

## **BRISBANIA BEFORE & AFTER SCHOOL & VACATION CARE CENTRE**

### **ADMINISTRATION & MANAGEMENT**

#### **TITLE: RISK MANAGEMENT**

**Status: Current**

**Date of Origin: Dec 2013**

**Policy No: P 18**

**Last Reviewed: Dec 2019**

#### **RISK MANAGEMENT PROCEDURES**

NOTE: Risks can include structural damage, property damage, a security issue, maintenance issues, dangerous items, equipment, garbage or any other item that may cause injury, illness or death. Early identification of potential hazards and effective strategies to reduce or prevent further risk is vital.

#### **GOALS**

Brisbania Before & After School & Vacation Care Centre, will implement procedures to prioritise the maintenance of environments and conditions that are safe for children, families and educators. Procedures will be implemented to assist with early detection of potential hazards and to reduce risks within the education and care community. Brisbania Before & After School & Vacation Care Centre, complies with legislations and regulations and annually reviews policy and procedure to ensure effective risk management practice.

#### **STRATEGIES**

The Approved Provider will:

- Consult with families and educators to establish a Workplace Health and Safety committee/ officer to oversee all risk management procedures.

#### **The Nominated Supervisor will:**

- Conduct a risk assessment to determine potential emergencies that may be relevant to the education and care service. (Refer to Emergencies and Evacuation Policy.)
- Ensure a risk assessment occurs prior to excursions (see Excursion Policy.)
- Liaise with educators to ensure that risk management is part of daily practice and that

#### **POLICY STATEMENT**

Children must be supported to feel secure and safe in the education and care environment so that they can safely explore and learn about their world. In order to protect children from harm and any hazard likely to cause injury, the education and care service must manage risks and implement procedures to maintain a safe environment for children, educators and families. Procedures are developed and maintained to implement policies, record and review hazards.

- Ensure that health and safety information and a training strategy is part of the induction and ongoing professional development strategy for all educators.
- Inform families, during orientation and enrolment, about the education and care service's Risk Management Policy and the need to maintain all emergency contact details. Written consent will be obtained from families for permission to access urgent medical, dental, hospital and ambulance assistance.

- Ensure that educators and families are informed of the centre's Risk Management Policies and Procedures and ensure that educator roles and responsibilities are clearly defined. These include:

Emergency and Evacuation Policy;

Management of Incidents Policy;

Injury, Trauma and Illness Policy,

Excursion Policy,

Providing a Child Safe Environment Policy

#### The WH&S Checklists that must be completed to ensure a safe environment.

- Ensure that emergency evacuation and lockdown procedures are rehearsed, documented and evaluated at least every three months.
- Ensure that at any time the service is operational at least one educator who holds a current approved first aid qualification, and at least one educator who has undertaken anaphylaxis management training,

Links to other policies/documents

- First Aid
- Guidelines & Agreements for Enrolment
- Enrolment and Orientation
- Emergencies and Evacuation
- Incident, Injury, Trauma and Illness
- Workplace Health and Safety
- Safe Storage of Dangerous Goods
- Preparing for Critical Incidents

Statutory Legislation & Considerations

- The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011
- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011

And at least one educator who has undertaken emergency asthma management training is in attendance and available. The same person may hold one or more of these qualifications.

- Notify the Approved Provider before contacting relevant contractors to repair or maintain the environment or to remove potential hazards.

Educators will:

- Complete daily WH&S checklists of the environment before children and families enter the education and care service. Educators will identify any potential hazards and note these on the checklist, rectifying any risks immediately where possible. Any identified hazards that cannot be immediately removed or rectified must be reported to the nominated supervisor immediately.

- Not put themselves or others at risk at any time when seeking to reduce or remove potential hazards.
- Be encouraged to complete first aid training and professional development to increase their awareness of risk management.
- Implement emergency evacuation/lockdown procedures to ensure the welfare of children, families and educators.

## EVALUATION

Educators act in a professional and sensitive manner when identifying risks. They respond quickly and effectively to minimise or remove risks to promote a safe environment free from harm and respond appropriately when incidents or emergencies occur.

### Sources

- Guide to the National Quality Standard (3) ACECQA (2011)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
- WorkCover NSW - [www.workcover.nsw.gov.au](http://www.workcover.nsw.gov.au)
- St John DRABCD Action Plan
- St John Ambulance (NSW) - [www.stjohnnsw.com.au](http://www.stjohnnsw.com.au)
- Ambulance Service of NSW - [www.ambulance.nsw.gov.au](http://www.ambulance.nsw.gov.au)
- NSW Fire and Rescue - [www.nswfb.nsw.gov.au](http://www.nswfb.nsw.gov.au)
- Health and Safety in Children’s Centres: Model Policies and Practices (2nd Ed.)

[www.community.nsw.gov.au/docswr/\\_assets/main/documents/childcare\\_model\\_policies.pdf](http://www.community.nsw.gov.au/docswr/_assets/main/documents/childcare_model_policies.pdf)  
Community Child Care Co-operative (NSW)\

Links to Education and Care Services National Regulations 2011: 85, 97, 100, 101, 136, 168

Links to National Quality Standards/Elements: 2.3.1, 2.3.2, 2.3.3, 3.1.1, 3.1.2, 6.1.1

Document Author/Date:	Community Child Care Co-operative 2012 Donna Burrows Dec 2013
Reviewed by /Date:	Management Committee May 2015
Accepted by Management Committee:	May 2015
Date for Next Review:	Dec 2015
Accepted by Management Committee:	Dec 2017
Date for Next Review:	Feb 2020