

Bush Kinder Benefit Risk Assessment

Bush Kinder (regular outing) details			
Dates of Bush Kinder (regular outings)	From Monday, 23 March 2020 (Rainbow)	Regular Outing destination	Newport Lakes Bush Kinder site - Arboretum
Departure and arrival times	Mondays 8:30am – 12:30pm (Rainbow)		Proposed duration: 4 hrs (Rainbow)
Proposed activities	Participating in a Bush Kinder Program		Water hazards? Yes
Method of transport, including proposed route	Children will be dropped off and picked up at designated bush kinder site - Arboretum		
Bush kindergarten team: Rainbow	Sarah Rookes, Dianne Childs and Narelle Rabbidge		
Contact number of Bush Kinder co-ordinator	Home Road Kindergarten 9391 2958	Bush Kinder Mobile 0401 405 425	
Number of children attending excursion	21	Number of educators/parents/volunteers	3 educators
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.	1:7 When arranging walks throughout Newport Lakes, parents/volunteers may be asked to assist to provide additional assistance with supervision of children.		
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		

<input type="checkbox"/> Medical information for each child	<input type="checkbox"/> Other items, please list
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Bush Kinder Benefit Risk Assessment

Bush Kinder Program – Newport Lakes Reserve

Topic	Benefit	Risk	Risk Evaluation			Risk Controls			Further Risk Treatments
			Consequence	Likelihood <i>This is the chance of the event happening without managing the risk</i>	Risk Level <i>(i.e. without risk controls)</i>	How will we manage the risk	Estimated Effectiveness of our Strategies <i>(i.e. do the proposed management strategies reduce the likelihood of the risk?)</i>	New Risk Level <i>(i.e. with risk controls in place)</i>	Further action needed Opportunities for improvement
WEATHER	<p>Children have authentic experiences of different weather conditions (i.e. rain, wind, sun, mud, rainbows, warmth and cold).</p> <p>Children have a connection with the seasons and plant cycles.</p>	<p>Heat</p> <p>Storm</p> <p>High Winds</p> <p>Hail</p> <p>Fire</p>	<p>Minor</p> <p>Catastrophic</p>	<p>Possible</p> <p>Rare</p>	<p>Moderate</p> <p>High</p>	<p>Monitor weather conditions on Bureau of Meteorology (BOM) website/app ahead of each session.</p> <p>In accordance with the Bush Kinder: Extreme Weather Policy, sessions will be cancelled if the BOM forecast on the day of a Bush Kinder Session is:</p> <p>a) Temperatures expected above 35 degrees b) Winds above 40kph c) Electrical storm d) Heavy hail storms e) Torrential rain f) Total Fire Ban day</p> <p>Restrictions or cancellation of bush kinder sessions due to the above weather conditions are at the educators' discretion.</p> <p>Parents will be notified by SMS by 7.30am on day of session if Bush Kinder is to be cancelled. Rainbow group will take place at Home Road Kindergarten.</p> <p>Where unexpected hazardous weather or environmental factors arise once a session has started, roll calls will be taken and then the group will be evacuated to</p>	<p>It is estimated that these management strategies will reduce the likelihood of the risk arising from hazardous weather from 'possible' to 'unlikely'.</p> <p>Cancelling sessions eliminates the risk of danger to zero on that day.</p>	<p>Zero risk where session is cancelled.</p> <p>Where hazardous weather arises whilst on-site, the new risk level is low.</p>	<p>If injury occurs as the result of hazardous weather, the following steps will be taken:</p> <ul style="list-style-type: none"> Administer First Aid Continue to evacuate the other children to a safe point Call ambulance if required Call injured child's parents/guardians Notify HBCC Rangers Complete an Incident/Injury /Trauma/Illness form Notify DET where required by regulations. Communicate with ranger following extreme weather for re-entry site checks Educators also perform a re-entry site check

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						<p>the Car park shelter (Assembly Point A) at Newport Lakes Reserve, in accordance with the Bush Kinder: Emergency Evacuation Policy. Educators will assess most appropriate course of action from there.</p> <p>Stocked first aid kit and operational mobile phone carried at all times.</p> <p>All educators are First Aid trained.</p> <p>Children are reminded about sun protection measures e.g. wear hat, sunscreen, appropriate clothing, seek shade, drink water regularly.</p> <p>Children bring water bottles and clean drinking water is provided at the site. Spare cups will be available for children who do not have a water bottle.</p>			

