
ARANDA AFTERS ASSOCIATION INCORPORATED



CENTRE RISK ASSESSMENT

Date Implemented	Updated/Reviewed	Next Review Due By
November 2014	November 2016	March 2018

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CENTRE ENVIRONMENT AND EQUIPMENT

IDENTIFIED HAZARD	HAZARD IMPLICATIONS	RISK	CURRENT CONTROLS
Areas used by the Service	Children could be injured by faulty fixtures.	5	<ul style="list-style-type: none"> ▪ Areas used by the service checked daily and Aranda Primary School notified if repairs are required. ▪ Children do not use areas where a hazard has been identified.
Play Equipment (Indoor and outdoor)	Children could be injured by faulty or dangerous equipment.	5	<ul style="list-style-type: none"> ▪ Equipment is checked daily for defects. ▪ Defective equipment is removed for repair or disposal. ▪ Defective school equipment is reported to Aranda Primary School.
Bad Weather (eg: Extreme heat or cold; or storms and heavy rain)	Children unable to safely use outdoor areas accessed by the service.	5	<ul style="list-style-type: none"> ▪ Lockdown procedures to be utilised during times of bad weather. ▪ Use processes outlined in the <i>Lockdown, Lockout and Emergency Management Policy</i>. ▪ Approach Aranda Primary School, when possible, to seek permission to use the gymnasium.
Security	Staff and children could be at risk from unauthorised persons on premises.	4	<ul style="list-style-type: none"> ▪ Staff monitor access to the service by all visitors. ▪ Signing out of children supervised by staff to ensure they are collected by an authorised person. ▪ Use processes outlined in the <i>Lockdown, Lockout and Emergency Management Policy</i> as required.

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	Children put themselves at risk if they leave the premises without permission or in the company of a person who is authorised to collect them.	5	<ul style="list-style-type: none"> ▪ Children regularly reminded of service boundaries in children’s meetings. ▪ Children actively supervised by staff in all areas used by the service. ▪ Use processes outlined in the <i>Child Protection Policy</i>.
	Children, who live near the service, walking home unaccompanied could be exposed to heightened risk of harm.	4	<ul style="list-style-type: none"> ▪ Parent rings the service to authorise this action each time it occurs. ▪ Parent accepts that this occurs at their own risk and request.
Child Protection	Effective supervision of children to ensure children’s safety and avoid the potential for child protection issues.	4	<ul style="list-style-type: none"> ▪ Ensure two staff are actively supervising external areas of the service (such as the basketball court and playground areas) when activities are being conducted in these areas. ▪ Ensure two staff are actively supervising the hall and/or gymnasium when activities are being conducted in these areas. ▪ Regular reminders to staff about the need to ensure that children are safe at all times and that the potential for child protection issues are minimised.
EMERGENCIES AND ENVIRONMENTAL HAZARDS			
IDENTIFIED HAZARD	HAZARD IMPLICATIONS	Risk	CURRENT CONTROLS
Fire	Danger to children, staff and visitor safety if a fire is detected in an area used by the service.	6	<ul style="list-style-type: none"> ▪ Regular, evaluated, evacuation drill practices. ▪ Follow procedures outlined in the <i>Emergency Management Policy</i>. ▪ Ring 000. ▪ Operate evacuation procedures. ▪ Check all areas of the service have been cleared.

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Bushfire / Grass Fires	Bushfire could impact on the safety of children, staff and visitors to the service	5	<ul style="list-style-type: none"> ▪ Follow procedures outlined in the <i>Emergency Management Policy</i>. ▪ Work with Aranda Primary School to ensure active bushfire prevention/safety measures are implemented. ▪ Have a bushfire survival kit prepared during bush fire season. ▪ Keep families informed of danger levels and close the service if deemed necessary.
Severe Weather	Severe weather may impact on the safety of children, staff and visitors to the service.	6	<ul style="list-style-type: none"> ▪ Regular, evaluated, lockdown drill practices. ▪ Follow procedures outlined in the <i>Emergency Management Policy</i>. ▪ Operate lockdown procedure if required. ▪ Secure or store loose items that are outdoors. ▪ Disconnect electrical equipment. ▪ Secure windows and external doors.
Pandemic	The presence of a pandemic is a direct threat to the health and safety of children, staff and visitors to the service.	6	<ul style="list-style-type: none"> ▪ Follow procedures outlined in the <i>Emergency Management Policy</i>. ▪ Ensure basic hygiene measures are followed. ▪ Provide ready and convenient access to water, soap and hand sanitiser. ▪ Notify the Regulatory Authority.

