

## **ANMK BUSH KINDERGARTEN RISK ASSESSMENT**

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### **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:** Defined areas in the northern end of Darebin Parklands (known as Site A and Site B) close to the corner of Smith and Yarana Streets. The program will include walks and exploration in other parts of the Darebin Parklands and, if required, travel to/from the Home Kinder Site (34 Separation, St Fairfield) directly along Separation Street, but will not otherwise exceed the Darebin Parklands boundary.
- **Means of Transport:** Exploration of the Darebin Parklands outside the core Bush Kinder site will be via walking. Travel between Home Kinder and Bush Kinder will primarily be walking but, if the Teacher in charge deems it appropriate on a given day, the journey to/from Home Kinder may take place via the public bus route that runs along Separation St and directly connects the Home Kinder Site with the Darebin Parklands. Seat belts will not be available or required on the public bus.
- **Process for entering/existing Home Kinder or the Bush Kinder Site:** All children to be checked for identification wrist bands and head count conducted prior to departure. Each child is to be assigned and communicated a buddy child for the duration of travel and children reminded of rules and expectations while on excursion. Head counts to be conducted immediately upon arrival at Bush Kinder or Home Kinder site.
- **Session time:** Possum Group (Mondays) / Wombat Group (Wednesdays) during Victorian school terms.
- **Responsible Staff in Charge:** Susie Alston (Director and Nominated Supervisor of ANMK and Bush Kindergarten Teacher).
- **Supervision:** The staff to child ratio for the Bush Kinder program (including travel) is a minimum of 1:9. For travel between Darebin Parklands and Home Kinder the staff to child ratio remains a minimum of 1:9, but an additional adult to child ratio of at least 1:7 (inclusive of parent/adult volunteers) will also apply. Parents, guardians or other adult relatives are permitted to participate if:
  - they have a valid and current working with children's check and have provided evidence of this to ANMK in advance;
  - they have read and understand the Volunteer Guidelines circulated to families at the start of each year;
  - they have returned a signed copy of the ANMK Code of Conduct; and
  - they are rostered on for parent duty or have agreed participation with the teacher in charge

- **Number in attendance:** Up to 26 ANMK kindergarten children may be in attendance (depending on the attendance level of the group on any given day). Siblings are permitted to attend alongside a parent/guardian or other adult relative but that adult is responsible for the sibling and should consider if it is appropriate for the sibling to attend in the context of the activity in question and the impact on the kindergarten child. Where a sibling does attend, the adult responsible for the sibling cannot be counted in the adult/child ratio determination relevant to local community regular excursions.

## EMERGENCY CONTACTS

- Bush Kinder Phone: 0480 196 160
- ANMK Home Site: 9489 0262
- Committee Representatives: Possum Group: Renee Crea 0422 674 874 and Wombat Group: Phuong Phan 0421 309 848
- 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 Bush Kinder Site as well as (i) other parts of the Darebin Parklands when staff facilitated exploration occurs beyond the boundaries of the Bush Kinder Site (but still within Darebin Parklands); and (ii) travel between the Darebin Parklands and the ANMK Home Kinder Site along Separation Street. 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 (insurer) 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><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>● Program planning include appropriate site choice, wildlife and environment education</li> <li>● Close liaison with Ranger about any sightings and likely location of snakes, particularly during higher risk snake months</li> <li>● 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</li> <li>● Clothing requirements advised to parents – closed toe shoes and long pants.</li> </ul> <p><b>Consequence Mitigation</b></p>	Major	Rare	<ul style="list-style-type: none"> <li>● First aid</li> <li>● Call ambulance</li> <li>● Call parent/guardian</li> <li>● Notify Ranger</li> <li>● Complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>

