

ANMK BUSH KINDERGARTEN RISK ASSESSMENT

PURPOSE

Committee members and staff have developed this document with a view to regular monitoring and update. Ideas, recommendations and concerns which are not already addressed in this document are welcomed and participants are encouraged to contact the kindergarten with any views on this document.

BUSH KINDERGARTEN PROGRAM DETAILS

- **Program:** Alfred Nuttall Memorial Kindergarten off-site parkland based kindergarten program
- **Site Location:** A defined area in the northern end of Darebin Parklands (known to Park Rangers as the “Snake Grass Site”) close to the corner of Smith and Yaran Streets. The program will include walks and exploration in other parts of the Darebin Parklands but will not exceed the Darebin Parklands boundary.
- **Session time:** Wednesday 1.30pm to 4.30pm during Victorian school terms
- **Responsible Staff in Charge:** Paola Kupfersin (Director and Nominated Supervisor of ANMK) and Susie Alston (Bush Kindergarten Teacher)

EMERGENCY CONTACTS

- Bush Kinder Phone: 0480 196 160
- ANMK Home Site: 9489 0262
- ANMK President: Victoria Crane 0402 443 949
- Darebin Parklands Ranger: Peter Whiltshire 0417 113 458
- Ambulance/Police/Emergency Services: 000
- Austin Hospital (closest to site): 145 Studley Rd, Heidelberg, 3084, ph 9496 5000

RISK REGISTER

The risks assessed below apply to the operation of the bush kinder program within the base bush kinder site as well as other parts of the Darebin Parklands when staff facilitated exploration occurs beyond the boundaries of the base site (but still within Darebin Parklands). In the event an identified risk actually occurs, the below register outlines action required to be taken. Once actioned, consideration must be given as to whether VMIA should be contacted for advice and management of the incident and, for moderate/major events, an incident report and notification should be lodged with DET.

Risk Description	Controls and Mitigants	Consequence	Likelihood	Treatment in event of incident
Snake bite	<p>Prevention controls</p> <ul style="list-style-type: none"> • Program planning include appropriate site choice, wildlife and environment education • Close liaison with Ranger about any sightings and likely location of snakes, particularly during higher risk snake months • Staying a recommended distance from water and long grass during summer months. If visiting the creek, staff to carry out pre-visit site inspection and remain on alert • Clothing requirements advised to parents – closed toe shoes and long pants. <p>Consequence Mitigation</p> <ul style="list-style-type: none"> • Stocked first aid kit and operational mobile phone carried at all times. • First aid trained staff • Emergency contact numbers for children and staff carried. 	Major	Rare	<ul style="list-style-type: none"> • First aid • Call ambulance • Call parent/guardian • Notify Ranger • Complete incident form, ensure parent/guardian sign incident form and lodge with DET
Dog Bite	<p>Prevention controls</p> <ul style="list-style-type: none"> • Kinder staff to be on alert for 'dogs off lead' and to alert other staff and children if a dog is in range. Staff to ensure children follow appropriate dog safe procedure (i.e. stand still, arms by side and look down) • Dog safety awareness of children session provided annually in addition to introductory transition session information. <p>Consequence Mitigation</p> <ul style="list-style-type: none"> • Stocked first aid kit and operational mobile phone carried at all times. • First aid trained staff • Emergency contact numbers for children and staff carried. 	Major	Unlikely	<ul style="list-style-type: none"> • First aid • If severe, call ambulance • Call parent/guardian • Notify Ranger • Complete incident form, ensure parent/guardian sign incident form and lodge with DET
Child getting lost	<p>Prevention controls</p> <ul style="list-style-type: none"> • Appropriate adult / child ratio and constant supervision. • Program planning including selection of appropriate site, familiarising children with parklands and education about expectations of children staying on site and with group <p>Consequence Mitigation</p> <ul style="list-style-type: none"> • Bush Kinder mobile phone number and ANMK identity on each child's wrist band • Children to be taught procedure if lost (i.e. stay in one place (do not move) and call out). 	Major	Unlikely	<ul style="list-style-type: none"> • Notify Ranger and enlist Parklands staff in search for child. • Call police • Call parent/guardian • Notify DET

