



SUTHERLAND PRESBYTERIAN CHURCH PRESCHOOL

God said, "I have loved you with an everlasting love," Jeremiah 31: 3

Risk Management Policy (Risk Assessment and Risk/Benefit Assessment)

Aims

To describe SPCP policy on risk assessment, risk management, and risk/ benefit.

To describe the benefits of risky play and how SPCP manages risky play safely.

To outline the risk assessments and risk/benefit assessments that SPCP carry out.

Implementation

Careful consideration of risk assessment and management allows SPCP to create an environment for children, families and educators that is safe, while still allowing for freedom, choice making and considered risk.

Risk management has built into daily practice and documentation has been designed to be embedded into the overall design of the program and to show related links.

Risk/ Benefit Analysis

The analysis of risk vs benefit allows us to create a learning environment that is challenging and interesting to children whilst still providing a safe play environment. Where risk outweighs benefit, or where risks cannot be adequately addressed, experiences should be modified or reconsidered to ensure the safety of children.

Where the risk is suitable for children, can be managed through appropriate steps and does not present severe consequences it is expected that the experience will continue. Children will be provided tools or information to help them manage the risks involved and individualised supervision will be provided to support positive outcomes for all.

Risk Assessment

Description of Hazard: anything that potentially puts at risk

- A person's health & safety
- Good order of property
- Financial well being
- Reputation & relationships inside and outside the preschool

Action Plans may include

- Substitute for a lesser risk. Eg directing people another way to avoid a risk such as slippery stairs
- Eliminate the risk eg if there is an obstacle on a pathway we can move it so there is no more risk
- Isolate the hazard from the person at risk
- Reduce or Minimise the risk. Eg if there is a pathway that tend to become slippery, it can be regularly cleaned and warning signs erected. It demonstrates that we are aware of the risk and should be working toward a permanent solution.
- Minimise the risk through engineering means
- Training and administration. Eg making sure that people know how to perform a task correctly and safely.
- Use protective equipment. Eg Supply the appropriate protective equipment and ensure that it is used properly.
- Transfer the risk. Eg insurance
- Retain the risk. Eg Knowing the likelihood and potential consequences of the risk, we can decide to accept the risk.

In the preschool setting, risk assessments are carried out for:

- Indoor learning environment (classroom, classroom materials)
- Indoor learning environment (office)
- Indoor learning environment (bathrooms)
- Indoor learning environment (kitchen)
- Indoor learning environment (church)
- Outdoor learning environment - space
- Outdoor learning environment - toys & equipment
- Emergency responses
- Sleep and rest

Outside the preschool setting, risk assessments will be carried out for:

- Local, walking outings. Parents will receive an updated copy in February when they sign permission for 12 months (including emergency evacuation drills)
- Park Kinder (Glencoe St Park with play equipment)
- Park Kinder (Peace Park with rocks)
- Outings involving train or bus travel (eg Hazelhurst Art Gallery)
- For travel other than walking outings, a risk assessment will be completed for the individual outing.

Risk assessments carried out for Health & Safety (WHS):

- Emergency Evacuation Plan
- Child protection
- Review of Incident, Injury, Illness records for previous year.
- First Aid Kit (see www.safeworkaustralia.gov.au/first-aid)
- Safety Data Sheets (SDS)
- Air conditioners
- Test & Tag of electrical items
- Fire safety check

Hazard and Maintenance

The Hazard and Maintenance Identification (HMI) form is designed to empower all members of the team to develop their awareness of, and involvement in risk management. The HMI form also assists with tracking hazard and risk maintenance through thorough documentation.

Hazard & Risk Assessment Matrix

The Hazard & Risk Assessment Matrix is used to determine the level of risk for each situation assessed and to reassess the same situation after safety measures have been introduced.

Likelihood of an event occurring:					
Almost certain	Greater than 80% chance of occurring Likely to happen in next 3 months				
Likely	60 – 80% chance of occurring Likely to happen in next 6 months				
Possible	40 – 60% chance of occurring May occur within a year				
Unlikely	20 – 40% chance of occurring May occur in next 3 years				
Rare	Less than 20% chance of occurring May occur in the next 10 years				
Impact if an event occurs/ Consequences:					
Catastrophic	Death ; total loss of property; financial failure; extensive interruption to service operating				
Major	Life threatening injury ; major damage to property; severe financial loss; significant interruption to service operating				
Moderate	Injury requiring hospitalisation ; significant but repairable damage to property; significant financial loss; some interruption to service operating				
Minor	Injury requiring a doctor ; minor damage to property; minor financial loss; some interruption to service operating				
Insignificant	Injury requires minor first aid ; damage to property easily repaired; insignificant financial loss; minimal interruption to service operating.				
Risk Rating	Consequences				
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	Moderate	High	High	Extreme	Extreme
Likely	Moderate	Moderate	High	Extreme	Extreme
Possible	Low	Moderate	High	High	Extreme
Unlikely	Low	Low	Moderate	High	High
Rare	Low	Low	Low	Moderate	High

Related Policies

This policy is a member of both the Staying Safe, Staying Healthy policy group and the Educational Program Policy group. All policies relate to the SPCP Philosophy. Refer to individual policies for more detail on each area.

The *Staying Safe, Staying Health* Policy group includes:

- *Child Protection Policy (a PSS policy)*
- *Physical environment (workplace safety, learning, safety) policy*
- *Outing & Excursion policy*
- *Sunsmart Sun Protection Policy (Cancer Council NSW)*
- *Emergency Evacuation policy*
- *Medical Conditions policy (Risk management of children with medical conditions)*
- *Sleep and rest policy*
- *Safe transportation of children policy*

Other policies in the *Educational Program* policy group are:

- *Pedagogical Learning & Documentation policy*
- *Environmental Sustainability policy*
- *Relationships policy (Children, Families, Educators, Community)*
- *Reflective Practice policy*
- *Philosophy - Discusses the concept of teaching children about risk and of considering risk benefit analysis*

Compliance evidence

Education and Care Services National Regulations (2023) 77, 84, 84C, 89, 97, 100, 101, 102AAC, 102B, 102C, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115

National Quality Standard 1.2, 2.1, 2.2, 3.1, 5.1, 7.1

Supports Child Safe Standards: 1, 5, 8, 10. New in the 2024 version.

Review Dates

Date of last review: Feb 2020

Date of current review: Apr 2024

Date of next review: Apr 2026

Approved by: Lisa Collins (Director)/ Barbara Black (Treasurer).