Risk Description	Controls and Mitigants	Consequence	Likelihood	Treatment in event of incident
	<ul style="list-style-type: none"> <li>● Stocked first aid kit and operational mobile phone carried at all times. First aid trained staff</li> <li>● Emergency contact numbers for children and staff carried.</li> </ul>			
Dog Bite	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>● 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)</li> <li>● Dog safety awareness of children session provided annually in addition to introductory transition session information.</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>● Stocked first aid kit and operational mobile phone carried at all times.</li> <li>● First aid trained staff</li> <li>● Emergency contact numbers for children and staff carried</li> </ul>	Major	Unlikely	<ul style="list-style-type: none"> <li>● First aid</li> <li>● If severe, call ambulance</li> <li>● Call parent/guardian</li> <li>● Notify Ranger</li> <li>● Complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>
Child getting lost	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>● Appropriate adult / child ratio and constant supervision.</li> <li>● Program planning including selection of appropriate site, positioning and communication of staff members, familiarising children with parklands (and Separation St, with respect to travel to and from Bush kinder) and education about expectations of children (i) staying on site and with group; and (ii) following relevant rules when on walks/travelling.</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>● Bush Kinder mobile phone number and ANMK identity on each child's wrist band</li> <li>● Children to be taught procedure if lost (i.e. stay in one place (do not move) and call out).</li> <li>● Above minimum adult/child ratio requirements mean a staff member available to conduct immediate nearby search while notifications and enlisting of Parklands staff made</li> </ul>	Major	Unlikely	<ul style="list-style-type: none"> <li>● Notify Ranger and enlist Parklands staff in search for child.</li> <li>● Call police</li> <li>● Call parent/guardian</li> <li>● Notify DET</li> </ul>

Risk Description	Controls and Mitigants	Consequence	Likelihood	Treatment in event of incident
Child being hit by vehicle (e.g. car or bike)	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>● Appropriate adult / child ratio and constant supervision.</li> <li>● 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</li> <li>● Program includes road and pedestrian safety to support travel between Bush Kinder and Home Kinder Sites.</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>● Stocked first aid kit and operational mobile phone carried at all times.</li> <li>● First aid trained staff</li> <li>● Emergency contact numbers for children and staff carried.</li> </ul>	Major	Rare	<ul style="list-style-type: none"> <li>● First aid</li> <li>● Call ambulance.</li> <li>● Remove other children from the area.</li> <li>● Organise de-brief counselling for staff, parents and children as necessary.</li> <li>● Complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>
Stranger interference	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>● Appropriate adult / child ratio and constant supervision.</li> <li>● All staff and/or adult volunteers in the program are known to each other or introduced at commencement of session.</li> <li>● Staff to limit contact with other parties that could disrupt the program.</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>● Staff to politely request outside unknown personnel to leave the bush kinder area in the event of someone coming into area</li> <li>● 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</li> </ul>	Major	Rare	<ul style="list-style-type: none"> <li>● Call police</li> <li>● Call parent/guardian</li> <li>● Notify Ranger.</li> </ul>
Child hit by branch / tree - broken limb/other serious injury	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>● Council/DCMC tree audits, maintenance and pruning</li> <li>● Site location selected as appropriate as supported by Ranger</li> <li>● Communication with Ranger as to any high-risk trees following storms/winds</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>● Stocked first aid kit and operational mobile phone carried at all times.</li> <li>● First aid trained staff</li> <li>● Emergency contact numbers for children and staff carried.</li> </ul>	Moderate	Rare	<ul style="list-style-type: none"> <li>● First aid.</li> <li>● If severe, call ambulance</li> <li>● Remove other children from area</li> <li>● Call parent/guardian.</li> <li>● Notify Ranger.</li> <li>● Complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>