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Bomb / Chemical Threat	Bomb threats and chemical spills/threats are to be treated seriously due to their potential to cause widespread harm to children, staff and visitors to the service.	5	<ul style="list-style-type: none"> ▪ Regular, evaluated, evacuation drill practices. ▪ Follow procedures outlined in the <i>Emergency Management Policy</i>. ▪ Ring 000. ▪ Operate evacuation procedures. ▪ Check all areas of the service have been cleared. ▪ Check children, staff and visitors are accounted for. ▪ Notify the Regulatory Authority.
Intruder / Personal Threat	Children, in particular, need to be aware of the danger that may be associated with intruders to the service. Staff need to work with children to ensure they are aware of “stranger danger” principles.		<ul style="list-style-type: none"> ▪ Regular, evaluated, lockdown drill practices. ▪ Follow procedures outlined in the <i>Emergency Management Policy</i>. ▪ Ring 000. ▪ Operate lockdown and/or lockout procedures. ▪ Check all areas of the service have been cleared. ▪ Check children, staff and visitors are accounted for. ▪ Notify the Regulatory Authority.
OPERATIONAL HAZARDS			
IDENTIFIED HAZARD	HAZARD IMPLICATIONS	RISK	CURRENT CONTROLS
Slips and trips	If children fall against sharp or hard edges they may suffer injury.	6	<ul style="list-style-type: none"> ▪ Consideration given to ensure hard surfaces are protected. ▪ Consideration given, when purchasing equipment, to selecting items such as tables with rounded corners.
	Staff, children and visitors may be injured if they trip over objects, slip on spillages, or fall down stairs.	5	<ul style="list-style-type: none"> ▪ Good housekeeping practices promoted and maintained. ▪ All areas used by the service is well lit.

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Hazardous Substances and Health Risks	Outbreak of infectious disease, could spread infection amongst children and staff.	5	<ul style="list-style-type: none"> ▪ Follow Health Department guidelines and make contact as necessary. ▪ Provide disposable gloves, aprons and antibacterial cleaners – as appropriate to situation and context - at the service. ▪ Ensure sufficient supplies are available.
	Soft and hard toys could be sources of pathogenic organisms.	5	<p>The service will implement a routine that ensures:</p> <ul style="list-style-type: none"> ▪ Hard toys are regularly cleaned with antibacterial wipes. ▪ Soft toys and “dress up” clothing is regularly laundered or replaced. ▪ Educators regularly undertake cleaning of items.
	Staff and children may be harmed by incorrect use of chemicals.	6	<ul style="list-style-type: none"> ▪ Use of chemicals minimised at the service. ▪ Chemicals stored in a locked cupboard. ▪ Work to obtain Safety Data Sheets for all chemicals used at the service from suppliers.
	Staff affected by occupational dermatitis, by prolonged exposure with water and detergents.	6	<ul style="list-style-type: none"> ▪ Staff provided with gloves to undertake cleaning and washing in the kitchen and other areas of the service.

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Choking Hazards	Young children may choke if they place small objects in their mouth.	6	<ul style="list-style-type: none"> ▪ Play and crafting objects are suitable for the age range of children using them. ▪ Small items not suitable for use by young children are not be accessible or used in the area they use. ▪ Educators ensure any objects that may pose a choking hazard to their children are used.
Electrical Equipment	Staff and children can get electrical shocks or burns from using faulty electrical equipment.	6	<ul style="list-style-type: none"> ▪ Staff trained to spot and report (to the Director or delegate) any defective plugs, discoloured sockets or damaged equipment. ▪ Defective equipment immediately removed from use to be repaired or replaced. ▪ Staff not to bring their own appliances to work. ▪ Competent Person (eg: electrician engaged to undertake portable appliance testing.
	Over use of extension leads can cause electrical overloading and fire.	6	<ul style="list-style-type: none"> ▪ Use of extension leads strongly discouraged at the service.
	Children at risk of electrical shock if put fingers or objects into exposed sockets.	5	<ul style="list-style-type: none"> ▪ Follow Aranda Primary School electrical safety processes. ▪ Educate students in aspects of electrical safety.
Burns and Scalds	Children who come into contact with hot surfaces may be burnt.	5	<ul style="list-style-type: none"> ▪ Heaters are fitted with appropriate guards. ▪ Children reminded not to sit on or remain too close to heaters and moved away as required. ▪ Only children assisting with preparing/serving food, and who are under direct supervision, are allowed in the kitchen.
	Children may be scalded washing hands.	6	<ul style="list-style-type: none"> ▪ Taps at hand washing and other facilities, at which children have access, should be controlled to prevent water being discharged above 44° C.

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Doors	Children may suffer serious finger injuries if they are trapped in heavy doors.	5	<ul style="list-style-type: none"> ▪ Door closing devices fitted to prevent slamming. ▪ Finger guards fitted to the hinges on heavy doors
Excursions	Staff and children may be harmed during visits to other venues.	5	<ul style="list-style-type: none"> ▪ A risk assessment is undertaken by the Director, or delegate and approved by the Director, before any excursion is approved. ▪ Site visits to the venue and/or access to the venue's own risk assessment/management processes are used to inform the development of the risk assessment for the excursion. ▪ Ensure Excursion Policy processes are implemented and followed.
	Children may be exposed to risk of harm when travelling to and from external excursion venues.	5	<ul style="list-style-type: none"> ▪ Use bus transport for vehicular transport to venues. ▪ If walking choose the safest route and ensure children are closely monitored.
Contractors	The work undertaken by contractors may pose a risk to the safety of children at the service.	6	<ul style="list-style-type: none"> ▪ Risk assessments will be obtained from contractors before they start work on projects authorised by Aranda Afters. ▪ Work will generally be undertaken when the Service is not operating. ▪ Children will always be allowed in areas where contractors are working.
PERSONAL HAZARDS			
IDENTIFIED HAZARD	HAZARD IMPLICATIONS	RISK	CURRENT CONTROLS
Manual Handling	Staff risk injury and/or back pain from handling heavy/bulky objects.	5	<ul style="list-style-type: none"> ▪ Trolley used to transport heavy items. ▪ Only light objects stored on high shelves. ▪ Ensure staff receive Manual Handling training.

