to listen to instructions and follow accordingly - Educators referee/coach games to model conflict resolution strategies 	Educators and Children	During Activity

	Handling of equipment	Low	<ul style="list-style-type: none"> - Children are instructed how to handle equipment appropriately and with respect 	Educators and Children	Before and During Activity
	Playing soccer/sports and slipping, tripping, falling, or colliding	Moderate	<ul style="list-style-type: none"> - Ensure children are playing sports in a sensible and responsible way. - Ensure that there are no trip hazards and the soccer area is safe to play on. - Ensure that children are playing against children who are not too much bigger than them. - Ensure game is modified so that children are not injured through tackling. 	Educators and Children	During Activity
Using the toilets & hand washing	Children using toilets at the venue	Medium	<ul style="list-style-type: none"> - The public bathroom is located next to the succulent garden within the Botanic Gardens. - Educators will check bathrooms prior to children use for any identifiable hazards. - Educators will accompany children when walking to the bathrooms. - Set clear rules and standards. - Constant head counts and monitoring children's whereabouts. 	Educators & Children	Whilst using toilets and hand washing areas
	Missing child	High	<ul style="list-style-type: none"> - An Educator to check toilet areas for any hazards before children enter. - If the gender of that educator is not able to check the toilets send 2x older more responsible children to check whilst the educator waits right outside of toilet area. 	Educators and Children	Whilst using toilets and hand washing areas

			<ul style="list-style-type: none"> - Children to go in small groups of same gender. - Regular head counts and roll calls. - Educators to walk children in groups at a time and remain near toilet block area until children have finished. - Children to always communicate with educators about going to and from the toilets. 		
Encounters with the public/other children	Children engage in potentially unsafe interactions with the general public.	Moderate	<ul style="list-style-type: none"> - Encounters with the public are discussed with children before departure to ensure safety of all children. - Educators to supervise and monitor the area/children for any potential issues/hazards. 	Educators and Children	During the Excursion.
	Health & Hygiene	Medium	<ul style="list-style-type: none"> - Excursion Coordinator to ensure antibacterial wipes and hand sanitiser is taken on all excursions and provided to children at times of washing hands. 	Educators and Children	During the Excursion.
Eating lunch and recess	Risk of sunburn	Medium	<ul style="list-style-type: none"> - Children to be seated in the shade while eating to reduce risk of sunburn. There is a shaded area on News Direct Rd. Sunscreen to be regularly reapplied. 	Educators	On the day
	Risk of allergies	Medium	<ul style="list-style-type: none"> - Ensure that no people nearby are eating foods the child is allergic to, and ensure that any child with allergies is not given food that they are allergic to. 	Educators	On the day
Environmental Impacts &	Extreme Weather conditions (including heat)	Medium	<ul style="list-style-type: none"> - Seek shade/shelter where appropriate. 	Educators & Children	Preparation before

Emergency Evacuation	stress, sun burn, storms, high winds), Fire / floods, emergency crisis/situation		- Give time for children to be calm, safe and secure.		Excursion & During excursion
Sun Protection & Dehydration	Sunburn / burns/ infections / illness Sun stroke, dehydration	Medium	<ul style="list-style-type: none"> - Check temperature & UV rating of the day at intervals the commencement of the day, lunch time and prior to 3pm. - Ensure that Educators, volunteers & families are aware of our Sun Safety Policy. - Ensure families pack hats for their children each day. - Ensure children wear hats as necessary or stay under the shade. If UV is over 3 Provide shelter where necessary. - Regularly ensure children have opportunity to get a drink of water. - Ensure children still get opportunity of some sun exposure for Vitamin D levels (UV rating checked with this). - Sunscreen will be applied throughout the day. - Ensure children have brought their water bottles. 	The Coordinator, Parents/Families, Children Volunteers, and Educators.	Before leaving the centre & during the excursion.

Plan prepared by	Full name: Rebecca Walsh Signature: R.W. Role/Position: Assistant Coordinator	Date: 01/03/2024
Prepared in consultation with	Full name: Hannah King	Date: 01/03/2024

	Signature: H.K.	
	Role/Position: Assistant Coordinator	
Communicated to all relevant staff:	Yes/No	
Risk assessment to be evaluated and reviewed on:	If the excursion is run again in future holidays.	
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.		