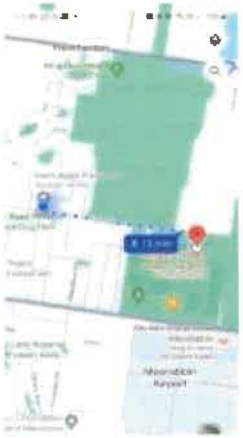
Risk assessment and management – Bush Kinder Program, Farm Road Pre-school	
Service Name	**Farm Road Pre-school**
Excursion/regular outing details	Bush Kinder Program – Kingston Heath Reserve
Date (s) of regular outing If it is a regular outing include a description of when children are to be taken on regular outings.	Recurring – our Friday Kindergarten sessions will be held at our Bush Kinder location (Kingston Heath Reserve – weather depending). Proposed dates: Friday 20th March to Friday 20th November 2026.
Proposed activities. List all activities that will take place during the excursion.	The children will be encouraged to explore the natural environment of the park within the established boundaries. They will be encouraged to climb trees when suitable, search for insects and other wildlife with knowledge of safety expectations. We will also go on group walks together and discover the park and its varied landscapes.
Pick up location and destination (s). List each location travelled to and from as part of the excursion. E.g., the museum, park for lunch and service.	Children will be dropped off and collected at Kingston Heath Reserve by parents/guardians. A map of the drop off location and emergency evacuation point is attached to this risk assessment.
Estimated departure and arrival times and	8:30am (parent/guardian drop off) – 12:00pm (parent/guardian collection).

duration of the excursion. E.g., from the service to each destination and returning to the service.	
Proposed route You can include an image of the route sourced online.	Route: Farm Road Pre-school to Kingston Heath Reserve 
Means of transport E.g., public bus, private bus, coach, private car, taxi, tram	Children will be privately transported to Kingston Heath Reserve by their parents/guardians
Requirements for seatbelts or safety	Responsibility of parents/guardians. Comment: Children will be transported by parents in private vehicles and/or on foot.

restraints in your state or territory have been met.	
Number and full names of each adult involved in the excursion. E.g., service staff, family members, volunteers	Service staff: Debbie Horner (4YO ECT), Narelle Partridge (4YO Educator), Cherie Wonder (4YO Educator). 1-2 Parent/Community Volunteers.
The number of educators / responsible adults, appropriate to provide supervision, and whether any adults with specialised skills are required. E.g. for children's individual needs.	3 Educators per 28 children.
The number of children involved in the excursion.	Up to 28 children
Any water hazards during the excursion, including any risks associated with water-based activities? If yes, detail in the risk assessment table below.	Yes Comment: detailed in risk assessment table below – please see 'Exposure to bodies of water'.
Educator to child ratio, including whether this	1:10

excursion warrants a higher ratio. Provide details in the risk assessment table below.	
Describe the process for entering and exiting the service premises and the pick-up location or destinations (as required); (include how each child is accounted for): Children are signed in and out of the Bush Kinder location in accordance with the service's Delivery and Collection of Children – Bush Kinder Policy. Children are not dismissed from the location until they have been physically handed over to their parent/guardian and signed out. Regular head counts are conducted throughout the session.	
Describe the procedures for embarking and disembarking the vehicle (include how each child is accounted for in embarking and disembarking): Not applicable. Children are transported privately to the Bush Kinder location.	
Excursion checklist – items to be readily available during the excursion **(Please tick)**	
× First aid kit	× List of adults involved in the excursion (visitor sign in sheets)
× List of children involved in the excursion (attendance book)	× Contact information for each adult
× Contact information for each child	× Mobile phone / other means of communicating with the service & emergency services

× Medication, health plans and risk assessments for individual children	× Other items, please list (hats, sunscreen, Bush Kinder folder with Emergency Management Plan, policies)

Risk assessment					
Activity	**Hazard identified**	**Risk assessment (use matrix)**	**Elimination/control measures**	**Who**	**When/Treatment Required**
Bush Kinder	Dog Bite	Low	• Dog safety awareness session provided annually. • Staff will be on alert for "dogs off lead" and alert children if a dog is in range • -Staff will remind children "NO OWNER, NO LEASH, NO TOUCH" • Staff to ensure that children follow appropriate procedure: **Stand still** **Arms by side** **Look down** • Staff will manage controlled and supervised interactions with dogs where appropriate.	All Educators / Volunteers / Students / Responsible Person	In the event of a dog bite, educators will: • Follow first aid procedure immediately • Call parent/guardian as soon as possible • Notify Local Law Officer, City of Kingston – 1300 653 356 as soon as possible • Note breed of dog, write description of dog • Take down contact details of dog's owner if possible • Complete incident report, as soon as possible and notify DET within 24 hours • Responsible person/s – Educators

Bush Kinder	Snake bite	High	• Stay a recommended distance from long grass in summer. • Staff to remain on alert at all times. • Clothing requirements advised to parents. EG: closed in shoes, long pants. • Stocked first aid kit and operational mobile phone to be with educators at all times. • Children to be regularly reminded about what to do if they see a snake – tell a teacher immediately, do not touch the snake, do not place hands into hollow logs or into thick, long grass without prior inspection.	All Educators / Volunteers / Students / Responsible Person	In the event of a snake bite, educators will: • Follow First Aid procedure immediately • Call Ambulance • Call parent/guardian • Notify City of Kingston Local Law officer 1300 653 356 • Complete incident report and notify DET within 24 hours.
Bush Kinder	Donkey bite	Low	• Children are to be reminded regularly to stay behind the fence, and to 'look, not touch' the donkey.	All Educators / Volunteers / Students / Responsible Person	• Follow First Aid procedure immediately • Call parent/guardian • Complete incident report and notify DET within 24 hours.
Bush Kinder	Child getting lost	Moderate	• Adult/child ratio will be kept at all times and constant supervision • Program planning, selection of appropriate location and ensuring that children are familiar with	All Educators / Volunteers / Students / Responsible Person	• Call Police and parent/guardians. • Send volunteer/s to look for child.

