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RISK MANAGEMENT PROCEDURES

QUALITY AREA 7: GOVERNANCE AND LEADERSHIP

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National Quality Standard (NQS)

Quality Area 2: Children's Health and Safety		
2.1.2	Health practices and procedures	Effective illness and injury management and hygiene practices are promoted and implemented.

Quality Area 3: Physical Environment		
3.1.2	Upkeep	Premises, furniture and equipment are safe, clean and well maintained.
3.2.3	Environmentally responsible	The service cares for the environment and supports children to become environmentally responsible.

Quality Area 7: Governance and Leadership		
7.1.2	Management systems	Systems are in place to manage risk and enable the effective management and operation of a quality service.

Education and Care Services National Regulations

Children (Education and Care Services) National Law	
85	Incident, injury, trauma and illness policies and procedures
97	Emergency and evacuation procedures
100	Risk assessment must be conducted before excursion
101	Conduct of risk assessment for excursion
136	First aid qualifications
168	Education and care service must have policies and procedures

Introduction

Children at Woden Early Childhood Centre (WECC) must be supported to feel secure and safe so that they can safely explore and learn about their world. In order to protect children from harm and any hazard likely to cause injury, WECC will manage risks and implement procedures to maintain a safe environment for children, educators and families.

Risks can include structural damage, property damage, security issues, maintenance issues, dangerous items, equipment, garbage or any other item that may cause injury, illness or death. Early identification of potential hazards and effective strategies to reduce or prevent further risk is vital.

Purpose

The Nominated Supervisor or Director will implement procedures to prioritise the maintenance of environments to ensure that they are safe for children, families and educators. Procedures will be implemented to assist with early detection of potential hazards and to reduce risks within the education and care community. WECC complies with legislation and regulations and annually reviews policy and procedure to ensure effective risk management practice.

Scope

This policy applies to children, families, staff, management and visitors of the Centre.

Implementation

The Nominated Supervisor or Director will:

- conduct a risk assessment to determine potential emergencies that may be relevant to WECC (refer to Emergency and evacuation policy)
- ensure a risk assessment occurs prior to excursions (see Excursions policy)
- liaise with educators to ensure that risk management is part of daily practice and that procedures are developed and maintained to implement policies, and to record and review hazards
- ensure that health and safety information and a training strategy is part of the induction and ongoing professional development strategy for all educators
- inform families, during orientation and enrolment, about the need to maintain all emergency contact details. Written consent will be obtained from families for permission to access urgent medical, dental, hospital and ambulance assistance
- ensure that educators and families are informed of WECC's Risk management procedures and other relevant policies and ensure that educator roles and responsibilities are clearly defined.

These include:

- o Critical incidents
- o Emergency and evacuation
- o Excursions
- o First aid
- o Incidents, injury, trauma and illness
- o Lockdown
- o Safe storage of dangerous goods
- o Workplace health and safety
- ensure that workplace health and safety (WHS) checklists are completed to maintain a safe environment
- ensure that emergency evacuation and lockdown procedures are rehearsed, documented and evaluated at least every six months
- ensure that when WECC is operational at least one educator who holds a current approved first aid qualification, and at least one educator who has undertaken anaphylaxis management training, and

at least one educator who has undertaken emergency asthma management training is in attendance. The same person may hold one or more of these qualifications

- notify the Management Committee before contacting relevant contractors to repair or maintain the environment or to remove potential hazards.

Educators will:

- complete daily WHS checklists of the environment before children and families enter WECC. Educators will identify any potential hazards and note these on the checklist, rectifying risks immediately where possible. Any identified hazards that cannot be immediately removed or rectified must be reported to the Nominated Supervisor or Director immediately
- not put themselves or others at risk at any time when seeking to reduce or remove potential hazards
- be required to complete first aid training and professional development to increase their awareness of risk management
- implement emergency evacuation and/or lockdown procedures as required to ensure the welfare of children, families and educators.

Related policies / documents

- *Critical incident*
- *Emergency and evacuation*
- *Enrolment and orientation*
- *First aid*
- *Incident, injury, trauma and illness*
- *Lockdown*
- *Safe storage of dangerous goods*
- *Workplace health and safety*

Statutory legislation and considerations

- The Work Health and Safety Act 2011 and the Work Health and Safety Regulation 2011

Sources and references

- Guide to the National Quality Standard (3) ACECQA (2011)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
- WorkSafe ACT - www.worksafe.act.gov.au
- St John DRABCD Action Plan
- St John Ambulance (NSW) - www.stjohnnsw.com.au
- Ambulance Service of NSW - www.ambulance.nsw.gov.au
- NSW Fire and Rescue - www.nswfb.nsw.gov.au
- Health and Safety in Children's Centres: Model Policies and Practices (2nd ed.) - www.community.nsw.gov.au/docswr/_assets/main/documents/childcare_model_policies.pdf

Authorisation

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 2019 WECC Management Committee