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Risk Management Plan

Purpose

The purpose of this Risk Management Plan is to establish a clear framework for identifying potential risks, evaluating the likelihood and impact of each risk and developing practical and effective strategies to control or reduce the impact or likelihood of identified risks.

This Risk Management Plan was reviewed to strengthen child safe practices and ensure alignment with the Education and Care Services National Law and Regulations, National Quality Framework and National Principles for Child Safe Organisations. This risk management plan will be reviewed at least annually to ensure effectiveness.

Scope

This policy is implemented with consideration of child safety risks, including physical, emotional and psychological safety, and applies to all aspects of service delivery. This policy applies to all members of the Governing Body, Leadership Team, staff, volunteers and stakeholders involved in South Turramurra OOSH (OOSH/the Service).

Background to the Plan

The *Education and Care Services (National Law)* requires the Service to ensure that every reasonable precaution is taken to protect children and staff from harm and from any hazard likely to cause injury. Taking precautions involves carrying out risk assessments to assess the risks and plan how to manage them. Staff must be aware of, and committed to, the importance of effective risk management.

Risk factors will vary at any time, depending on the nature of the activity being undertaken, the environment and the people involved. The Leadership Team will ensure risk assessments and management plans are an ongoing part of daily practice.

Steps required

- 1. Identify the hazard or potential hazard:** All staff must be vigilant in monitoring the Service environment through use of the daily checklist and through the Risk Register being a standing item on Governing Body and Leadership Team meetings.

Hazards may include risks to child safety, wellbeing or dignity, including risks of abuse, neglect, inappropriate conduct, inadequate supervision or unsafe environments.

2. **Assess the risk:** once a potential hazard has been identified, the risk of harm or potential harm should be assessed using the Risk Matrix at Appendix A. That is, how likely is it to happen, how often might it happen, how serious is the outcome?
3. **Manage the risk:** by eliminating it or minimising the impact using control measures.
4. **Evaluation:** Once the risk is managed, ongoing evaluation is required to consider the current risk or potential harm – how well has it been eliminated or managed? If not effectively managed, what are some alternative control measures?
5. **Reviewing:** and ongoing monitoring of the risk or potential harm is needed to ensure it continues to be managed as a low risk.

Appendix A - Risk Assessment Matrix

Risk Matrix		Severity				
		Negligible	Minor	Significant	Severe	Catastrophic
Likelihood	Almost Certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	High	Extreme
	Possible	Low	Moderate	Moderate	High	High
	Unlikely	Very low	Low	Moderate	Moderate	Moderate
	Rare	Very low	Very low	Low	Moderate	Moderate

Severity of Harm Classification Table	
Rating	Description
Negligible	Will not result in any injuries.
Minor	Injuries will require first aid.
Significant	Injuries will require professional medical treatment.
Severe	Injuries will require emergency medical treatment.
Catastrophic	Injuries will result in death or permanent disability.

Likelihood of Harm Classification Table	
Rating	Description
Rare	May occur only in exceptional circumstances.
Unlikely	Not likely to occur in normal circumstances.
Possible	Could occur in some circumstances.
Likely	Will probably occur in most circumstances.
Almost Certain	Is expected to occur in most circumstances.

Risk Assessments

Risk Assessments will:

- Be reviewed annually or when changes are made to the subject of the risk assessment or in the case of an incident.
- Be made available to all employees and stakeholders.
- Contain the following:

Sleep & Rest

- the number, ages and development stages of children being educated and cared for at the education and care service.
- the sleep and rest needs of children at the service (including specific health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child's sleep and rest) including at the education and care service.
- the suitability of staffing arrangements required to adequately supervise and monitor children during sleep and rest periods.
- the level of knowledge and training of the staff supervising children during sleep and rest periods.
- the location of the sleep and rest areas.
- any potential hazards in sleep and rest areas or to a child during sleep and rest periods.
- the physical safety and suitability of sleep and rest environments, including temperature, lighting and ventilation at the education and care service.

Safe Arrival of Children

- the age, developmental stage and individual needs of the child.
- the role and responsibilities of the following persons (if applicable):
 - in the case of a child who leaves the service premises to travel to an education and care service premises of another education and care service, the nominated supervisor of each service.
 - the child's parent.
 - an authorised nominee named in the child's enrolment record.
 - a person authorised by:
 - the child's parent.
 - an authorised nominee named in the child's enrolment record.
- the role and responsibilities of the service the care of which the child is entering or leaving.
- the communication arrangements between the service the child is leaving and the service the child is entering including any communication arrangements if the child is missing or cannot be accounted for during the child's travel.
- the procedure to be followed by the service if the service has identified that the child is missing or cannot be accounted for during the child's travel.
- given the risks posed by the child's travel, the number of educators or other responsible adults that are appropriate to provide supervision.
- the proposed route and destination, including any proximity to harm and hazards.
- the process for entering and exiting:
 - the service premises.
 - the pick-up location or destination (as required).