			the boundaries of Bush Kinder • Children will be wearing bracelets with the kinder name and phone number • Children will be taught procedure if lost, stay in one place and to call out • Staff will be wearing high vis vests and children will be taught that they should be able to see a staff member at all times. • Staff will do regular head counts of the children.		
Bush Kinder	Child hit by car	Moderate	Adult/child ratio and constant supervision. Children to be holding hands at all times when near the car park. Bush Kinder boundaries are away from the car park. Inform parents to be vigilant and to drive slowly when entering and exiting the car park.	All Educators / Volunteers / Students / Responsible Person	Follow First Aid procedure immediately. Call Ambulance. Co-operate with Emergency Services. Remove other children from environs. Organise de-brief counselling for educators, parents and children as necessary.
Bush Kinder	Stranger interference	Moderate	• Adult/child ratio maintained at all times and constant supervision. • Protocol established for Kinder staff to model appropriate interactions with other users of the	• All Educators / Volunteers / Students / Responsible Person	• Call police/parents. • Notify DET.

			park, and to limit contact with other parties that could disrupt the program. • High-vis vests for all Educators and volunteers working in the program.		
Bush Kinder	Child hit by tree/branch/other serious injury	Moderate	• Council conducts regular tree audits and pruning. • Selection of appropriate area for Bush Kinder. • First Aid Kit and operational mobile phone carried at all times. • Staff trained in First Aid.	All Educators / Volunteers / Students / Responsible Person	• Follow First Aid procedure. • Call Ambulance if serious. • Call parent/guardian. • Complete incident report and notify DET within 24 hours if necessary.
Bush Kinder	Child falls from tree	Moderate	• Adult/child ratio maintained at all times and constant supervision • Educate the children about risk taking • Stocked first aid kit and staff trained in First Aid • Operational mobile phone.	All Educators / Volunteers / Students / Responsible Person	• Follow First Aid procedure. • Call Ambulance if necessary. • Call parent/guardian. • Complete incident report and notify DET within 24 hours if necessary.
Bush Kinder	Sunburn/Heat exposure/ Extreme weather conditions	Moderate	• Monitor weather conditions ahead of each session • Stocked First Aid kit and operational mobile phone • Staff have First Aid training • Children and staff will wear appropriate clothing including protective clothing if necessary	All Educators / Volunteers / Students / Responsible Person	• First Aid • Staff will move children to a safe place (as per Bush Kinder Emergency Evacuation policy) • Parents/guardians notified to come and collect children in the event of extreme weather that may suddenly occur.

			• Children will bring water bottles and there will be extra water available • Apply Kinder Sun Safety policy • Sunscreen provided and parents briefed on need to apply sunscreen before arriving at Bush kinder and to dress children appropriately according to weather conditions		
Bush Kinder	Exposure to bodies of water	Moderate	• The pond which is quite deep is not in the Bush Kinder site but there may be times when we take the children to the pond as a group. • Child/staff ration will be maintained at all times to ensure that the children are well supervised around water at all times • Dry creek bed. This occasionally has water in it but not very often • Ensure children are wearing waterproof gear when near the water • Children to have a spare set of clothing in case they get wet.	All Educators / Volunteers / Students / Responsible Person	• If wet change children's clothes. • If injured seek medical assistance and notify parents & DET
Bush Kinder	Insect bite/sting	Low	• Protective clothing /education of children as part of Bush Kinder program	All Educators / Volunteers / Students / Responsible Person	• First Aid • Call ambulance if child has a severe reaction

			• Stocked first aid kit and operational mobile phone carried at all times • Staff trained in First Aid • Request allergy information from parents as per normal Kinder procedure • Carry Emergency Action Plans and Epi-pens, (if applicable) and Asthma Medication plans for relevant children		• Call parent/guardian • Inform parents whose children are not appropriately dressed.
Bush Kinder	Needle stick injury	Moderate	• Staff to carry out site inspection of site prior to the commencement of the Bush Kinder session • Any syringes that are found are removed using tongs and placed in a sharps container • If a needle is difficult to retrieve call the Local Law Officer, City of Kingston 1300 653 356	All Educators / Volunteers / Students / Responsible Person	• Flush the injured site with flowing water • Wash the site with soap and water • Put antiseptic on the wound and cover with a waterproof bandage • Call parent/guardian • Seek medical attention for an assessment of the risk of infection and appropriate treatment • If the needle and syringe cannot be retrieved, mark the area so others are not at risk • Complete incident report and notify DET

Plan and Review	
Plan prepared by:	Full name: Catherine Ingham Signature: CIngham C. Ingham Date: 28 November 2026 Role/Position: Person with Management/Control (COM representative)
Prepared in consultation with:	Full name: Debbie Horner Signature: DHorner Date: 28 November 2026 Role/Position: Director/Responsible Person
Communicated to all relevant staff:	Yes Comment if needed:
Vehicle safety information reviewed and attached:	No Comment if needed: Children will be transported privately to the Bush Kinder site.
Risk assessment to be evaluated and reviewed on: A risk assessment must be undertaken prior to an excursion being undertaken (and before seeking authorisation for that excursion to be undertaken - see regulation 102). If the excursion is a '*regular outing*'*, a risk assessment must be undertaken *at least* annually.	Date: 28 November 2026

Risk Matrix

Consequences	Likelihood					
		Rare	Unlikely	Possible	Likely	Almost Certain
	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

Attachment: Map – Bush Kinder Site