Risk Assessment - Emergencies Example

**Guide to Developing Your Emergency Management Plan, Victorian Department of Education and Training**

**Descriptors to accompany risk assessment template**

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| **Descriptor** | **Description** |
| **Insignificant** | Minor injury requiring no first aid or peer support for stress/trauma event. |
| **Minor** | Injury/ill health requiring first aid. Peer support for stress/trauma event. |
| **Moderate** | Injury/ill health requiring medical attention. Stress/trauma event requiring professional support.  |
| **Major** | Injury/ill health requiring hospital admission. Stress/trauma event requiring ongoing clinical support. |
| **Severe** | Fatality or permanent disability. Stress/trauma event requiring extensive clinical support for multiple individuals. |

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| **Descriptor** | **Description** | **Indicative Frequency** |
| **Rare** | May never occur. | Once in the next 10 years. |
| **Unlikely** | Would be surprising if it occurred. | Once in the next 5 years. |
| **Possible** | May occur at some stage. | Once in the next 3 years. |
| **Likely**  | Probably will occur (“no surprise”). | At least once in the next year. |
| **Almost Certain** | Expected to occur.  | Multiple times in the next year. |

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|  | **Consequence** |
| **Insignificant** | **Minor** | **Moderate** | **Major** | **Severe** |
| **Likelihood** | **Almost Certain** | Medium | High | Extreme | Extreme | Extreme |
| **Likely** | Medium | Medium | High | Extreme | Extreme |
| **Possible** | Low | Medium | Medium | High | Extreme |
| **Unlikely** | Low | Low | Medium | Medium | High |
| **Rare** | Low | Low | Low | Medium | Medium |

| **1. Identified Hazard** | **2. Description of Risk** | 1. **Current control measures implemented at our early childhood service**
 | 1. **Risk Rating**
 | **5. Treatments to be Implemented**  | 1. **Revised Risk Rating after implementing Treatments**
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|  | **A** **Consequence** | **B** **Likelihood** | **C****Risk Level** | **A** **Consequence** | **B** **Likelihood** | **C****Risk****Level** |
| ***Only include in your EMP those hazards that are applicable to your early childhood service******The examples provided below are not intended to be exhaustive.***  | ***Only include in this column those controls that have actually been implemented in your early childhood service.******If you choose to use any of the examples below, make sure the wording describes the situation in your workplace.***  |  |  |  | ***Measures to be taken by our early childhood service to eliminate or reduce impact of the risk*** |  |  |  |
| **Bushfire** | **Probable Cause:** *Identify the key cause/s e.g.:** Bushfire rapidly spreading from forest in close proximity to the facility.
* Bushfire ignited by machinery operating on adjacent farm.

**Probable Consequences:***Identify the key consequence/s e.g.:** Fatality and/or permanent disability from burns.
* Serious injury from smoke inhalation.
* Stress or psychological injury requiring extensive clinical support for multiple individuals.
 | * Weekly check of safety equipment during bushfire season.
* Liaison with local fire services regarding clearing trees, building safety prior to start of the bushfire season.
* Check CFA website alerts during the bushfire season.
* A business continuity plan is in place.
* Conduct evacuation drills in Terms 1 and 4; conduct Shelter-In-Place drill in Term 1.
* Working bees to clear and clean-up site are scheduled twice per year.
* EMP is reviewed and socialised with staff before fire season.
* Staff and parents aware of plan and understand their role within it.
* Seek advice from the Approved Provider/Licensee, person with management control/Licensee representative.
 | Severe | Unlikely | High | During an elevated fire danger period ensure a heightened state of readiness. As appropriate, this will include:* Consult with local/District CFA to obtain advice on current bushfire conditions that could impact the facility.
* Ensure lines of communication with relevant emergency services are available.
* A staff member will regularly monitor CFA and Bureau of Meteorology websites, listen to ABC local radio and check the VicRoads website for road closures.
* Consider cancelling staff travel during work hours.
* Consider cancelling excursions.
* Convene the IMT and consider other actions and confirm state of readiness.
 | Severe | Rare | Medium |
| **Intruder**  | **Probable Cause:***Identify the key cause/s e.g.:*Unknown/known person entering the facility and demonstrating threatening behaviour due to*:** Police operation/siege, pursuit of an offender
* Drug affected or mentally unstable person
* Armed intruder
* Custodial/Parent dispute.

**Probable Consequences:***Identify the key consequence/s e.g.:** Physical and/or psychological harm to staff and/or children.
 | * Secure/keypad entry into the early childhood service.
* Visitors must report to service manager/reception and sign in using the Visitor Register.
* Lockdown/lockout/ evacuation procedures are regularly practiced.
* Procedures for responding to Intruder incident are readily accessible to staff in case of emergency.
* Educators carry phone handset.
* Values of mutual respect and acceptable parent behaviour policy are communicated and regularly reinforced e.g. at parent forums and in the newsletters.
* Encouraging engagement of parents in the service’s activities.
* In relation to court orders / custody papers:
	+ the service maintains a register of current documents
	+ parents are advised of the service’s relevant processes and duty of care to other children and staff.
 | Major | Possible | **High** | * The early childhood service will provide training for staff in managing aggressive people/diffusing tense situations.
* Staff will share information on a ‘need to know’ basis concerning parent issues.
* The service will develop a process and pre-determined actions to discretely alert others of an intruder.
* Reception staff will be trained to manage intruders on the facility’s grounds.
* Where staff feel the need for support in arranged meetings with parent/s:
* two staff will attend where possible
* staff will use a signal to obtain support from another staff member
* an appropriate room will be selected for meetings where possible e.g. one with two exit points.
* Where necessary, the service will seek legal advice regarding obtaining a trespass order for parents who use threatening behaviour.
* If there is an escalation of Intruder incidents, the service will consider:
* liaising with local police to arrange a prompt response to any call for assistance
* installing distress button in reception/meeting rooms
* seeking advice from police, auspice body/service management and in exceptional circumstances, advice on engaging a security guard on an ad hoc basis
* installing CCTV.
 | Moderate | Possible | Medium |
| **Grassfire** | **Probable Cause:***Identify the key cause/s e.g.:*A grassfire in the locality resulting from nearby:* Unmanaged vegetation in forest
* Farmland
* Vacant property
* Managed vegetation in parkland.