- the procedure to be followed by the service to ensure the child leaves the service premises in accordance with regulation 99(4)(b).

Emergency & Evacuation

- potential emergencies that are relevant to the service.

Some hazards and threats you might consider are:

- asbestos
- bomb threat
- building fire
- bushfire/grassfire
- incident involving a vehicle
- child abuse
- earthquake
- flood
- gas/chemical leak
- heat
- intruder
- loss of essential services
- medical emergency
- mental stress
- missing child
- industrial/factory fire
- pandemic and communicable diseases
- severe weather event
- smoke
- snakes
- traumatic death/injury/grief
- violence and/or aggression

Consider:

- location for offsite evacuation.
- proposed route for travel to offsite evacuation location.

Excursions

- identify and assess risks that the excursion may pose to the safety, health or wellbeing of any child being taken on the excursion and specify how the identified risks will be managed and minimised.
- the proposed route and destination for the excursion.
- any water hazards.
- any risks associated with water-based activities.
- if the excursion involves transporting children:
 - the means of transport.
 - any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported.
 - the process for entering and exiting:

- the education and care service premises.
 - the pick-up location or destination (as required).
- procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.
- the number of adults and children involved in the excursion.
- given the risks posed by the excursion, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required.
- the proposed activities.
- the proposed duration of the excursion.
- the items that should be taken on the excursion.

The risk assessment should also cover:

- all activities to be undertaken.
- people – child behaviour, child and educator safety or illness, missing or unaccounted for child, child protection concerns, children with additional needs or requirements.
- medical emergency.
- Equipment.
- transportation – public transport including possible cancellations, travelling in hazardous areas, travel sickness, breakdown, accident.
- weather conditions – possible alterations to the excursion.
- any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported.

Regular Transportation

- identify and assess risks that transporting the child may pose to the safety, health or wellbeing of the child and specify how the identified risks will be managed and minimised.
- the proposed route and duration of the transportation.
- the proposed pick-up location and destination.
- the means of transport.
- any requirements for seatbelts or safety restraints under a law of each jurisdiction in which the children are being transported.
- any water hazards.
- the number of adults and children involved in the transportation.
- given the risks posed by transportation, the number of educators or other responsible adults that is appropriate to provide supervision and whether any adults with specialised skills are required.
- whether any items should be readily available during transportation.
- the process for entering and exiting:
 - the education and care service premises.
 - the pick-up location or destination (as required).
 - procedures for embarking and disembarking the means of transport, including how each child is to be accounted for on embarking and disembarking.

OOSH Areas

- identify that premises, furniture and equipment are safe, clean and in good repair.

- adequate shaded areas to protect children from overexposure to ultraviolet radiation from the sun.
- education and care service premises (including toilets) are designed and maintained in a way that always facilitates supervision of children that are being educated and cared for by the service, having regard to the need to maintain the rights and dignity of the children.
- indicate regular activities to be undertaken.
- identify any supervision blind spots.

OOSH Activities

- rationale and links to children's outcomes – what value does this experience have for the child(ren)'s learning and development?
- who will be participating? Consider:
 - the number of children.
 - knowledge of the children's capabilities and dispositions.
- where will the experience occur? Consider:
 - adequate space.
 - ventilation.
 - weather.
 - environmental conditions.
- what will the children be doing? – include detail about the experience.
- what equipment will they be using? Consider:
 - the equipment and materials required.
 - are there any safe handling procedures required?
- who will be leading the experience? Consider:
 - whether expertise is required for handling materials.
 - if additional educators might be necessary.
- what are the potential hazards in this experience which could cause harm? Consider:
 - educator's knowledge of the experience, context and children.
 - the role of active supervision in mitigating the risk of harm.

Safety Checklist for indoor and outdoor learning environments

Our Safety Checklists will:

- Be reviewed annually or when changes are made to physical spaces in the scope of OOSH use.
- Be conducted before all Before School Care, After School Care and Vacation Care sessions.
- Be used to inform staff of any hazards identified before each session.
- Cover the following:

Indoor

- hazards from human activity have been managed (e.g. broken glass, graffiti, rubbish or dirt).
- hazards from the natural environment have been managed (e.g. animal waste, spider webs, insect remains).
- all doors and gates are closed securely and locked where appropriate. Note - fire exits should not be locked.
- all facilities, materials and equipment are in good repair and are appropriate for the age group of children.

- hazards from electrical outlets and cords have been managed.
- chemical hazards have been managed through secured cupboards and signage where appropriate.
- trip and slip hazards have been managed (e.g. loose equipment or loose tiles, damaged mats/rugs).
- rubbish bins are clean and ready for use.
- forms for accident/injury/illness, medication and asthma or anaphylaxis management are stocked, up to date, filed and displayed where appropriate.