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WATER	<p>Through intentional teaching, children become aware about open water and learn about water safety, risks associated with, and appropriate behaviour around water.</p> <p>Children learn about water habitats for animals, and seasonal and weather changes to the water bodies.</p> <p>Children learn about water contamination.</p> <p>Children learn about why we should not feed the ducks.</p> <p>Children appreciate and develop: group care, group awareness and co-operation.</p>	<p>Falling in water</p> <p>Drowning/near drowning</p>	Catastrophic	Possible	Extreme	<p>The Bush Kinder site is not near any water.</p> <p>If a walk through Newport Lakes takes place, this will be predetermined and parent helpers will be requested.</p> <p>If visiting the lakes, educators to carry out risk assessment before session to determine level of hazard i.e. slippery paths etc.</p> <p>1:7 educator/child ratio and constant supervision. Regular head counts are conducted.</p> <p>All educators carry a whistle to raise attention if required.</p> <p>Clear boundaries possibly including witches hats/ flags/ natural boundaries set by educators.</p> <p>Children revisit the Bush Kinder boundaries at the beginning of each session.</p> <p>Water and environmental awareness education as part of program.</p> <p>Stocked First Aid Kit and operational mobile phone carried at all times.</p>	<p>It is estimated that these management strategies will reduce the likelihood of the risk of drowning/near drowning from 'possible' to 'rare', reducing the overall new risk rating to 'High'.</p>	High	<p>In the event of a drowning/near drowning occurring, the following actions would be undertaken:</p> <ul style="list-style-type: none"> • Administer First Aid • Call ambulance if required • Remove other children from environment – gather remaining children away from the area and calmly prepare to evacuate to the meeting point/shelter • Call injured child's parents/guardians • Notify HBCC Rangers • Complete an Incident/Injury /Trauma/Illness form • Notify DET where required by regulations. • Organise de-brief counselling for staff, parents and children as necessary <p>Opportunities for improvement:</p> <ul style="list-style-type: none"> • Arrange for a Lifeguard of local pool to give a water safety/awareness/danger session to the children. • Review and refocus Water Safety Policy as part of the Bush Kinder program and related policies.

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INSECTS & PLANTS	<p>Children learn about insects that are found in Newport Lakes and how best to share the space.</p> <p>They learn which insects may be safe to handle and which should be left alone or avoided.</p> <p>Children learn about the plants that are found in the Newport Lakes and which are safe to touch, and which should be avoided.</p> <p>Children learn about bush tucker and local flora and fauna from research with educators and engagement with HBCC Rangers.</p>	Risk 1: General risk of insect bite / sting or ingestion of or reaction to plant or other material (non – allergic reaction)	Minor	Possible	Moderate	<p>Liaise with HBCC Rangers about species present in the Newport Lakes Reserve.</p> <p>Children and educators are required to be dressed appropriately.</p> <p>Parents are made aware of clothing policy and requirements (i.e. long sleeve tops and pants recommended / lightweight in warm weather) and closed waterproof shoes suitable for walking and climbing.</p> <p>Use of insect repellent authorised by parents on their child's authorisation form or supplied by parent and clearly named.</p> <p>Education as part of the program about bush tucker and local flora and fauna from educators and Indigenous elders.</p> <p>Carry a guide book (and install an app) to the Indigenous flora and fauna so children can be educated, and also the educators can identify unknown species.</p>	<p>It is not possible to eliminate the risk of general insect bites and stings in the bush kinder setting, however, it is estimated that through the proposed management strategies for Risk 1, the likelihood of the risk can be reduced from 'Possible' to 'Unlikely', reducing the overall new risk level to 'low'.</p>	Risk 1: Low	<p>If a child is bitten by an insect, or ingests a plant with known possible adverse effects, the following steps will be taken:</p> <ul style="list-style-type: none"> • Administer First Aid • Call ambulance if required • Where necessary, gather remaining children away from the area and calmly explain the situation and prepare to evacuate • Call injured child's parents/ guardians • Notify HBCC Rangers • Complete an Incident/Injury /Trauma/Illness form • Notify DET where required by regulations.

