

EVERYONE OUT NATURE PROGRAMMES

Risk Assessment and Management Plan

| Risk - What could go wrong? | Hazards - What could cause this to happen? | Risk Control - How to prevent this from happening. | Eliminate, Isolate, Minimise the hazard. When/where | Who is Responsible? | Incident Action Plan |
|--|---|---|---|---|--|
| Lost person | Lack of supervision Inadequate supervision ratios Inattention of educator Child with special needs runs off or hides | Keep to maximum ratios (1 educator to 10 children). Follow group walking, buddying procedure and have regular head counts. Follow employment procedures to ensure capable educators are employed. Parents are required to inform Everyone Out if their child has special needs | Minimise by manager reminding educators at pre-session meeting of procedures. Children briefed at morning H&S to stay put if separated from the group. Programme manager to review parents notes and get more information if needed. Educators to read notes and discuss at pre-session meeting | Parents, Everyone Out Educators and Programme Manager | If a child is found to be missing the following procedure will be followed: Staff will conduct a thorough search. While the search is being conducted one educator will calmly supervise the children The programme manager will be informed as soon as possible Parents will be contacted The police will be contacted |
| Injury or accident due to slips, falls, collisions | Lack of supervision of children Careless behaviour Natural environment - Uneven surfaces - Steep/challenging terrain - Trees | Keep to maximum ratios (1 educator to 10 children). Ensure children have appropriate footwear when dropped off Remind children to be respectful of others. Support children to know their own limits. | Minimise by manager reminding educators at pre-session meeting of procedures. Children briefed at morning H&S to follow our 3 respect rules. Children can be reminded of these rules at any time when necessary | Everyone Out Educators and Programme Manager | Supervising educator lets other educators know that there has been an incident. Qualified first aider attends injured person If the injury is moderate or serious the accident and incident procedure in the H & S policy will be followed. An Accident/Incident Form to be completed as soon as possible. If the injury is minor it is recorded in the minor injury form should be filled out. Parents informed of all accidents or incidents. |
| Injury or death due to Drowning | Lack of supervision of children | Keep to maximum ratios (1 educator to 10 children). Stream will not be entered during flood, while raining or if extreme weather is forecast | Minimise by Manager keeping up to date with the weather forecast. Always closely supervising children in the stream and around water. Children briefed at morning H&S to follow our 3 respect rules. | Everyone Out Educators and Programme Manager | Qualified first aider attends injured person If injury is moderate or serious the accident and incident procedure in the H & S policy will be followed. An Accident/Incident Form to be completed as soon as possible. |

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| | | | Children can be reminded of these rules at any time when necessary. | | |
| Injury or accident due to using tools or equipment | Lack of supervision Lack of attention being paid to child using tool Dangerous technique Tools left unattended out of sight of educators | Keep to maximum rations (1 educator to 10 children). Before using tool children will be shown how to use them safely. Children using tools must be directly supervised. Younger or less abled children may need one on one help. Tools not being used are to be returned to the shadow board. Tool must not be taken into the bush/bamboo unless under the direct supervision of an educator. Shoes and gloves must be worn when using tools. | Minimise by educators at the H & S morning briefing, children are reminded to follow our 3 respect rules and will be reminded at any point when necessary. If children are unable to use the tools in a safe manner the tools will be removed or off limits for that child. | Everyone Out Educators | Qualified first aider attends injured person If the injury is moderate or serious the accident and incident procedure in the H & S policy will be followed. An Accident/Incident Forms to be completed as soon as possible. If the injury is minor it is recorded in the minor injury form should be filled out. Parents informed of all accidents or incidents. |
| Injury or accident due to using ropes | Lack of supervision Dangerous technique Use of wore out ropes in load bearing situations | Keep to maximum rations (1 educator to 10 children). Children actively supervised when using ropes. Rough play using ropes to be monitored. Ensure conditions of ropes are checked weekly. Monitor condition of ropes when using them in load bearing activities such as zip lines and swings. | Minimise by educators at the H & S morning briefing, children are reminded to follow our 3 respect rules and will be reminded at any point when necessary. Educators check when setting up for the day and during the day. | Everyone Out Educators | Qualified first aider attends injured person If the injury is moderate or serious the accident and incident procedure in the H & S policy will be followed. An Accident/Incident Forms to be completed as soon as possible. If the injury is minor it is recorded in the minor injury form should be filled out. Parents informed of all accidents or incidents. |
| Person bitten/stung or poison/reaction to plant | Lack of adequate supervision. Curiosity Touching unknown | Keep to maximum rations (1 educator to 10 children). Provide clear and frequent Instructions not to attempt to touch | Minimise by educators at the H & S morning briefing, children are reminded to follow our 3 | Everyone Out Educators / parents | Qualified first aider attends injured person If injury is moderate or serious the accident and incident procedure in |