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	<ul style="list-style-type: none"> Above minimum adult/child ratio requirements mean a staff member available to conduct immediate nearby search while notifications and enlisting of Parklands staff made 			
Child being hit by vehicle (e.g. car or bike)	<p>Prevention controls</p> <ul style="list-style-type: none"> Appropriate adult / child ratio and constant supervision. Program planning includes selection of site location away from parking areas (vehicle access to Parklands is restricted, and access roads are low speed) and away from bike path, children educated about road safety and bike safety <p>Consequence Mitigation</p> <ul style="list-style-type: none"> Stocked first aid kit and operational mobile phone carried at all times. First aid trained staff Emergency contact numbers for children and staff carried. 	Major	Rare	<ul style="list-style-type: none"> First aid Call ambulance. Remove other children from area. Organise de-brief counselling for staff, parents and children as necessary. Complete incident form, ensure parent/guardian sign incident form and lodge with DET
Stranger interference	<p>Prevention controls</p> <ul style="list-style-type: none"> Appropriate adult / child ratio and constant supervision. All staff and/or adult volunteers in program known to each other or introduced at commencement of session. Staff to limit contact with other parties that could disrupt the program. <p>Consequence Mitigation</p> <ul style="list-style-type: none"> Staff to politely request outside unknown personnel to leave the bush kinder area in the event of someone coming into area Operational mobile phone carried at all times to enable calling for assistance if outside stranger does not leave area or attempts to engage with children 	Major	Rare	<ul style="list-style-type: none"> Call police Call parent/guardian Notify Ranger.
Child hit by branch / tree - broken limb/other serious injury	<p>Prevention controls</p> <ul style="list-style-type: none"> Council/DCMC tree audits, maintenance and pruning Site location selected as appropriate as supported by Ranger Communication with Ranger as to any high-risk trees following storms/winds <p>Consequence Mitigation</p> <ul style="list-style-type: none"> Stocked first aid kit and operational mobile phone carried at all times. First aid trained staff Emergency contact numbers for children and staff carried. 	Moderate	Rare	<ul style="list-style-type: none"> First aid. If severe, call ambulance Remove other children from area Call parent/guardian. Notify Ranger. Complete incident form, ensure parent/guardian sign incident form and lodge with DET
Child fall from tree/slips on rock etc	<p>Prevention controls</p> <ul style="list-style-type: none"> Appropriate adult / child ratio and constant supervision. Communication with Ranger about high-risk or unsuitable climbing trees 	Moderate	Unlikely	<ul style="list-style-type: none"> First aid. If severe, call ambulance. Call parent/guardian. Notify Ranger.

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	<ul style="list-style-type: none"> Program planning includes educating children about risk-taking and decision making <p>Consequence Mitigation</p> <ul style="list-style-type: none"> Stocked first aid kit and operational mobile phone carried at all times. First aid trained staff Emergency contact numbers for children and staff carried. 			<ul style="list-style-type: none"> Complete incident form, ensure parent/guardian sign incident form and lodge with DET
Drowning/Near Drowning	<p>Prevention controls</p> <ul style="list-style-type: none"> Appropriate adult / child ratio and constant supervision. Program planning includes site chosen away from river and environment education included for children If visiting creek, staff to carry out pre-site inspection to assess strength of water flows, suitability of site for visiting and identify any hazards ie slippery rocks. Avoid visiting creek after rain events due to high/strong flows <p>Consequence Mitigation</p> <ul style="list-style-type: none"> Stocked first aid kit and operational mobile phone carried at all times. First aid trained staff Emergency contact numbers for children and staff carried. 	Major	Rare	<ul style="list-style-type: none"> First aid. Call ambulance. Call parent/guardian. Notify Ranger. Remove other children from area. Organise de-brief counselling for staff, parents and children as necessary. Complete incident form, ensure parent/guardian sign incident form and lodge with DET
Sickness from poor creek water quality	<p>Prevention controls</p> <ul style="list-style-type: none"> Appropriate adult / child ratio and constant supervision. Clean water available for drinking via children's own water bottles and staff ensuring extra clean drinking water brought onto site Program planning includes educating about water quality and ensuring children do not drink creek water and do wash hands after contact with creek water prior to eating. Avoid contact with the water in the creek within 48 hours after rain events due to increased pollution from storm water Avoid ingestion of creek water by educating children and minimizing splashing near faces Staff to ensure open wounds are not exposed to creek water <p>Consequence Mitigation</p> <ul style="list-style-type: none"> Stocked first aid kit and operational mobile phone carried at all times. First aid trained staff Emergency contact numbers for children and staff carried. 	Minor	Unlikely	<ul style="list-style-type: none"> If water has been ingested – give the child a glass of drinking water Other first aid where appropriate Advise parent/guardian if water has been ingested If suspected child sick from creek water - complete incident form, ensure parent/guardian sign incident form and lodge with DET
Sunburn/ Heat Exposure	<p>Prevention controls</p>	Minor	Unlikely	<ul style="list-style-type: none"> Advise parents if children appear sunburnt or heat effected