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		Risk 2: Allergic reaction to insect bite/sting or ingestion of plant or other material	Catastrophic	Possible	Extreme	<p>Stocked First Aid Kit and operational mobile phone carried at all times.</p> <p>All educators are First Aid trained.</p> <p>Allergy information requested from parents as per normal kinder procedure.</p> <p>Carry Medical Action Plans and EpiPen / Asthma Medication for relevant children.</p>	<p>In respect of Risk 2, the likelihood of the risk can similarly be reduced to 'unlikely' but given the more serious consequences associated with Risk 2, the overall new risk level is 'high'.</p>	Risk 2: High	

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TREES	Children develop their gross motor skills and confidence climbing trees.	Scratches/ scrapes/ splinters from branches Fall from tree	Major/ Moderate	Possible	High	1:7 educator/child ratio and constant supervision.	It is estimated that these management strategies will reduce the likelihood of the risk of a fall from a tree from 'possible' to 'unlikely' reducing the overall new risk rating to High/Moderate. Since the likelihood of a person being hit by a branch or falling tree is already assessed as rare, despite taking additional risk management steps, the overall risk level rating remains at 'High'.	High / Moderate	<p>If a fall from a tree occurs and results in a serious injury, or if an injury occurs as a result of falling trees/branches, the following steps will be taken:</p> <ul style="list-style-type: none"> • Administer First Aid • Call ambulance if required • Gather remaining children away from the area and calmly prepare to evacuate to the meeting point/shelter • Call injured child's parents/guardians • Notify HBCC Rangers • Complete an Incident/Injury /Trauma/Illness form • Notify DET where required by regulations.
	Children explore risk- taking as they assess their climbing capabilities.					Supervision includes adults watching children climb by positioning themselves in vantage points that have wide supervision.			
	Children learn tree safety.					Educate children about risk-taking and discuss safe climbing strategies (e.g. only climb live standing trees which have green leaves, only use branches thicker than their wrist to support their weight).			
	Children become knowledgeable about tree characteristics (bark/wood) and understand seasonal changes and weather implications to trees.					Children to climb to their own ability (e.g. staff will not lift children into trees).			
	Group co-operation and awareness can be harnessed in tree climbing.					Supervise children climbing trees and ensure only appropriate trees are climbed – i.e. make sure there is no dangers below the tree to fall on, the tree is not slippery due to weather, there is no dead wood.			
						Liaise with HBCC Rangers about suitable/unsuitable trees to climb and discuss and identify any deemed inappropriate with the children and educators.			

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						<p>All educators are First Aid trained.</p> <p>Stocked First Aid Kit and operational mobile phone carried at all times.</p> <p>HBCC Rangers checks trees at Bush Kinder site on a regular basis.</p> <p>Educators to also visually exam the Bush Kinder site prior to each session to check for damaged or partially broken/dislodged trees.</p> <p>Being vigilant about selection of congregation areas and infrastructure placement (i.e. avoid under trees).</p> <p>All children are educated on safe climbing practices. They cannot wear gumboots to climb trees in order to have a good grip when climbing. They must have three limbs holding or on a branch at all times.</p>			
<p>BOUNDARY</p> <p>The boundary is the outer limit within which the children are permitted to play</p>	<p>Learning the importance of rules and boundaries.</p> <p>Development of self-regulation</p> <p>Developing a sense of responsibility and independence</p> <p>Children also feel safe and empowered to be proactive in</p>	Lost Child	Major	Unlikely	High	<p>1:7 educator/child ratio and constant vigilant supervision including regular head counts and roll call prior to leaving the site.</p> <p>Familiarise children with the Bush Kinder boundaries and environments. Children revisit the boundaries at the beginning of each session.</p> <p>Clear visual boundaries (i.e. coloured rope or natural boundary).</p>	<p>It is estimated that these management strategies will reduce the likelihood of a lost child from 'unlikely' to 'rare' reducing the overall new risk to 'moderate'</p>	Moderate	<p>If a child became lost, the following steps would be undertaken:</p> <ul style="list-style-type: none"> • One educator and one parent helper (where possible) to look for child and have mobile phone • Two educators to stay with group of children • Gather all other children and calmly explain the situation

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	managing the boundary independently					Children are educated about the importance of staying within the boundaries and build a relationship that has respect and trust. Consequences will be also be discussed and agreed with children. Parents will be contacted if any children are repeatedly leaving the boundary and putting their safety at risk. Children to be taught procedure if lost –stay in one place and call out (do not move). This is to be practised at commencement of program.			<ul style="list-style-type: none"> • Call police and lost child's parents/guardians • Notify base kinder for additional assistance • Complete an Incident/Injury /Trauma/Illness form • Notify DET where required by regulations
ROCKS	<p>Opportunities for children to climb on challenging and uneven surfaces.</p> <p>Group co-operation and awareness can be harnessed in rock climbing and scrambling.</p>	<p>Fall or foot entrapment</p> <p>Child hit by rock thrown</p>	Moderate	Unlikely	Moderate	<p>Children are directed not to throw rocks and this rule is strictly enforced.</p> <p>Educate the children on how to test the rocks for stability before climbing in accordance with the <i>Bush Kinder: Play Benefit and Risk Policy</i>.</p>	<p>It is estimated that despite these effective management strategies, it is not possible to reduce the likelihood of a fall from rocks or rock entrapment where rocks are present in the area, therefore the overall risk level remains 'moderate'</p>	Moderate	<p>If an injury from a rock incident occurs, the following steps will be undertaken:</p> <ul style="list-style-type: none"> • Administer First Aid • Call ambulance if required • If necessary, gather remaining children away from the area and calmly prepare to evacuate to the meeting point/shelter • Call injured child's parents/guardians • Notify HBCC Rangers • Complete an Incident/Injury /Trauma/Illness form • Notify DET where required by regulations.