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| | plants/fungus Disruption of bee or wasps nest. Prickles, thorns, irritating sap, consumption of poisonous plant Long grass with clover flowers on lawn | stinging invertebrates Provide clear and frequent Instructions not touch unknown plants (ongaonga is in the area). Wash hands after touching fungus and always before eating Children to advise an educator before using wild plants to make drinks or food.. | respect rules. Shown a picture of Ongaonga at briefing. When going in to the bush and at any point when necessary. Parents to inform Everyone Out of any known allergies on enrollment form | | the H & S policy will be followed. An Accident/Incident Forms to be completed as soon as possible Check enrollment form for any allergies and first aider to administer any appropriate medication provided |
| Injury or accident due to using fire pit/BBQ | Lack of supervision Inadequate supervision ratios Inattention of educator Dangerous technique | Clear safety guidelines for children using fire pit Keep to maximum ratios (1 educator to 10 children). Before using flints children will be shown how to use them safely. Children using flints must be directly supervised. Younger or less abled children may need one on one help. Flints not being used are put back in the fire starting kit. Flints only to be used on tar sealed area or when starting a fire in the fire pit or metal roasting dish | Minimise by educators at the H & S morning briefing, Clear safety guidelines given when introducing activity and throughout the course of activity. An educator will be with the lit fires AT ALL TIMES | Everyone Out Educators | Qualified first aider attends injured person. If the injury is moderate or serious the accident and incident procedure in the H & S policy will be followed. An Accident/Incident Forms to be completed as soon as possible Bucket of water on hand Safety distance around fire pit/BBQ established. |
| Injury due to falling trees or flying equipment / Objects | Very high winds Winds - unsecured tent | Use of indoor venue if extreme weather is forecast Don't erect outdoor shelters in high winds Tent only to be used on no or low wind days. Tent to be erected using all peg and guy ropes | Minimise by Manager keeping up to date with the weather forecast. | Everyone Out Educators and Programme Manager | Qualified first aider attends injured person. If the injury is moderate or serious the accident and incident procedure in the H & S policy will be followed. An Accident/Incident Forms to be completed as soon as possible |
| Fire (out of control) | Deliberate, accidental, careless behaviour Lack of supervision | Keep to maximum ratios (1 educator to 10 children). ALL fire lighting equipment to be | Minimise by educators at the H & S morning briefing, | Everyone Out Educators | Educators will implement Fire Emergency Procedure. |

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| | | <p>put back in the fire starting kit. Reporting of suspicious behaviour Have respect for fire and use BBQ/fire pit with care Fire Drills will be carried out on the 1st week of nature school and the 1st day of the holiday programme. Flints only to be used on tar sealed area or when starting a fire in the fire pit or metal roasting dish</p> | <p>An educator will be with the lit fires AT ALL TIMES When suspicious behaviour is reported.</p> | | |
| Hypothermia | <p>Unseasonably cold and/or wet weather Person wearing in adequate clothing</p> | <p>Use of indoor venue if extreme weather is forecast Children required to wear adequate clothing including a waterproof jacket and a change of clothes. Waterproof ponchos will be provided for those who don't have a jacket. Extra clothes are also available if needed. Erect outdoor shelter if very wet Use of fire to keep warm</p> | <p>Minimise Manager keeping up to date with the weather forecast. Educators checking child has required gear at sign in. Caregivers to be reminded of minimum clothing requirements in an information email. Educators acting at the first signs of hypothermia.</p> | <p>Everyone Out Educators and Programme Manager Caregivers</p> | <p>Get the person indoor to get warm and dry. Qualified first aider attend to person. Accident and incident procedure in the H & S policy will be followed. An Accident/Incident Forms to be completed as soon as possible</p> |
| Sun exposure, sunburn or heat stroke | <p>Wearing inadequate clothing Not wearing sunscreen Not drinking enough and becoming dehydrate</p> | <p>In summer months children are expected to have sunscreen applied before coming to the programme and sun hats. Sunscreen will be reapplied if a child gets wet and after lunch. Sun safe policy to be followed Children to have their own water bottle. Regular breaks. Seek shade in the middle of the day.</p> | <p>Minimise by Educators checking child has required gear at sign in. Caregivers to be reminded of minimum clothing requirements in an information email. Following the Sun Safe Policy.</p> | <p>Everyone Out Educators and Programme Manager Caregivers</p> | <p>Qualified first aider attend to person. Accident and incident procedure in the H & S policy will be followed. An Accident/Incident Forms to be completed as soon as possible</p> |
| Dog aggression or bite | Dog off lead in | No control over irresponsible pet | Little control | Everyone Out | Qualified first aider attends injured |

