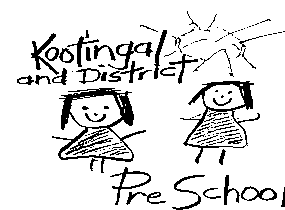


## Quality Area 2: Children's Health and Safety

### Risk Management



#### Introduction

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.

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 – What are we going to do?

The Education and Care service 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. The Education and Care service complies with legislations and regulations and annually reviews policy and procedure to ensure effective risk management practice.

#### Strategies – To achieve our goals

#### Roles and Responsibilities

Role	Authority/Responsibility For
Approved Provider	<ul style="list-style-type: none"><li>➤ Consult with families and educators to establish a Workplace Health and Safety committee/officer to oversee all risk management procedures.</li></ul>
Nominated Supervisor	<ul style="list-style-type: none"><li>➤ Conduct a risk assessment to determine potential emergencies that may be relevant to the education and care service.</li><li>➤ Ensure a risk assessment occurs prior to excursions</li><li>➤ Liaise with educators to ensure that risk management is part of daily practice and that procedures are developed and maintained to implement policies, record and review hazards.</li><li>➤ Ensure that health and safety information and a training strategy is part of the induction and ongoing professional development strategy for all educators.</li><li>➤ 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.</li><li>➤ 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.</li></ul> <p>These include:</p>

	<ul style="list-style-type: none"> <li>- Emergency and Evacuation</li> <li>- Incidents, Injury, Trauma and Illness</li> <li>- Excursion/Programs and Events</li> <li>- The WHS Checklists that must be completed to ensure a safe environment.</li> </ul> <ul style="list-style-type: none"> <li>➤ Ensure that emergency evacuation and lockdown procedures are rehearsed, documented, and evaluated at least every three months.</li> <li>➤ 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 asthma and anaphylaxis management training, the same person may hold one or more of these qualifications.</li> <li>➤ Notify the Approved Provider before contacting relevant contractors to repair or maintain the environment or to remove potential hazards.</li> </ul>
Early Childhood Educators	<ul style="list-style-type: none"> <li>➤ Complete daily checklists of the environment before children and families enter the 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.</li> <li>➤ Not put themselves or others at risk at any time when seeking to reduce or remove potential hazards.</li> <li>➤ Be encouraged to complete first aid training and professional development to increase their awareness of risk management.</li> <li>➤ Implement emergency evacuation/lockdown procedures to ensure the welfare of children, families, and educators.</li> </ul>

## Monitoring, Review and Evaluation

Management and staff will monitor and review the effectiveness of the Risk Management policy regularly. Updated information will be incorporated as needed.

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.

This policy will be monitored to ensure compliance with legislative requirements and unless deemed necessary through the identification of practice gaps. The service will review this policy annually.

Families and staff are essential stakeholders in the policy review process and will be given opportunities and encouragement to be actively involved.

In accordance with Regulation 172 of the *Education and Care Services National Regulations*, the service will ensure that families of children enrolled at the service are notified at least 14 days before making any change to a policy or procedure that may have significant impact on the provision of education and care to any child enrolled at the service; a family's ability to utilise the service; the fees charged or the way in which fees are collected.

## Risk Management Plan

Excursion Details				Name:	
Date(s) of excursion		Excursion Destination:			
Departure and arrival times					
Proposed activities		Water hazards? Yes/ <u>No</u> If yes, detail in risk assessment below.			
Method of transport, including proposed route					
Name of excursion co-ordinator					
Contact number of excursion co-ordinator	(BH)				
Number of children attending excursion		Number of educators/parents/volunteers			
Educator to child ratio, including whether this excursion warrants a higher ratio? Please provide details.					
Excursion checklist					
<input type="checkbox"/> First aid kit		<input type="checkbox"/> List of adults participating in the excursion			
<input type="checkbox"/> List of children attending the excursion		<input type="checkbox"/> Contact information for each adult			
<input type="checkbox"/> Contact information for each child		<input type="checkbox"/> Mobile phone / other means of communicating with the service & emergency services			
<input type="checkbox"/> Medical information for each child		<input type="checkbox"/> Other items, please list			

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who	When

Plan prepared by:			
Prepared in consultation with:			
Communicated to:			
Venue and safety information reviewed and attached:	Yes / No Comment if needed:		
Reminder: Monitor the effectiveness of controls and change if necessary. Review the risk assessment if an incident or significant change occurs.			

Risk Matrix							
Likelihood	Consequence						Ca
		Insignificant	Minor	Moderate	Major		
	Almost certain	Moderate	High	High	Extreme		
	Likely	Moderate	Moderate	High	Extreme		
	Possible	Low	Moderate	High	High		
	Unlikely	Low	Low	Moderate	High		
	Rare	Low	Low	Low	Moderate		

## Links with other policies:

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Administering First Aid

Enrolment and Orientation

Emergencies and Evacuation

Incident, Injury, Trauma and Illness

Workplace Health and Safety

## Related Legislation:

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### NQS

Quality Area 2	Children's health and safety
Quality Area 6	Collaborative partnerships with families and communities

## National Regulations

Reg	85	Incident, injury, trauma and illness policies and procedures
Reg	97	Emergency and evacuation procedures
Reg	100	Risk assessment must be conducted before excursion
Reg	101	Conduct of risk assessment for excursion
Reg	136	First aid qualifications
Reg	168	Education and care service must have policies and procedures

## Sources:

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- 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
- 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
- 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.)

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