**Probable Consequences:***Identify key consequence/s e.g.:** Risk of death/injury from:
	+ burns
	+ smoke inhalation.
* Risk of psychological injury.
 | * Liaise with local fire services regarding clearing trees, building safety and so on.
* Check CFA website, alerts during the bushfire season.
* Schedule and practice shelter-in-place drills in Terms 1 and 4.
* A business continuity plan is in place.
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| **Building Fire** | **Probable Cause:***Identify the key cause/s e.g.:*A building fire resulting from:* Stored chemicals such as cleaning fluids.
* Exploding gas tank.
* Faulty electrical wiring.
* Faulty electrical equipment.

**Probable Consequences:***Identify the key consequence/s e.g.:** Risk of injury from burns or smoke inhalation.
 | * Fire services equipment (fire hose reels, fire extinguishers, fire blankets, hydrants) is tested and tagged as per Australian Standards.
* Test communication systems (PA system) on a regular basis.
* A fire blanket (tested and tagged to Australian Standards) is available in all kitchen areas.
* All electrical equipment is tested and tagged as per Australian Standards and that frayed leads, damaged equipment and so on. are disposed of in an appropriate manner.
* A business continuity plan is in place.
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| **Severe Weather Event**  | **Probable Cause:***Identify the key cause/s e.g.:*A severe weather event could result from:* Electrical storm causing fire
* High winds causing roof to collapse, limbs to fall from trees and airborne debris shattering windows
* Rain inundation resulting in unsafe electrical wiring/loss of power and communications.

**Probable Consequences:***Identify the key consequence/s e.g.:**:** Risk of injury or death.
 | * Regular scheduled maintenance to roofs/gutters/drains to keep clear.
* Liaison with SES/local government to identify potential local risks.
* Contingency for storage of equipment/materials if necessary.
* On the basis of weather forecast, secure loose objects in open areas e.g. play equipment and garbage bins
* Communications tested.
* Utility shut-off instructions/points are known.
* Back up communications and contact lists maintained in case power fails.
* Condition of large trees regularly checked.
* Shade sail structures regularly checked.
* A business continuity plan is in place.
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| **Riverine Flooding** | **Recent Flood History:****Cause:**River height reached..Due to amount of rainfall River peaked at … metres following … days of heavy rain in excess of ….mm There was wide spread flooding in areas along the river/creek.**Impact on Facility/Local Area:*** Areas/rooms affected/inundated and inaccessible to staff and children.
* Roads were flooded/blocked to cars and buses for several hours preventing parents, children and staff getting to or leaving facility.
 | * Ensure drains are clear through regular maintenance program.
* Ensure EMP includes planning and response procedures for floods.
* Liaise with SES/local government to identify potential risks.
* Develop contingency for storage of equipment/materials off site or above historical flood levels if necessary.
* Ensure business continuity plan in place if forced to relocate off site.
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| **Earthquake** | **Probable Cause:***Identify the key cause/s e.g.:** Location of facility (e.g. Gippsland fault line).
* Earthquake de-stabilises/causes building to collapse.

**Probable Consequences:***Identify the key consequence/s e.g.:** Risk of injury or death in extreme cases.
 | * Provide training to staff and children in emergency response procedures during an earthquake.
* A business continuity plan is in place.
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| **Bomb/ Substance Threat** | **Probable Cause:***Identify the key cause/s e.g.:*Unknown or known person threatens facility with explosive device (including a chemical/substance threat).**Probable Consequences:***Identify the key consequence/s e.g.:** Risk of injury or death.
* Risk of psychological injury to children, staff, visitors or contractors.
 | * Locate Bomb/Substance Threat Phone Checklist next to phones.
* Schedule and practice emergency evacuation drills on a regular basis.
* Implement Bomb/Substance Threat response.
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| **Pandemic** | **Probable Cause:***Identify the key cause/s e.g.:** Strain of influenza virus for which there is no vaccine available in Victoria.

**Probable Consequences:***Identify the key consequence/s e.g.:** Risk to health and/or death in severe cases.
 | * Basic hygiene measures are in place and posters are displayed at the beginning of flu season (April).
* There is convenient access to water and liquid soap and/or alcohol-based sanitiser in all bathrooms.
* Staff and children educated about covering their cough to prevent the spread of germs.
* Implement Human Influenza Incident Pandemic response procedures as required.
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| **Hazardous Substance Release** (Inside and Outside Facility Grounds) | **Probable Cause:***Identify the key cause/s e.g.:** Fire or leak at nearby factory or house.
* Road accident involving a vehicle transporting a hazardous substance.
* Leaking fuel storage at facility.

**Probable Consequences:***Identify the key consequence/s e.g.:** Risk of illness/death.
 | * Implemented safe work procedures for handling chemicals.
* Schedule and practice emergency evacuation drills on a regular basis.
* Obtained Material Safety Data Sheets (MSDS) for all Dangerous Goods and Hazardous Substances on-site from the supplier or manufacturer.
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| Insert other identified hazards  |  |  |  |  |  |  |  |  |  |