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COMMUNITY / STRANGER INTERFERENCE	<p>Children are connected with the community.</p> <p>Children can observe people being active, connecting with nature, relaxing, enjoying time with friends, pets and alone.</p> <p>Children learn what is appropriate interactions with strangers (i.e. hello) and what is not ok (i.e. leaving with a stranger) and act accordingly.</p> <p>Children learn the importance of communicating with staff about people they meet in the community and use this discussion to reflect on what is appropriate behaviour.</p>	Stranger Interference	Moderate	Unlikely	Moderate	<p>1:7 educator/child ratio and constant vigilant supervision, with an immediate approach by kinder educators/parent helper to any unknown adult in the Bush Kinder boundaries or who is approaching children.</p> <p>Familiarise children with 'stranger danger' protocols, including leaving the stranger and coming and immediately informing an educator.</p> <p>In accordance with the <i>Bush Kinder: Visibility and Identification Policy</i> signage will be displayed to indicate Bush Kinder program in progress.</p> <p>Protocols are established for educators to request that other users of parklands do not interact with children - i.e. Request in as diplomatic fashion as possible that interested onlookers move on, so as not to disturb the education program underway.</p> <p>Identifying silicon wristbands are supplied to all children.</p>	<p>It is estimated that these management strategies will reduce the likelihood of stranger interference from 'unlikely' to 'rare' reducing the overall new risk rating to 'low'.</p>	Low	<p>In the event that a stranger causes unrest or interference with the Bush Kinder program, the following steps will take place:</p> <ul style="list-style-type: none"> • Gather children, perform head count and roll call • Where any concerns, contact Police and if considered necessary, calmly prepare to evacuate to the meeting point/shelter • Where a child is affected, call child's parents/guardians • Notify HBCC Rangers • Complete an Incident/Injury /Trauma/Illness form • Notify DET where required by regulations.

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NEEDLE STICK INJURY	Through intentional teaching, children learn about and are aware of the risks of discarded needles.	Needle stick Injury	Minor	Unlikely	Low	<p>1:7 educator/child ratio and constant supervision.</p> <p>Check the Bush Kinder site prior to each session for needles.</p> <p>Wear gloves while checking to minimise the risk if 'pricked'.</p> <p>Place any sharps in the sharps container located in the First Aid kit.</p>	<p>Since the HBCC Rangers have reported only a few incidences of needles being found at Newport Lakes Reserve, the risk is perceived as 'Low'.</p>	Low	<p>If a needle stick injury occurs, the following steps will be undertaken:</p> <ul style="list-style-type: none"> • Administer First Aid • Call ambulance if required • Call injured child's parents/guardians and advise to seek medical treatment/ advice • If necessary, gather remaining children away from the area and calmly prepare to evacuate to the meeting point/shelter • Notify HBCC Rangers • Complete an Incident/Injury /Trauma/Illness form • Notify DET where required by regulations.

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DOGS	Opportunities for children to authentically practise their dog safety skills learnt at kinder.	Dog Bite	Major	Unlikely	High	1:7 educator/child ratio and constant supervision. A <i>Bush Kinder: Dog Awareness Policy</i> has been implemented incorporating procedures, such as: <ul style="list-style-type: none"> • Staff to remain vigilant concerning the presence of dogs and other animals. • Discussion and education about dog safety. Practise with a dog in the Responsible Pet Ownership program which visits the centre once a year at the start of the year. • Policy set that parents do not bring dogs into the Bush Kinder site and that educators request other Parkland users not to interfere/interact with children in the Bush Kinder program. 	Since it is not possible to prevent an unsupervised dog entering the area, despite these effective management strategies the likelihood of a dog bite remains at 'unlikely' so the overall new risk level remains 'high'.	High	If a dog bite occurs, the following steps will be undertaken: <ul style="list-style-type: none"> • Administer First Aid • Call ambulance if required • If necessary, gather remaining children away from the area and calmly prepare to evacuate to the meeting point/shelter • Call injured child's parents/guardians • Notify HBCC Rangers • Complete an Incident/Injury /Trauma/Illness form • Notify DET where required by regulations.