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Musculoskeletal	Staff risk developing sore backs or back injury if stooping to interact with children for an extended period of time or to pick up children.	5	<ul style="list-style-type: none"> ▪ Staff advised to use chairs or sit on floor to interact with children at lower level.
Working at a Safe Height	Falls from any height can cause bruising, fractures or even death	5	<ul style="list-style-type: none"> ▪ Appropriate access equipment (eg: stool or small steps are provided to reach high shelves).

MEDICAL HAZARDS

IDENTIFIED HAZARD	HAZARD IMPLICATIONS	Risk	CURRENT CONTROLS
Anaphylaxis	Risk of person(s) with anaphylaxis going into anaphylactic shock, requiring emergency medical treatment, or in extreme cases causing death.	3	<ul style="list-style-type: none"> ▪ Staff are aware of all persons with anaphylaxis as well as what would cause each individual to have a reaction. ▪ Staff are aware of where medication and action plans are stored. ▪ Specially catered afternoon tea – prepared in line with a child’s Medical Management Plan and family recommendations – is provided to all children who have anaphylaxis. ▪ Aranda Afters will consider whether it is necessary to change or restrict the use of food products in craft, science experiments, and cooking classes so that children with anaphylaxis can participate. ▪ All Aranda Afters staff members are trained in the use of an auto-injector EpiPen. ▪ Food sharing not allowed in the centre. ▪ Food servers follow appropriate hygiene controls and measures, and all food is prepared following food health and safety regulations.

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<p>Allergies</p>	<p>Risk of person(s) with allergies having a reaction and requiring emergency medical treatment.</p>	<p>4</p>	<ul style="list-style-type: none"> ▪ Aranda Afters staff are aware of all persons with allergies as well as what they are allergic to. ▪ Aranda Afters staff are aware of where medication and action plans are stored. ▪ Specially catered afternoon tea – prepared in line with a child’s Medical Management Plan and family recommendations – is provided to all children who have allergies. ▪ Aranda Afters will consider whether it is necessary to change or restrict the use of food products in

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			<p>craft, science experiments, and cooking classes so that children with allergies can participate.</p> <ul style="list-style-type: none"> ▪ Food sharing is not allowed in the centre. ▪ Food servers follow appropriate hygiene controls and measures, and all food is prepared following food health and safety regulations. ▪ Aranda Afters required all medication and medical documentation relevant to a child before they are allowed to attend the service. ▪ Aranda Afters takes every reasonable measure to ensure that persons with allergies never come into contact with anything that will trigger a reaction. ▪ In the event of an allergic reaction, Aranda Afters will follow the steps outlined in the relevant action plan, call emergency services if warranted, notify the parent(s) as soon as practically possible, and provide a documented account of the incident to the family. ▪ Aranda Afters consults families of children with allergies when they enrol about any measures additional to those listed above that may need to be taken to ensure the safety of their child. ▪ Aranda Afters staff will follow other steps outlined in the Medical Conditions Policy.
<p>Epilepsy</p>	<p>Risk of person(s) with epilepsy having a seizure and coming to harm, or causing harm to others.</p>	<p style="text-align: center;">4</p>	<ul style="list-style-type: none"> ▪ Aranda Afters staff are aware of all persons with epilepsy as well as what the symptoms of their seizures are.

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Asthma	Risk of person(s) with asthma having an asthma attack and requiring medication, or in extreme cases emergency medical treatment.	4	<ul style="list-style-type: none"> ▪ Aranda Afters staff are aware of all person(s) with asthma, as well as where to find their medication and action plans. ▪ Aranda Afters staff will notify parent(s) immediately after their child has had been treated for an asthma attack. ▪ Aranda Afters staff will provide families with a documented account of the incident. ▪ Aranda Afters staff will follow other steps outlined in the Medical Conditions Policy.

RISK ASSESSMENT MATRIX				
<i>How serious could the injury be?</i>	<i>How likely is it to be that serious?</i>			
	Very Likely	Likely	Unlikely	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention and several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed		Likelihood – is an estimate of how probable it is for the hazard to cause harm		
Legend				
1 and 2	Extreme risk	Take action immediately.		
3 and 4	Moderate risk	Take action as soon as possible and within a reasonable timeframe (eg: ten working days).		
5 and 6	Low risk	Take action when applicable.		