

## **Risk Assessment Policy**

### **BACKGROUND**

The policy on risk assessment is not specifically identified by Regulation 168. However, risk assessment is required in several key aspects of service delivery and services will need to be able to demonstrate a familiarity with the process.

With the implementation of the Regulations, there is a change in the adult to child ratio to be applied for excursions. Services must base the ratio on a risk assessment of each excursion. There remain very clear descriptions of adequate supervision (refer to the Guide to Education and Care Services National Law and Education and Care Regulations 2011). In short, the onus is on the Approved Provider (SACCS), the Nominated Supervisor (Principal) and educators to ensure that every effort is applied to ensure that children are safe and to minimise risks.

There should be a regular risk assessment undertaken of emergency procedures. The application of a risk assessment process is valuable in every situation where there is some concern about an operational change, to assess the potential risks and determine how these can be most effectively minimised.

In summary, risk assessments:

- are a requirement of the National Quality Framework
- are best practice
- will minimise risks
- will provide documented evidence which may be used as defense in a court of law and assisting educators meet their duty of care responsibilities.

Taking precautions involves completing risk assessments to identify and assess risks, and to plan how to minimise or manage them. Managing risks and hazards should be embedded in daily practice.

Risk can arise:

- through any part of the environment where education and care is provided to children including the physical environment, staff members and other people at the service
- from an action or through a failure to act
- from systemic failures, such as an approved provider not having adequate systems in place to control for risk.

### **AIM**

St Joseph's Preschool Hindmarsh complies with the requirements of the National Quality Framework.

Conducting risk assessments is an ongoing process that occurs when:

- the service environment and practices are reviewed, changed or renovated
- new experiences are introduced
- excursions are planned
- children are transported by the service
- policies and procedures that require risk assessments, such as the emergency and evacuation policy and procedure, are updated
- potential risks are identified
- an accident or serious incident has occurred, or a complaint has been received.

This policy defines the process to eliminate or control as far as reasonably practicable, all foreseeable hazards related to work activities or the workplace, to enable a safe working environment and safe systems of work. The policy is developed in line with Catholic Safety, Health and Welfare South Australia.

## National Quality Standard

2	Children's health and safety
7	Governance and Leadership

## National Regulations

Regs	168	Medical conditions policy
	100-101	Medical conditions policy to be provided to parents
	97	Medication record
	103-115	Administration of medication
	173-177	Exception to authorisation requirement - anaphylaxis or asthma emergency

## Other Legislation/ Guidelines

WHS Regulations 2012

## RELATED POLICIES

Excursion Policy

Emergency and Evacuation Policy

Child-safe Environment Policy

Governance and Management Policy

## Description of Risk Assessment

- What can cause harm or ill-health to staff/students/visitors or damage to property? eg Manual handling, hazardous substances, psychological, injury etc. Gather all relevant information giving consideration to environmental factors, review of past records, relevant experience, industry practice/experience, published literature; specialist advice/judgment etc.
- **Likelihood and Consequence** - Consider what consequences (harm) may occur (or has occurred) for each hazard identified by:
  - **Evaluating** the probability or likelihood of harm occurring (or re-occurring)
  - **Calculating or estimating** the severity of the potential consequences
  - **Rate** the risk using the Risk Matrix determine if the level of risk is E-extreme, H-high, M-medium or L-low

## Risk Matrix

		<i>Consequence</i>					
		A	B	C	D	E	
		<b>Insignificant</b> No treatment/ in-house first aid	<b>Minor</b> Medical Treatment	<b>Moderate</b> Significant non- permanent injury	<b>Major</b> Extensive permanent injury	<b>Catastrophic</b> Death permanent disabling injury	
<i>Likelihood</i>	1	<b>Almost certain to occur in most circumstances</b>	High	High	Extreme	Extreme	Extreme
	2	<b>Likely to occur frequently</b>	Medium	High	High	Extreme	Extreme
	3	<b>Likely to occur at some time</b>	Low	Medium	High	Extreme	Extreme
	4	<b>Unlikely to occur, but could happen</b>	Low	Low	Medium	High	Extreme
	5	<b>May occur, but probably never will</b>	Low	Low	Medium	High	High

- **Identify and evaluate risk controls**—Identify what happens already to manage the risks and consider how well these strategies are working (eg good, adequate, variable). How does this affect the level of risk? Fill these items in on the table. If you are not happy with the level of risk at this stage, proceed to the next step.
- **Further risk treatments and opportunities for improvement**—What actions are needed to bring risks to an acceptable level? What opportunities are there for improvement?
- **Communicate and consult, monitor and review**—incorporate these actions throughout the whole process
- **Review** the assessment on a regular basis.
- **File** the documentation.

*A Risk Assessment for an excursion must consider*

In compliance with Regulation 102 an excursion risk assessment must identify and minimise any factors which may pose a risk to the safety, health or wellbeing of a child. An assessment should include:

- the proposed route and destination for the excursion
- any water hazards and risks associated with water-based experiences
- transporting children, including:
  - the means of transport
  - seatbelt requirements for SA
  - the process for entering and exiting the services' premises
  - the pick-up location or destination (as required)
  - procedures for embarking and disembarking the means of transport
  - a description of how each child will be accounted for on embarking and disembarking the means of transport.
- the number of adults and children involved in the excursion
- the number of educators or other responsible adults needed to provide adequate supervision
- the proposed experiences
- the length of time for the excursion.
- whether any items should be readily available during transportation (eg a mobile phone and list of emergency contact numbers for the children being transported, medication)
- Public Liability Insurance is also required prior to an excursion taking place.
- Any other information that is referred to in the Catholic Safety Health & Welfare SA link [www.cshwsa.org.au](http://www.cshwsa.org.au)



Craig Costello  
**Chairperson**

**Dated:** 20<sup>th</sup> June 2023



Marianne Farrugia  
**Principal**

**Dated:** 20<sup>th</sup> June 2023

**SOURCES**

Education and Care Services National Law and Regulations  
National Quality Standard  
Early Years Learning Framework

## REVIEW

The policy will be reviewed every three years by:

- Management
- Employees
- Families
- Interested Parties

## REVISION RECORD

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