Risk Description	Controls and Mitgants	Consequence	Likelihood	Treatment in event of incident
	<ul style="list-style-type: none"> • Weather conditions monitored ahead of each session. Cancellation policy can be enacted in event of extreme heat/weather conditions which are considered too hazardous • Clothing requirements advised to parents – protective/long sleeves and pants recommended • Program planning includes site having shaded areas and session can focus on shaded areas, including educating children how and why • Children bring water bottles and extra drinking water available. • ANMK Sun Safe policy in action, with sunscreen available on site in addition to parents applying sunscreen and hat prior to commencement of session. <p>Consequence Mitigation</p> <ul style="list-style-type: none"> • Stocked first aid kit and operational mobile phone carried at all times. • First aid trained staff • Emergency contact numbers for children and staff carried. 			<ul style="list-style-type: none"> • Complete incident form, ensure parent/guardian sign incident form and lodge with DET
Hypothermia /Overexposure to cold weather	<p>Prevention controls</p> <ul style="list-style-type: none"> • Weather conditions monitored ahead of each session. Cancellation policy can be enacted in event of extreme thunderstorm • Clothing requirements advised to parents – warm under-layers, wet weather clothes provided and change of clothes to be in bags • Children's ability to manage in extreme cold and wet weather monitored by staff <p>Consequence Mitigation</p> <ul style="list-style-type: none"> • Stocked first aid kit and operational mobile phone carried at all times. • First aid trained staff • Emergency contact numbers for children and staff carried. 	Moderate	Unlikely	<ul style="list-style-type: none"> • First aid (including change into dry clothes, wrapping in blankets) • Call ambulance if sever. • Call parent/guardian. • Complete incident form, ensure parent/guardian sign incident form and lodge with DET
Insect bite / sting. Ingestion of or reaction to plant/other material.	<p>Prevention controls</p> <ul style="list-style-type: none"> • Allergy information requested from parents as per normal Kinder/child care procedure. • Clothing requirements advised to parents – closed toe shoes and long pants. • Program planning includes education about insect and plants for children. • Use of repellent approved by Parents/Kinder Committee if appropriate and required. • Liaise with Ranger about species present in Parklands. <p>Consequence Mitigation</p> <ul style="list-style-type: none"> • Stocked first aid kit and operational mobile phone carried at all times. • First aid trained staff 	Minor/moderate	Unlikely	<ul style="list-style-type: none"> • First aid. • Call ambulance if severe reaction. • Call parent/guardian. • Inform parents whose children are not appropriately dressed. • Complete incident form, ensure parent/guardian sign incident form and lodge with DET