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| | Huntleigh Park | owners Keep in group and provide comfort if a child has has scared | Unpredictable | Educators | person. If the injury is moderate or serious the accident and incident procedure in the H & S policy will be followed. An Accident/Incident Forms to be completed as soon as possible |
| Child approached by member of public | Huntleigh Park area is open to the public. The GirlGuiding centre is not fence. Inadequate supervision | All educators to be introduction to children at sign in and /or the H & S briefing. Provide clear and frequent instruction to remain with the group at all times unless okayed by an educator Keep to maximum rations (1 educator to 10 children) Educators being aware of any public that crossing the grounds or walking in the bush. | Minimise by educators at the H & S morning briefing, Clear safety guidelines given. | Everyone Out Educators | Educator to intervene in any interaction with public and a child If the member of public are persistent and/or show concerning behaviours police will be called Accident/Incident Forms to be completed as soon as possible |
| Injury caused by another child Bullying | Accident or deliberate action. Misuse of equipment Child with special needs | Caregivers are asked to highlight any behavioural issues on the enrollment form. Close supervision around increasingly physical play Keep to maximum rations (1 educator to 10 children) Educator to respond to behaviour issues in a calm and positive way | Minimise by children being briefed at morning H&S meeting to follow our 3 respect rules. Children can be reminded of these rules at any time when necessary Educators reading and discussing any child with special needs at the pre-session meeting | Everyone Out Educators and Caregivers | Educator to intervene if play is not being enjoyed by all parties. Behaviour Management Guidelines to be followed. Qualified first aider attends injured person. If injury is moderate or serious the accident and incident procedure in the H & S policy will be followed. An Accident/Incident Forms to be completed as soon as possible. If the injury is minor it is recorded in the minor injury form should be filled out. Parents informed of all accidents or incidents. |
| Injury while using low rope course | Lack of adequate supervision. | Ropes Course only to be used under the direct supervision of | Minimised by educators setting clear visible | Everyone Out Educators and | Qualified first aider attend to person. Accident and incident procedure in |

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| | Not following instructions of instructor. Misuse of equipment | trained instructors provided by the Guides and educators. Keep to maximum ratios (1 educator to 10 children). Children to maintain within the boundaries of play. Cones to be set out before the programme begins. Children invest in the rules at the H&S briefing, reminded when necessary. | boundaries and remaining children at morning H&S meeting. Children can be reminded of these rules at any time when necessary. Use of trained instructor | trained instructor | the H & S policy will be followed. An Accident/Incident Forms to be completed as soon as possible. If the injury is minor it is recorded in the minor injury form should be filled out. Parents informed of all accidents or incidents. |
| Fall from bridge causing injury. Injury from exposed sharp metal on bridge. | Handrail damaged on foot bridge. Deliberate, accidental, careless behaviour Lack of supervision | Keep to maximum ratios (1 educator to 10 children). Children to maintain within the boundaries of play. Cones to be set out before the programme begins. Children invest in the rules at the H&S briefing, reminded when necessary. Bridge can be crossed but handrails should not be touched. No waiting on bridge is allowed. | Red and white warning tape has been applied to handrail. Minimised by educators setting clear visible boundaries and remaining children at morning H&S meeting. Girl Guiding Centre is waiting on Engineering report. | Everyone Out Educators | Qualified first aider attend to person. Accident and incident procedure in the H & S policy will be followed. An Accident/Incident Forms to be completed as soon as possible. If the injury is minor it is recorded in the minor injury form should be filled out. Parents informed of all accidents or incidents. |

By completing this risk assessment the programme manager will consider the venue and possible activities. They will identify the risks and hazards that may affect participants or others during the programme. Once the hazards have been identified, programme manager will consider what reasonable controls will be put in place to eliminate, isolate or minimise the hazard. In every case the programme manager will try to eliminate the hazard. When this can not be done the hazard will be isolated or minimised.