



ivy cottage and the Enchanted Garden

Our physical address: 39a Churchouse Road, Greenhithe, North Shore City 0632, Auckland. Phone: (09) 413-8468.

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IVY COTTAGE - RISK MANAGEMENT PLAN 2010

HEALTH AND SAFETY INFORMATION FOR EDUCATORS.

The safety of all visitors is a priority.

We cannot eliminate all risks and it is the responsibility of the caregiver/s to ensure that children are adequately supervised so that they do not come to any harm.

If first aid is required we have a First Aid Kit & First Aid booklet located on top of the fridge in the kitchen inside the cottage. Please ask adult staff if such assistance is required.

**For more serious matters Albany Basin Accident & Medical is located 6km away (approx 10 minutes by car) at Cnr Upper Harbour Highway & Unsworth Dr, Albany.
Ph: (09) 443-7777 - Open 364 days/year.**

For serious emergencies dial 111. A phone is located beside the fridge inside the cottage.

Emergency exits are located inside the cottage.

A fire extinguisher is located in the kitchen inside the cottage.

Restroom / toilet facilities are located inside the cottage. This is wheelchair accessible.

A baby changing table is also available in the bathroom inside the cottage.

The Enchanted Garden is outdoors and is exposed to the weather.

We recommend children and adults wear appropriate clothing, including hats and sunscreen on sunny days.

The Enchanted Garden is NOT suitable for people with wheelchairs, walkers or anyone who has difficulty walking - the pathways are VERY bumpy & rocky. We do not accept responsibility for injuries in the Enchanted Garden.

Refer to 2nd page for Risk Management Table.

1. The parties/visits are co-ordinated by the Party Hostess. She will be with the children giving them direction for each activity. Any children not in the party/visit group are the responsibility of waiting caregivers.
2. All children 3 years old and under must be accompanied by a caregiver at all times.
3. Parents/caregivers must supervise children not included in the party/visit numbers.
4. Parking: The car park across the road (Wainoni Park) is available for guest parking. Parking on the side of the road disrupts traffic flow - and the loading and unloading of children is safer in the public car park.

IVY COTTAGE (IC) - RISK MANAGEMENT TABLE 2010

WHAT COULD GO WRONG?	What would cause it to go wrong?	How could we prevent it from going wrong?	Who's responsibility is it?	Emergency Plan
A child falls over in the garden or on the stairs	Inadequate instruction Accidental	IC staff members to ensure children are told to walk carefully and not to run while in the garden	Accidental	Treat as necessary
A child gets very wet and/or cold	Poor weather conditions	Ensure all children have warm clothing and are not exposed to poor weather	Caregiver	Bring child indoors and treat as necessary
A child wanders out into the front entrance and onto the road and is injured by a car	Inadequate instruction Inadequate supervision	Caregivers to take note of gate signs at cottage: Keep gates closed at all times. + IC staff members to ensure that all gates are kept closed at all times	Caregiver to ensure child does not leave the premises	Remove child from danger area. Assess situation. Treat any medical conditions. Ambulance called if required. *School/Early Childhood Centre to be contacted and they contact parents.
A child falls from a tree or other object in the garden	Inadequate instruction Inadequate supervision	Caregiver to ensure children do not climb the trees, fences or any objects in the garden	Caregiver	Same as above
A child chokes on food or other object	Accidental	Accidental	Accidental	Same as above
A child enters the kitchen and takes something from cupboards or gets burnt on the oven	Inadequate supervision	IC staff members to ensure kitchen gate is up	Caregiver to supervise child	Same as above
A child cuts themselves with the birthday cake knife	Inadequate supervision	IC staff members to ensure knife is out of reach	Caregiver	Same as above
A child gets burnt by hot water in the adult's area	Inadequate supervision	Adult guests to ensure hot water urn is out of reach when in use	Caregiver to supervise child	Same as above
A child has an allergic food reaction	Inadequate supervision	Guests with food allergies are encouraged to bring their own food	Caregiver to supervise child	Same as above