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	<ul style="list-style-type: none"> Emergency Action Plans and Epi-pens and Asthma Medication for relevant children carried at all times. Emergency contact numbers for children and staff carried. 			
Needle injury	<p>Prevention controls</p> <ul style="list-style-type: none"> Staff carry out site inspection prior to each session commencing and if a littered syringe is discovered it would be removed using tongs and placed securely in a sharps container. If a needle is difficult to retrieve, staff to contact Park Rangers to remove. If moving outside of bush kinder site – staff to carry out pre-site inspection to remove any needle hazard. The creek corridor will require closer inspection due to presence of sand / gravel and dense vegetation. <p>Consequence Mitigation</p> <ul style="list-style-type: none"> Stocked first aid kit and operational mobile phone carried at all times. First aid trained staff Emergency contact numbers for children and staff carried. 	Moderate	Unlikely	<ul style="list-style-type: none"> First aid (including flush the area stung with flowing water, washing wound well with soap and hot water and putting antiseptic on the wound with a waterproof band-aid) Call parent / guardian and request they seek medical attention for an assessment of the risk of infection and required treatment If the offending needle and syringe cannot be retrieved from site, mark the area so others are not at risk Complete incident form, ensure parent/guardian sign incident form and lodge with D
Dangerous or toxic rubbish being found on site	<p>Prevention controls</p> <ul style="list-style-type: none"> Staff carry out site inspection prior to the program starting to identify any hazard. <p>Consequence Mitigation</p> <ul style="list-style-type: none"> If any rubbish found that is considered dangerous, area rubbish found can be cordoned off and Ranger contacted 	Moderate	Rare	<ul style="list-style-type: none"> Remove children and staff from area Contact Park Ranger to carry out park risk management strategy
Injury or other danger from fire	<p>Prevention controls</p> <ul style="list-style-type: none"> Appropriate adult / child ratio and constant supervision. Program planning includes educating children about fire and campfire safety. Campfire only incorporated into program if site of campfire is appropriate, staff have sufficient knowledge and confidence about fire safety and staff ensure children sufficiently educated and prepared Appropriate measures are taken to minimise the risk of the fire spreading Any children with long hair must have hair tied back if campfire has been established. Fire bans are adhered to. <p>Consequence Mitigation</p> <ul style="list-style-type: none"> Stocked first aid kit and operational mobile phone carried at all times. First aid trained staff Emergency contact numbers for children and staff carried. 	Moderate/Major	Rare	<ul style="list-style-type: none"> First aid. Call ambulance if severe burn Call parent/guardian. Notify Ranger. Complete incident form, ensure parent/guardian sign incident form and lodge with D

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Unauthorised Collection of Child	<p>Prevention controls</p> <ul style="list-style-type: none"> • Authorised Persons advised by parents and staff do not allow anyone not already advised as authorised to collect a child – staff actively monitoring who collects each child and to phone parent/guardian if person arriving to collect is not a known authorised person or if child appears concerned about identity of person collecting them. <p>Consequence Mitigation</p> <ul style="list-style-type: none"> • Operational mobile phone carried at all times. 	Major	Unlikely	<ul style="list-style-type: none"> • Call parent/guardian • Call Police if necessary
Spread of COVID-19 (Refer also ANMK COVID-19 Risk Register)	<p>Prevention controls</p> <ul style="list-style-type: none"> • Suitable handwashing station available • Specific toilet available for staff and children's use to reduce need to access public toilets • Staff to wear masks/face shields during parent drop off/pick up times or when walking in Darebin Parklands outside specific BK Site • Staff to exercise social distancing between each other and parents • Parents reminded to social distance and not to gather or spend time/hang around at drop off/pick up times • Staff to ask any strangers coming into the site to move on • No sharing of food • Staff to wear gloves and any other relevant PPE for toilet cleaning • Cease Bush Kinder sessions if advised to do so by DET when lockdown stages are issued by Department of Premier & Cabinet <p>Consequence Mitigation</p> <ul style="list-style-type: none"> • Non-attendance of individual infected, cessation of sessions until DET and DHHS advice otherwise, communication with families and staff, extra cleaning/disinfection 	Major	Possible	<ul style="list-style-type: none"> • Follow steps outlined in the ANMK COVID-19 Risk Register, including: <ul style="list-style-type: none"> • Contacting DHHS, DET and Darebin Council; • Communication with staff and families; • Ceasing service until DHHS and dET advice service can resume; • Undertaking any extra disinfection and cleaning required; • Adhering to any isolation/quarantine instructions issued by DHHS and advising staff and families of the same.

Risk Assessment Review

This original risk assessment for ANMK's bush kindergarten was undertaken in November 2019 by the ANMK Committee and updated in August 2020. The risk assessment is to be formally reviewed in February and August each year by the Bush Kinder Teacher and ANMK Quality Standards Subcommittee, but subject to continual consideration and monitoring by the bush kinder staff team.