

OUTDOOR AREA SAFETY PROCEDURE

Vacation Care & After School Care

To use for ANY activity taking place in the St Andrews's Anglican College campus – outside of I-Block.

1. Conduct a roll call before leaving I-Block.
2. Advise Children to take care when navigating the I-block stairs.
3. Collect a two-way radio (or mobile phone).
4. Ensure the two-way (or mobile phone) is fully charged.
5. Ensure all Children have sun screen applied.
6. Ensure all Children have a hat.
7. Proceed safely down the I-Block stairs.
8. Walk in pairs to the relevant area.
9. Before commencing the activity - scan the area for any:
 - Sharp or foreign objects
 - Broken glass
 - Trip, slip or fall hazards
 - Snakes, lizards etc.
 - Broken equipment (Playground area)
10. Safely remove any of the above risks or cancel the activity if the risk cannot be removed.
11. Before leaving the area:
 - Collect any rubbish
 - Collect any equipment (hats etc.)
 - Conduct a roll call
 - Remind Children to take care when navigating I-block stairs.
12. Walk in pairs back to I-Block.
13. Proceed safely up the I-Block stairs.
14. Conduct a roll call when back at I-Block.