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. |  |  |  |  |  |  |  |
| **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. |  |  |  |  |  |  |  |
| **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. |  |  |  |  |  |  |  |
| **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. |  |  |  |  |  |  |  |
| **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. |  |  |  |  |  |  |  |
| **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. |  |  |  |  |  |  |  |
| **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. |  |  |  |  |  |  |  |
| **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. |  |  |  |  |  |  |  |
| Insert other identified hazards |  |  |  |  |  |  |  |  |  |