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<p>SNAKES</p>	<p>Children learn about respecting animals and their habitats and what to do in the event they encounter a snake at Bush Kinder or in their home lives.</p> <p>Children engage with the HBCC Rangers during snake education incursions pitched at pre-school level.</p>	<p>Snake Bite</p>	<p>Catastrophic</p>	<p>Unlikely</p>	<p>High</p>	<p>Kindergarten educators will undertake a site inspection prior to each session.</p> <p>The Kindergarten Teacher will liaise with the HBCC Rangers on regular basis about reported sightings of snakes in the area.</p> <p>Areas of long grass will be avoided during the summer months.</p> <p>HBCC Rangers will conduct snake education sessions with children and educators at commencement of the summer months.</p> <p>Children will be taught what to do if they see a snake – i.e., stand still then slowly back away.</p> <p>Pursuant to the <i>Clothing Policy</i>, children must be appropriately dressed for Bush Kinder.</p> <p>Stocked First Aid Kit and operational mobile carried at all times.</p> <p>All educators are First Aid trained.</p> <p>Emergency contact numbers for children and educators readily available on-site.</p> <p><i>A Bush Kinder: Snake Awareness and First Aid Policy</i> has also been implemented setting out process and procedures to undertake.</p>	<p>It is estimated that through the proposed risk management strategies, the likelihood of a snake bite occurring will be reduced from 'unlikely' to 'rare'.</p> <p>Mitigation of the consequence of a snake bite is achieved through implementation of snake bite first aid.</p>	<p>High</p>	<p>In the event of a snake bite, the following steps will be undertaken:</p> <ul style="list-style-type: none"> • Administer First Aid (Snake Bite Management) • Call ambulance • If necessary, gather remaining children away from the area and calmly prepare to evacuate to the meeting point/shelter • Call injured child's parents/guardians • Notify HBCC Rangers • Complete an Incident/Injury /Trauma/Illness form • Notify DET where required by regulations.

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NORMAL PLAY IN AN OUTDOOR ENVIRONMENT	Children learn about taking risks and the consequences of taking risks.								
	Access to the rich outdoors fulfils children's need for excitement and provides safe avenues to explore risks.	Risk 1: Bruises, scratches, minor cuts, minor muscle twists, nose bleeds, and bumps.	Insignificant	Almost Certain	Moderate	Education and discussion with children and educators about safe play practices (e.g. appropriate/ inappropriate ways to use a stick).	It is estimated that these risk management strategies will reduce the likelihood of injuries occurring due to unsafe play to 'possible', and therefore the overall new risk rating to 'low'.	Risk 1: Low	If an injury occurs, the following steps will be undertaken: <ul style="list-style-type: none"> • Administer First Aid • Call ambulance if required • If necessary, gather remaining children away from the area and calmly prepare to evacuate to the meeting point/shelter
	Active outdoor play may avoid illness associated with reduced activity levels.				Constant adult supervision and intervention where required, to remind children of the safety rules.	Stocked First Aid Kit and operational mobile phone carried at all times.			
	Children have opportunity to engage in active play that requires large motor movements.	Risk 2: Broken bones, sprains, cuts requiring stitches, facial injuries and other injuries requiring medical attention at a doctor's practice, dentist or hospital.	Minor/ Moderate	Possible	Moderate/ High	All educators are First Aid trained. <i>A Bush Kinder: Play Benefit and Risk Policy</i> has been implemented to explain to parents why children are allowed these risks, what is an allowable risk and how risks are mitigated.	It is estimated that these risk management strategies will reduce the likelihood of danger arising from 'possible' to 'unlikely' and therefore the overall new risk rating to 'moderate/low'.	Risk 2: Moderate /Low	<ul style="list-style-type: none"> • Call injured child's parents/ guardians • Notify HBCC Rangers • Complete an Incident/Injury /Trauma/Illness form • Notify DET where required by regulations.
Minor injuries that occur during outdoor play allow children to develop resilience and an ability to assess their behaviour and evaluate what they would do in the same situation next time.									

Plan prepared by	Tammy Gonzalez		
Approved by	Carly Conlan / Nicole Polson / Sarah Rookes		
Communicated to:	All Staff All parents/guardians of children attending the Bush Kinder Program HBCC Ranger		
Venue and safety information reviewed and attached	Yes Comment if needed:		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

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