RISK MANAGEMENT FORM - This form needs to be completed prior to starting, reviewed annually or when changes occur



Educator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date completed: \_\_/\_\_/\_\_

ANALYSE THE RISKS

**Activity:** Veggie Garden

Choices Family Day Care recognises that having a vegetable garden is common in Australian culture and can add an important dimension to the Family Day Care home environment, in terms of the children’s learning appropriate behaviour and the development of social skills. The child's safety must always be a priority, and safe environments are always to be maintained. The service recognises the need to provide adequate health and safety precautions for the children when in the care environment.

Elimination / Control Measures:

* All parents are made aware of the veggie garden and its placement at their initial interview and on enrolment
* Any edible plants from the garden are thoroughly washed before use
* Parents have been informed of what vegetables and plants we have growing and discuss any if any children have any allergies
* Discuss with children appropriate hygiene and behaviour when around the garden ensuring not to get soil in their mouths
* Role model appropriate hygiene and behaviour around the veggie garden
* Hands to be held where possible to stay together and discussions with children on appropriate listening skills and where to walk.
* Discussions about the hazards in the yard like the hill and rocks and the correct path and route to take
* Washing hands at the yard sink straight after being around and picking anything from the garden
* Hats and shoes/boots to be worn when walking to and from
* Children are never left unattended and supervised
* Animal food and water is inaccessible to the children throughout the day
* Area check done prior to entering / leaving the yard for snakes and hazards
* All plants will be nonpoisonous and children will be closely supervised around tomato plants and high hygiene practices
* Temperatures checked prior to children going outside, if exceeds 35 degrees, ensuring not to go in peak times
* Children are dressed appropriately - considering the weather, temperature, and type of activity
* Sunscreen is applied before play and reapplied as necessary and children wear appropriate hats
* Gates to the outside yard are always closed and latches secured with childproof latch or chain
* Regular outing form signed by parents on enrolment

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| **Hazards Identified** | **Likelihood of risk occurring** | **Consequences** | **Level of Risk** (use Matrix) |
| Child runaway, escape from property | Rare | Major | Moderate |
| Child injuries themselves or others | Possible | Moderate | Moderate |
| Child getting any diseases, worms or flea’s from animals | Rare | Moderate | Low |
| Sunburn | Rare | Moderate | Low |
| Animal Attacking e.g. dog or bird | Unlikely | Moderate | Moderate |
| Insect bites or stings e.g. ants, spiders etc. | Possible | Minor | Moderate |
| Allergic Reaction (food or bites) | Rare | Major | Moderate |
| Drowning (in animal food containers) | Rare | Major | Moderate |
| Burns from veggie garden tin | Rare | Significant | Moderate |
| Children falling down slope of hill | Unlikely | Significant | Moderate |
| Injury - child falls over animal | Possible | Minor | Moderate |