**EMERGENCY RISK ASSESSMENT**

(A risk assessment must be conducted to identify potential emergencies relevant to your service)

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| **Possible Emergency Situation Identified** | **Potential Hazards and risks identified as a result of emergency situation** | **Likelihood**  Almost Certain /Likely Possible/Unlikely/Rare | **Consequence**  Low/Moderate/High/Extreme | **Control Measures**  Outline steps to take to maximise the safety of staff and children |
| **Building**  **Fire** | **Probable Cause :**   * Faulty electrical equipment * Faulty electrical wiring * Mismanagement of stored chemicals, such as cleaning fluids   **Probable Consequences:**   * Physical injury to staff or children. * Structural damage. | **Possible** | High | * Fire services equipment (fire extinguishers, fire blankets, smoke detectors) tested and tagged as per Australian Standards automatically every 6 months * A fire blanket tested and tagged is available in kitchen. * Fire extinguishers tested and tagged in both main rooms. * Smoke detectors in main rooms * All electrical equipment is tested and tagged as per Australian Standards * hazardous material stored securely. * staff trained in use of fire equipment * Emergency evacuation drills practiced on a regular basis. |
| **Smoke** | **Probable Cause:**   * Fire at nearby houses * Road accident involving a vehicle   **Probable Consequences**   * Injury to staff and children | Unlikely | Low | * ensure adequate circulation of air. * Ensure any children with pre-existing medical conditions i.e asthma have current and accessible medications and emergency plans. |
| **Severe Weather Event** | **Probable Cause:**   * Electrical storm causing fire * Rain damage resulting in unsafe electrical wiring or loss of power. * High winds - airborne debris and equipment.   **Probable Consequence**   * Physical injury to staff and children. * Structural damage * loss of essential services | Possible | Moderate | * Adequate storage of equipment/materials if necessary * Based on forecasted weather secure loose objects if need be. * A list of emergency phone numbers is located near phones * Staff mobile phones charged as alternate communication source |
| **Heatwave** | **Probable cause:**   * Prolonged period of excessively hot weather   **Probable Consequences**   * hyperthermia: heat and sunlight overheat human body resulting in heat cramps, heat exhaustion, heat stress and heat stroke. * dehydration * power outages due to high use of air-con, refrigeration | Possible | Moderate | * Sun and UV protection policy * Playground areas are shaded * Sufficient shelter available for students awaiting pick-up by parents * Sufficient unrestricted water available * Restricted outdoor time during hot days * Staff are aware in early signs of heat stress/dehydration |
| **Bomb/**  **Substance Threat** | **Probable cause:**   * Known or unknown persons with intent to cause harm or fear to staff and children of service.   **Probable Consequences**   * Physical injury to staff and children * Structural damage | Rare | High | * Emergency evacuation drills to be practiced on a regular basis. * A list of emergency phone numbers is located near phones |
| **Intruder** | **Probable cause:**   * Drug affected * Mental health Issues * Custodial/Parent Dispute * Police operation   **Probable Consequences**   * Physical injury to staff or students | Rare | High | * Visitors must report to reception and sign in using the Visitor Register. * Lockdown/lockout/ evacuation procedures are regularly practiced. * Parents must comply with Code of Conduct * Encourage engagement of parents in activities. * All staff aware of court orders and their requirements * All staff aware of procedures for Delivery and Collection of Children |
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