**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.
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| **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.
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| **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
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| **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
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| **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
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| **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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