Risk Description	Controls and Mitigants	Consequence	Likelihood	Treatment in event of incident
Child fall from tree/slips on rock etc	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>● Appropriate adult / child ratio and constant supervision.</li> <li>● Communication with Ranger about high-risk or unsuitable climbing trees</li> <li>● Program planning includes educating children about risk-taking and decision making</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>● Stocked first aid kit and operational mobile phone carried at all times.</li> <li>● First aid trained staff</li> <li>● Emergency contact numbers for children and staff carried.</li> </ul>	Moderate	Unlikely	<ul style="list-style-type: none"> <li>● First aid.</li> <li>● If severe, call ambulance.</li> <li>● Call parent/guardian.</li> <li>● Notify Ranger.</li> <li>● Complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>
Drowning/Near Drowning	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>● Appropriate adult / child ratio and constant supervision.</li> <li>● Program planning includes site chosen away from river and environment education included for children</li> <li>● 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</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>● Stocked first aid kit and operational mobile phone carried at all times.</li> <li>● First aid trained staff</li> <li>● Emergency contact numbers for children and staff carried.</li> </ul>	Major	Rare	<ul style="list-style-type: none"> <li>● First aid.</li> <li>● Call ambulance.</li> <li>● Call parent/guardian.</li> <li>● Notify Ranger.</li> <li>● Remove other children from area.</li> <li>● Organise de-brief counselling for staff, parents and children as necessary.</li> <li>● Complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>
Sickness from poor creek water quality	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>● Appropriate adult / child ratio and constant supervision.</li> <li>● Clean water available for drinking via children's own water bottles and staff ensuring extra clean drinking water brought onto site</li> <li>● 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.</li> <li>● Avoid contact with the water in the creek within 48 hours after rain events due to increased pollution from storm water</li> <li>● Avoid ingestion of creek water by educating children and minimizing splashing near faces</li> <li>● Staff to ensure open wounds are not exposed to creek water</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>● Stocked first aid kit and operational mobile phone carried at all times.</li> </ul>	Minor	Unlikely	<ul style="list-style-type: none"> <li>● If water has been ingested – give the child a glass of drinking water</li> <li>● Other first aid where appropriate</li> <li>● Advise parent/guardian if water has been ingested</li> <li>● If suspected child sick from creek water - complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>

Risk Description	Controls and Mitigants	Consequence	Likelihood	Treatment in event of incident
	<ul style="list-style-type: none"> <li>● First aid trained staff</li> <li>● Emergency contact numbers for children and staff carried.</li> </ul>			
Sunburn/ Heat Exposure	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>● Weather conditions monitored ahead of each session. Cancellation policy can be enacted in event of extreme heat/weather conditions which are considered too hazardous</li> <li>● Clothing requirements advised to parents – protective/long sleeves and pants recommended</li> <li>● Program planning includes site having shaded areas and session can focus on shaded areas, including educating children how and why</li> <li>● Children bring water bottles and extra drinking water available.</li> <li>● ANMK Sun Safe policy in action, with sunscreen available on site in addition to parents applying sunscreen and hat prior to commencement of session.</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>● Stocked first aid kit and operational mobile phone carried at all times.</li> <li>● First aid trained staff</li> <li>● Emergency contact numbers for children and staff carried.</li> </ul>	Minor	Unlikely	<ul style="list-style-type: none"> <li>● Advise parents if children appear sunburnt or heat affected</li> <li>● Complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>
Hypothermia /Overexposure to cold weather	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>● Weather conditions monitored ahead of each session. Cancellation policy can be enacted in event of extreme thunderstorm</li> <li>● Clothing requirements advised to parents – warm under-layers, wet weather clothes provided and change of clothes to be in bags</li> <li>● Children's ability to manage in extreme cold and wet weather monitored by staff</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>● Stocked first aid kit and operational mobile phone carried at all times.</li> <li>● First aid trained staff</li> <li>● Emergency contact numbers for children and staff carried.</li> </ul>	Moderate	Unlikely	<ul style="list-style-type: none"> <li>● First aid (including change into dry clothes, wrapping in blankets)</li> <li>● Call ambulance if severe.</li> <li>● Call parent/guardian.</li> <li>● Complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>

