

Risk Assessment and Management

Generic Template

(Not to be used for Outdoor Adventure or Overseas Excursion)

RISK MANAGEMENT PLAN

Unit/School: Florey Preschool – Florey Primary School

Activity: Review of outdoor learning environment

Date: 21 August 2015

Location: Florey Preschool

Interested parties: Teachers, preschool children, families, volunteers and student teachers

Event/Activity Summary:

This is a dynamic risk assessment for the management of the outdoor learning environment at Florey Preschool. As the environment changes and new resources are included in the learning environment, this risk assessment will be reviewed. It will be reviewed a minimum of twice per year.

Reviewed August 2015

IDENTIFYING AND ANALYSING RISK WORKSHEET

Part A

Reference	Risk What can happen? How it can happen? What is the outcome if it happens?	Likelihood	Consequence	Inherent Risk Rating (before controls)	Risk Treatment / Prevention measure Description and Adequacy of Existing Controls (What are you going to do to prevent or reduce the risk) Risk Control Rating: (G)ood, (A)dequate, (M)arginal	Likelihood	Consequence	Residual Risk Rating (After Controls)	Is the risk acceptable	Responsible Officer	Timetable (by when)
1.	Sandpit and digging/mud area - Sand in children’s eyes - Spades, or similar, hitting children	3 3	2 2	Medium Medium	a. Education of children and modelling safe practices. b. Close supervision c. First aid immediately if it does occur.	2 2	2 2	Low	Yes	Educators	On the day if it occurs
2.	Play equipment and climbing frames - Tripping or falling on steps - Falling from slide	2 2	2 2	Low Medium	a. Education on how to use equipment carefully. b. Education on how to use the steps/ladder (down the slide only, one child at a time on the slide, down the slide on bottom only) c. Close supervision.	2 1	2 2	Medium	Yes	Educators	On the day if it occurs
3.	Water play and painting with water buckets - Drinking of water	2	2	Low	a. Education regarding no drinking the water. b. Close supervision.	1	2	Low	Yes	Educators	On the day if it occurs
4.	Playing in the boat area - Tripping over the sides of the boat - Throwing rocks that surround the boat -	2 3	2 3	Low Medium	a. Education on walking in the boat area to avoid tripping. b. Education on not throwing rocks. c. Close supervision.	2 2	2 2	Medium	Yes	Educators	On the day if it occurs
5.	Sensory Play - Eating of sensory items - Items could go in children’s eyes	2 2	2 2	Low Low	a. Education on not eating items b. Education on keeping items low on the trough and to stay in the trough.	1 1	2 2	Low Low	Yes	Educators	On the day if it occurs
6.	Bikes and wheelies - Falling from a bike - Wheelies hitting other children	3 3	2 3	Medium Medium	a. Education regarding the safe use of bikes and wheelies (e.g. wheelies are to remain on the ground).	2 2	2 2	Low Medium	Yes	Educators	On the day if it occurs

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7.	Bridge area - Tripping or slipping on the bridge	3	2	Medium	a. Keep the bridge area clear. b. Bikes are not to be used on the bridge. c. Remove trip hazards.	2	2	Medium	Yes	Educators	On the day if it occurs
8.	Concrete area - Falling over	3	3	Medium	a. Educate on safe use of concrete and paved areas e.g. no running. b. Remove trip hazards	2	2	Low	Yes	Educators	On the day if it occurs
9.	Swings - Falling from swing - Children being hit by another child on the swing	3	3	Medium	a. Education regarding holding on with two hands at all times. b. Children waiting must stand on the side of the swings. c. Children pushing others must be shown how and closely supervised. d. Children not to play in the swing area.	2 2	3 3	Medium	Yes	Educators	On the day if it occurs

High or Extreme Residual Risks must be reported to Senior Management and require further detailed treatment plans to reduce/modify the risk. Refer to worksheet Part B.

Manager/Principal: Felicity Bruce

Signature:

Date:

RISK ASSESSMENT MATRIX		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood		1	2	3	4	5
Almost certain	5	Medium	High	High	Extreme	Extreme
Likely	4	Medium	Medium	High	High	Extreme
Possible	3	Low	Medium	Medium	High	Extreme
Unlikely	2	Low	Medium	Medium	High	High
Remote	1	Low	Low	Medium	Medium	High

Risk Control Ratings

Good – Documented policy and procedures

Adequate – Established and proven practice

Marginal – Untested practice or subject of unsubstantiated assessment

Risk Likelihood

Rating	Scale	Criteria
1	Rare	<ul style="list-style-type: none"> Remote chance of risk event and even then in highly exceptional circumstances, 1 in 10,000
2	Unlikely	<ul style="list-style-type: none"> Risk event unlikely to occur but change of circumstances or situation may create opportunity for risk to arise 1 in 1,000
3	Possible	<ul style="list-style-type: none"> Foreseeable that risk event may occur, but is not expected to occur 1 in 500
4	Likely	<ul style="list-style-type: none"> Risk event likely to occur at least once 1 in 100
5	Almost Certain	<ul style="list-style-type: none"> Expect frequent occurrences 1 in 10

Risk Consequences

Rating	Description	Remarks
1	Insignificant	<ul style="list-style-type: none"> • No Injuries • Negligible community disruption • No disruption to excursion • No environmental or other damage. • Minimal financial risk or loss (1% of budget)
2	Minor	<ul style="list-style-type: none"> • Small number of injuries • Only first aid required • Limited disruption to excursion • Some environmental or other property damage • Some financial risk or loss (2.5% of budget)
3	Moderate	<ul style="list-style-type: none"> • Ambulance / Hospital Treatment required • Some community inconvenience • Some activities unable to proceed • Some environmental damage (minor long term effect) • Other property damage • Significant financial risk or loss (5% of budget)
4	Major	<ul style="list-style-type: none"> • Extensive injuries • Significant hospitalisation • Some community displacement • Extensive environmental damage (long term effect) • Other extensive property damage • Serious financial risk or loss (10 % of budget)
5	Catastrophic	<ul style="list-style-type: none"> • Fatalities • Injuries and extended hospitalisation periods • Widespread community displacement • Extensive and widespread property damage • Significant short or long term environmental damage • Extreme financial risk or loss (25% of budget)