Outdoor

- hazards from human activity have been managed (e.g. broken glass, graffiti, rubbish, cigarette smoke).
- hazards from the natural environment have been managed (e.g. insects, animal waste, hazardous plants, pooling water).
- weather conditions have been checked and practices for the day adjusted where appropriate.
- equipment and play areas (such as gardens, fixed swing structures and sandpits) are clear of rubbish, waste and excess debris (raked as appropriate).
- movable outdoor equipment is in good working order and positioned according to the relevant regulations and/or national standards.
- trip and slip hazards on walkways have been managed (e.g. leaf litter, loose equipment or raised concrete).
- bathrooms and handwashing facilities are accessible from the outdoor environment.
- facilities are clean, well-stocked and in good working order.
- fresh drinking water is accessible from or in the outdoor environment.

WHS Repair Log

Our WHS Repair Log will:

- Be used by staff when a risk is identified.
- Be regularly checked and actioned by our WHS team and Nominated Supervisor.
- Be used to report hazards to Turrumurra Public School.
- Contain the following:
 - Description of the Hazard
 - Date the Hazard was identified
 - Name of the identifier of the Hazard
 - Whether or not the Hazard has been sectioned off from children and adults
 - Whether or not the hazard has been reported to the Nominated Supervisor
 - Whether or not the hazard has been reported to the school
 - Date the hazard was rectified
 - Name of the rectifier of the Hazard

WHS Spot Cleaning Log

Our WHS Spot Cleaning Log will:

- Be used by staff when an area extra to our routine cleaning checklists requires spot cleaning.
- Be regularly checked and actioned by our WHS team and Nominated Supervisor.
- Be used to ensure our indoor environment remains hygienic and safe.
- Contain the following:
 - Description of cleaning required
 - Date the area was identified
 - Name of the identifier of the area
 - Who noticed the job
 - If the area was sectioned off

- Whether the RP was notified
- Who cleaned the area
- Date the spot cleaning was completed

Medical Risk Minimisation Plans

Our Risk Minimisation Plans will:

- Be created for every OOSH child with a medical action plan.
- Accompany a Communication Plan for families.
- Be read and signed by parent/guardians and all staff working directly with the child.
- Contain the following:
 - identify potential risks of the medical condition and minimise these risks
 - ensure that the risks relating to the child's specific health care need, allergy or relevant medical condition are assessed and minimised, e.g. food handling, preparation and consumption, animal allergy risks, not eating enough, skipping a meal, flashing lights, access to the environment and program, equipment related risks etc.

Consider:

- how replacement staff, volunteers or educators are made aware of the child's medical condition and action plan.
- how staff are informed of changes to the child's medical management plan.
- rostering of staff with appropriate first aid qualifications.
- how to minimise the risk of allergens being brought into the service.
- ensuring records are maintained.
- ensuring staff know what to do in a medical emergency.

Child Safe Risk Management

This section has been added as part of the Risk Management Plan review to strengthen child safe practices and align with the NSW Child Safe Standards, the National Principles for Child Safe Organisations, and Education and Care Services National Regulations.

Commitment to Child Safety

South Turrumurra OOSH is committed to providing a child safe environment where children are protected from harm, abuse, neglect and exploitation. All children have the right to feel safe and be safe. Child safety is embedded across governance, leadership, staffing practices, daily operations and risk management.

Identified Child Safety Risks

- Potential child safety risks may include:
 - Inadequate supervision or supervision blind spots.
 - Inappropriate conduct or boundary violations by adults or other children.
 - Inadequate staff screening, induction or training.
 - Unsafe physical or online environments.
 - Failure to identify or respond to child protection concerns.
 - Inappropriate use of technology.

Risk Management Strategies

- The Service will manage child safety risks through the following controls:
 - Implementation of a Child Safe Code of Conduct for staff, volunteers and contractors.
 - Mandatory Working With Children Check verification and ongoing monitoring.
 - Clear supervision plans and regular identification of supervision blind spots.
 - Ongoing child protection training and mandatory reporter training for all staff.
 - Safe recruitment, induction and probation processes.
 - Clear procedures for managing and reporting child protection concerns.
 - Age-appropriate education for children about rights, safety and help-seeking.
 - Engagement with families regarding child safety expectations and concerns.

Reporting and Responding to Child Safety Concerns

All child safety concerns, disclosures or allegations will be taken seriously and responded to in line with the Child Protection Policy, Mandatory Reporting requirements and regulatory obligations. Staff must report concerns immediately to the Nominated Supervisor or Responsible Person.

Review and Monitoring

- Child safety risks will be reviewed:
 - Annually as part of the Risk Management Plan review.
 - Following any child protection incident or near miss.
 - When changes occur to staffing, environments or service delivery.

This Risk Management Plan is implemented alongside the Child Protection Policy, Code of Conduct, Supervision Policy and Complaints Management Policy to ensure a consistent approach to child safety and risk management.

Approval and Revision History

Review Date	Reviewed By	Approved By	Next Review
02/09/2024	Scott Everard	Melanie Campbell	August 2024
25/09/2024	CELA	Scott Everard	July 2024
11/12/2024	Scott Everard	Amy Kitto	August 2025
30/01/2026	Samuel Marriott	Scott Everard	January 2027