



# Risk Assessment Policy

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## BACKGROUND

Section 167 of the Education and Care Services National Law requires approved providers, nominated supervisors and family day care educators to ensure that every reasonable precaution is taken to protect children being educated and cared for by the service from harm and from any hazard likely to cause injury.

Taking precautions involves completing risk assessments to identify and assess risks, and to plan how to minimise or manage them. Managing risks and hazards should be embedded in daily practice.

## POLICY STATEMENT

Holy Family Catholic School Early Learning service complies with the requirements of the National Quality Framework and undertakes risk assessments for excursions, emergency procedures and other activities that are deemed necessary.

## HOW THE POLICY WILL BE IMPLEMENTED

### 1. Description of risk assessment

What is the context in which risk is to be assessed?

- Identify the risks: Brainstorm ideas and group under appropriate risk headings. Consider the effects on other people (staff, children and others), information, physical assets and finances, and reputation. Write the final list onto a table that is a risk assessment summary.
- Analyse risks: Determine the consequences and likelihood of each risk. Write these onto the table next to each risk.
- Identify and evaluate risk controls: Identify what happens already to manage the risks and consider how well these strategies are working (eg good, adequate, variable). How does this affect the level of risk? Fill these items in on the table. If you are not happy with the level of risk at this stage, proceed to the next step.
- Further risk treatments and opportunities for improvement: What actions are needed to bring risks to an acceptable level (these actions are incorporated into other planning processes and include responsibilities, resources and timelines)? What opportunities are there for improvement? Write these onto the table.
- Communicate and consult, monitor and review: Incorporate these actions throughout the whole process.
- Review the assessment on a regular basis.
- Review the risk assessment after the activity.
- File the documentation.

### 2. Excursions

A risk assessment for an excursion must:

- 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.

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A risk assessment must consider:

- The proposed route and destination for the excursion;
- Any water hazards;
- The transport to and from the proposed destination for the excursion;
- The number of adults and children involved in the excursion;
- The educator to child ratio required under the Law, and whether a higher ratio of educators or other responsible adults to children may be appropriate to provide supervision, given the risks posed by the excursion;
- The proposed activities;
- The likely length of time of the excursion;
- The items that should be taken on the excursion (eg mobile phone and a list of emergency contact numbers).

## REFERENCES/RESOURCES:

- Quality Area 2 – Children’s health and safety
- Education and Care Services National Law Act (2010) S 167
- Education and Care Services National Regulations (2011) R 100, R 101
- [ACECQA Risk Assessment and Management Tool](#)
- [Risk Assessment template - Excursion](#)
- [Risk Assessment template – Daily Activity](#)
- [Risk Assessment template – Learning Experience](#)

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