

## **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: Emergency Evacuation Procedures

Date: 8 August 2015

Location: Florey Preschool and Oval at Florey ACT

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

#### **Event/Activity Summary:**

Emergency and evacuation procedures including fire alarms and lockdowns: In the case of a fire alarm, Florey Preschool attendees, families and volunteers are required to evacuate the preschool site and assemble on Florey Oval. In the event of a lockdown, Florey Preschool attendees, families and volunteers are required to keep safe in an area where they cannot be seen inside the preschool.

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.	Children alarmed by evacuation bells.	3	2	Medium	a. Planned rehearsals each term so children are aware of the process and the sound of the alarms. b. Education of children and modelling on how to respond in a safe way. c. Close supervision. d. Comforting children.	1	2	Low	Yes	Educators	
2.	Children do not respond and move to the area they are meant to.	3	2	Medium	a. Planned rehearsals each term so children are aware of the process and the sound of the alarms. b. Education of children and modelling on how to respond in a safe way. c. Close supervision. d. Comforting children.	2	2	Medium	Yes	Educators	
3.	Someone is injured in an evacuation procedure.	2	3	Medium	a. Planned rehearsals each term so children are aware of the process and the sound of the alarms. b. Education of children and modelling on how to respond in a safe way. c. Close supervision. d. First aid offered (multiple officers available at evacuation site or primary site). e. Emergency back pack has first aid materials.	1	3	Medium	Yes	Educators	
4.	Mobile phone reception is unavailable or school person with mobile doesn't have phone on them.	2	2	Low	a. Educators know to call school office if this occurs and the staffing phone. The front office is the last area to be cleared (unless imminent risk is apparent). b. Educators assume that the risk is 'real' and make their way to the evacuation point. c. Educators continue to call the phones in the front office, the relief phone and the SLBs personal phone on the way to the evacuation point.	1	2	Low	Yes	Educators	

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5.	Relief staff are unaware of the procedures.	2	2	Low	a. Signs on all exits to ensure they are able to see the instructions when needed and throughout the day. b. Information included in the Relief Staff Handbook. c. Emergency bag has information inside it. d. When arriving on the day they are inducted by the staffing officer.	1	2	Low	Yes	Educators, Staffing officer	
6.	Visitors and volunteers do not know how to respond.	2	2	Low	a. Signs on all exits to ensure they are able to see the instructions when needed and throughout the day. b. Visitors and volunteers are reminded to read the emergency and evacuation procedures when on site. c. Visitors and volunteers are required to follow the code of conduct for visitors in schools and as such must be directed by educators in this situation.	2	2	Low	Yes	Educators	
7.	Inclement weather when evacuation takes place.	2	2	Low	a. Evacuation procedure continues and proceeds in line with our procedures. b. When given the all clear, children are changed into dry clothing (clothes stored at school may also be used). c. Families notified of children being exposed to a degree of inclement weather. Families can elect to collect their children early if they would prefer. d. If required to be at the assembly point for longer than 10 minutes, move the children to under the shade of a tree on the outer perimeter of the oval or to the cover of the Florey Medical Centre.	2	2	Low	Yes	Educators	
8.	Emergency encroaches on their planned evacuation route.	3	3	Medium	a. Evacuation procedures designates two evacuation routes so use alternate route. b. If both routes are blocked exit via the safest way and continue to the assembly area. c. Call the front office for further clarification.	2	3	Medium	Yes	Educators	

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

## Risk Consequences

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