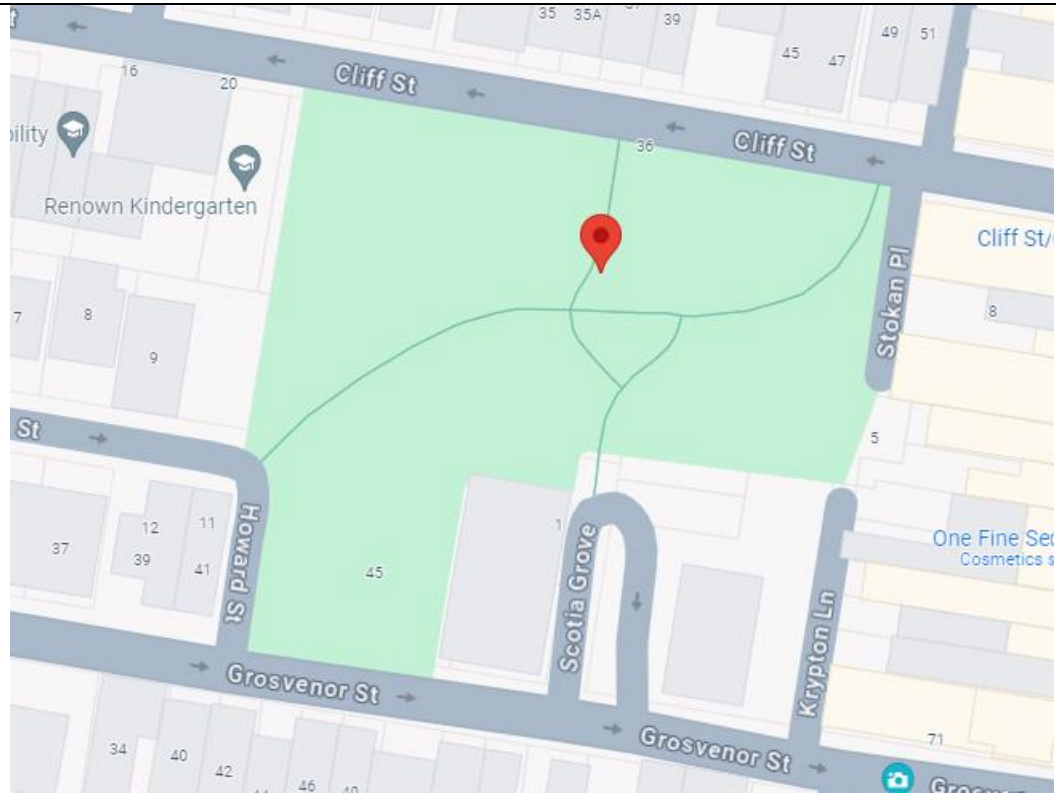


## Permanant excursion risk management plan- GROSVENOR PARK

Excursion details		
Date(s) of excursion:	Ongoing- to be reviewed every 12 months	Excursion destination: Grosvenor Park- Adjacent to Renown Kindergarten
Proposed activities	<p>Class groups will go to the park for:</p> <ul style="list-style-type: none"> <li>-Organised sports classes with Sports4Kinder. This may take place on the grassed oval or on the basketball courts</li> <li>-Organised sports class by Renown Kinder teachers. This may take place on the grassed oval or on the basketball courts.</li> <li>-Outdoor learning lead by Renown Kinder teachers. This may take place throughout the entire space of Grosvenor park</li> <li>-Playing on the playground equipment</li> <li>-To have morning tea/ lunch</li> </ul>	<p>Water hazards? <b>No</b></p> <p>If yes, detail in risk assessment below.</p>
Method of transport, including proposed route	<p>Walking –</p> <p><b>For the classes located towards the Cliff Street Entrance-</b> The group will exit Renown via the Cliff St gate, walking along the footpath until they reach the path through the centre of the park.</p> <p><b>For classes located on the Howard Street Entrance-</b> The group will exit Renown via the Howard St gate, walking along the footpath until they reach the park path.</p>	



Name of excursion co-ordinator	Lead teacher of each program	
Contact number of excursion co-ordinator	(BH) 03 9827 4747	(M) 0466277735- Emergency Line 1 (M) 0493769056- Emergency Line 2

Number of children attending excursion	Class Capacity: Echidna Class- 21 Kookaburra Class- 20 Wombat Class- 29 Koala Class- 29 Coccinelle Class- 20 Possum Class 21	Number of educators	
--	--	---------------------	--

Educator to child ratio, including whether this excursion warrants a higher ratio?  Please provide details.	1 adult: 11 children
---	----------------------

**Excursion checklist**

<input type="checkbox"/> List of children attending the excursion (enrol now)	
---	--

*Safety & Security check*

# Grosvenor Reserve

## Items to take:

- First Aid Kit
- Emergency trolley (including children's emergency contacts)
- Allergy/Asthma/Anaphylaxis medication
- Kinder emergency phone
- Children's drink bottles

## Checklist

- Check path or planned route for foreign objects
- Check perimeter and grounds of playground for sharp or unsafe objects.  
Carefully remove.

- Remove all slipping or tripping hazards

- Check that playground equipment is in safe condition

Date of Grosvenor Park Visit:

Time of Grosvenor Park Visit:

Signature:

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

Walking along footpath and shared pedestrian areas	Children being hit by cars	High	One Teacher at the front of the group and one at the back of the group to direct children to walk along the path. 4-year-old children walk single file along the designated path. 3-year-old children hold onto a safety rope for the duration of the walk.	All adults	While walking to and from the park
Exploring the park/ play equipment	children getting lost in the park	High	All children to wear high visibility vest. Children are made aware of the rules whilst playing in the playground- they must stay within the wooden fence so that their teachers can see them at all times. Completing head checks throughout the trip.	All adults	At all times during play
Dogs not on leash	Dog Attack	High	Teacher to survey the park for any dogs before the children go off to play. Dog safety is taught before excursion	All adults	Grosvenor Park
Major Injuries	Major injury (Broken limb)	High	First Aid is administered. Emergency parent contact list carried by teacher.	All adults	Grosvenor Park

			Emergency phone is used to call 000 and support Contact child's family Continue to monitor child		
Minor Injuries	Minor Injury (knee scrape, splinter)	Low	Teacher carries first Aid Kit. All adults have current first aid training Parents contacted where necessary. Monitor child.	All Adults	Grosvenor Park
Walking to and from park Playing in park	Inappropriate items found at the park (syringe, broken glass, dog poo)	Medium	Teacher will survey the park before the children are allowed to play Teacher to complete the security and safety check. An adult to safely remove any hazards.	All adults	Grosvenor Park
Anti-social behaviour	Public person displaying any type of anti-social behaviour	High	Teacher will survey the park before the children are allowed to play The emergency phone is used to call 000 or support where needed. Children are evacuated back to kinder following a path that is furthest from the danger	All adults	Grosvenor Park

			Possible lockdown of entire Kinder.		
--	--	--	-------------------------------------	--	--

Plan prepared by	Sally Norman	Leigha Gaitanis	
Prepared in consultation with:	Montana Slavik		
Communicated to:	All staff		
Venue and safety information reviewed and attached	Yes Comment if needed:		
<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				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	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