Risk Description	Controls and Mitigants	Consequence	Likelihood	Treatment in event of incident
<p>Insect bite / sting. Ingestion of or reaction to plant/other material.</p>	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>● Allergy information requested from parents as per normal Kinder/child care procedure.</li> <li>● Clothing requirements advised to parents – closed toe shoes and long pants.</li> <li>● Program planning includes education about insect and plants for children.</li> <li>● Use of repellent approved by Parents/Kinder Committee if appropriate and required.</li> <li>● Liaise with Ranger about species present in Parklands.</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>● Stocked first aid kit and operational mobile phone carried at all times.</li> <li>● First aid trained staff</li> <li>● Emergency Action Plans and Epi-pens and Asthma Medication for relevant children carried at all times.</li> <li>● Emergency contact numbers for children and staff carried.</li> </ul>	<p>Minor/moderate</p>	<p>Unlikely</p>	<ul style="list-style-type: none"> <li>● First aid.</li> <li>● Call ambulance if severe reaction.</li> <li>● Call parent/guardian.</li> <li>● Inform parents whose children are not appropriately dressed.</li> <li>● Complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>
<p>Needle injury</p>	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>● 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.</li> <li>● 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.</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>● Stocked first aid kit and operational mobile phone carried at all times.</li> <li>● First aid trained staff</li> <li>● Emergency contact numbers for children and staff carried.</li> </ul>	<p>Moderate</p>	<p>Unlikely</p>	<ul style="list-style-type: none"> <li>● 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)</li> <li>● Call parent / guardian and request they seek medical attention for an assessment of the risk of infection and required treatment</li> <li>● If the offending needle and syringe cannot be retrieved from site, mark the area so others are not at risk</li> <li>● Complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>

Risk Description	Controls and Mitigants	Consequence	Likelihood	Treatment in event of incident
Dangerous or toxic rubbish being found on site	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>Staff carry out site inspection prior to the program starting to identify any hazard.</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>If any rubbish found that is considered dangerous, area rubbish found can be cordoned off and Ranger contacted</li> </ul>	Moderate	Rare	<ul style="list-style-type: none"> <li>Remove children and staff from area</li> <li>Contact Park Ranger to carry out park risk management strategy</li> </ul>
Injury or other danger from fire	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>Appropriate adult / child ratio and constant supervision.</li> <li>Program planning includes educating children about fire and campfire safety.</li> <li>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</li> <li>Appropriate measures are taken to minimise the risk of the fire spreading</li> <li>Any children with long hair must have hair tied back if campfire has been established.</li> <li>Fire bans are adhered to.</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>Stocked first aid kit and operational mobile phone carried at all times.</li> <li>First aid trained staff</li> <li>Emergency contact numbers for children and staff carried.</li> </ul>	Moderate/Major	Rare	<ul style="list-style-type: none"> <li>First aid.</li> <li>Call ambulance if severe burn</li> <li>Call parent/guardian.</li> <li>Notify Ranger.</li> <li>Complete incident form, ensure parent/guardian sign incident form and lodge with DET</li> </ul>
Unauthorised Collection of Child	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>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.</li> </ul> <p><b>Consequence Mitigation</b></p> <ul style="list-style-type: none"> <li>Operational mobile phone carried at all times.</li> </ul>	Major	Unlikely	<ul style="list-style-type: none"> <li>Call parent/guardian</li> <li>Call Police if necessary</li> </ul>



Risk Description	Controls and Mitigants	Consequence	Likelihood	Treatment in event of incident
Spread of COVID-19 (Refer also ANMK COVID-19 Risk Register)	<p><b>Prevention controls</b></p> <ul style="list-style-type: none"> <li>● Suitable handwashing station available</li> <li>● Specific toilet available for staff and children's use to reduce need to access public toilets</li> <li>● Staff to exercise social distancing between each other and parents where possible</li> <li>● Parents reminded to social distance and not to gather or spend time/hang around at drop off/pick up times</li> <li>● Staff to ask any strangers coming into the site to move on</li> <li>● No sharing of food</li> <li>● Staff to wear gloves and any other relevant PPE for toilet cleaning</li> <li>● Cease Bush Kinder sessions if advised to do so as per DET advice</li> </ul> <p><b>Consequence Mitigation</b></p> Non-attendance of individual infected, communication with families and staff, extra cleaning/disinfection if required	Major	Possible	<ul style="list-style-type: none"> <li>● Follow steps outlined by the Victorian Government for Managing a COVID-19 case in early childhood education and care settings: <a href="https://www.coronavirus.vic.gov.au/managing-case-covid19-ecec">https://www.coronavirus.vic.gov.au/managing-case-covid19-ecec</a></li> </ul>

### Risk Assessment Review

This original risk assessment for ANMK's bush kindergarten was undertaken in November 2019 by the ANMK Committee, revised in September 2020 to accommodate changes proposed for the 2021 Program and was last reviewed in September 2022. The risk assessment is to be formally reviewed in March 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.