



A Risk Assessment must be completed and approved by the Preschool Team Leader and Principal at the start of each term identifying any potential hazards that need to be addressed in the environment.

RISK ASSESSMENT AND MANAGEMENT PLAN

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| Preschool | Maribyrnong | |
| Activity/Destination | Review of outdoor learning environment | |
| Are there any water hazards or risks associated with water-based activities? If yes, must be listed below. | No | |
| Date | 20 May 2015 | |
| Number of Participants | Students : 47 per session (maximum) | Supervising Staff : 4 (Minimum) |

Activity Description:

| Risk (What could happen and How would it happen) | Likelihood | Consequence | Risk rating | Risk Control / Prevention Measures (What are you going to do to prevent or reduce the risk) | Responsible Officer /s | Control Timetable (by when) | Priority rating |
|--|-------------|-------------|---------------------|--|------------------------|--|-----------------|
| Sandpit/ mud area <ul style="list-style-type: none"> Sand in children's eyes Spades, or similar, hitting children | 3 3 | 2 2 | Med Med | <ul style="list-style-type: none"> Education of children and modelling re safety Close supervision | Educators | On the day/If occurs On the day/If occurs | D D |
| Play equipment and climbing frames <ul style="list-style-type: none"> Tripping on steps or bridge Falling from slide Bad landing from fireman's pole | 2 2 2 | 2 4 4 | Low High High | <ul style="list-style-type: none"> Education on how to use equipment carefully Education on how to use the steps/ladder (down the slide only, one child on the slide only, down the slide on bottom only) Education re going down the pole slowly; standard soft fall in place (refer to ...policy) | Educators | On the day/ if occurs | D B B |
| Trees <ul style="list-style-type: none"> Falling from tree Ladder falling from position next to tree | 3 3 | 4 2 | High Med | <ul style="list-style-type: none"> Education re climbing the tree to the point that can safely climb down from only; close supervision Education re placement of the ladder; climb to second top rung only; close supervision | Educators | On the day/if occurs | B D |
| Water play and painting with water in buckets <ul style="list-style-type: none"> Drinking of water | 2 | 2 | Low | <ul style="list-style-type: none"> Education re no drinking of the water | Educators | On the day/ If occurs | D |
| Sensory play <ul style="list-style-type: none"> Eating of sensory items Items could go in children's eyes | 2 2 | 2 2 | Low Low | <ul style="list-style-type: none"> Education re no eating of items Education re keeping seeds etc. low in the trough | Educators | On the day/ If occurs | D D |
| Bikes, wheelie sticks and scooter <ul style="list-style-type: none"> Falling from bike or scooter Wheelie sticks hitting other children | 3 3 | 2 3 | Med Med | <ul style="list-style-type: none"> Education re safe use of bikes, scooter and wheelie sticks (on the ground only) | Educators | On the day/ If occurs | D C |

| Risk (What could happen and How would it happen) | Likelihood | Consequence | Risk rating | Risk Control / Prevention Measures (What are you going to do to prevent or reduce the risk) | Responsible Officer /s | Control Timetable (by when) | Priority rating |
|--|------------|-------------|-------------|---|------------------------|---------------------------------------|-----------------|
| Deck area <ul style="list-style-type: none"> Slipping/ tripping on the deck | 3 | 2 | Med | <ul style="list-style-type: none"> Keep deck clear (e.g. of water and sand) Bikes, prams, scooters and wheelies not to be used on the deck | Educators | On the day/ If occurs | D |
| Concrete area <ul style="list-style-type: none"> Falling over | 3 | 3 | Med | <ul style="list-style-type: none"> Educate on safe use of paved areas e.g. no running | Educators | On the day/ If occurs | C |
| Swings <ul style="list-style-type: none"> Falling from swing Children being hit by another child on the swing | 3 3 | 3 3 | Med Med | <ul style="list-style-type: none"> Education re holding on with two hands at all times; appropriate soft fall in place Children waiting must sit on the wall Children pushing others on the swing must be shown how and closely supervised Children not to play in the swing area | Educators | On the day/ If occurs | C C |

RISK ASSESSMENT MATRIX

| | | Consequence | | | | |
|----------------|---|---------------|--------|----------|---------|--------------|
| | | Insignificant | Minor | Moderate | Major | Catastrophic |
| Likelihood | | 1 | 2 | 3 | 4 | 5 |
| Almost certain | 5 | Medium | High | High | Extreme | Extreme |
| Likely | 4 | Medium | Medium | High | High | Extreme |
| Possible | 3 | Low | Medium | Medium | High | Extreme |
| Unlikely | 2 | Low | Low | Medium | High | High |
| Rare | 1 | Low | Low | Medium | Medium | High |

Risk Likelihood

| Rating | Scale | Criteria |
|--------|----------------|--|
| 1 | Rare | <ul style="list-style-type: none"> Remote chance of risk event and even then in highly exceptional circumstances, 1 in 10,000 |
| 2 | Unlikely | <ul style="list-style-type: none"> Risk event unlikely to occur but change of circumstances or situation may create opportunity for risk to arise 1 in 1,000 |
| 3 | Possible | <ul style="list-style-type: none"> Foreseeable that risk event may occur, but is not expected to occur 1 in 500 |
| 4 | Likely | <ul style="list-style-type: none"> Risk event likely to occur at least once 1 in 100 |
| 5 | Almost Certain | <ul style="list-style-type: none"> Expect frequent occurrences 1 in 10 |

Risk Consequences

| Rating | Description | Remarks |
|--------|---------------|---|
| 1 | Insignificant | <ul style="list-style-type: none"> • No Injuries • Negligible community disruption • No disruption to excursion • No environmental or other damage. • Minimal financial risk or loss (1% of budget) |
| 2 | Minor | <ul style="list-style-type: none"> • Small number of injuries • Only first aid required • Limited disruption to excursion • Some environmental or other property damage • Some financial risk or loss (2.5% of budget) |
| 3 | Moderate | <ul style="list-style-type: none"> • Ambulance / Hospital Treatment required • Some community inconvenience • Some activities unable to proceed • Some environmental damage (minor long term effect) • Other property damage • Significant financial risk or loss (5% of budget) |
| 4 | Major | <ul style="list-style-type: none"> • Extensive injuries • Significant hospitalisation • Some community displacement • Extensive environmental damage (long term effect) • Other extensive property damage • Serious financial risk or loss (10 % of budget) |
| 5 | Catastrophic | <ul style="list-style-type: none"> • Fatalities • Injuries and extended hospitalisation periods • Widespread community displacement • Extensive and widespread property damage • Significant short or long term environmental damage • Extreme financial risk or loss (25% of budget) |

Risk Priority

| Description | Priority Ranking |
|--|------------------|
| Immediate Requires immediate intervention by Schools Directorate Requires immediate attendance of various emergency services / multiple casualties to hospital | A |
| High Requires involvement from Schools Directorate Requires attendance of emergency service personnel (ambulance, police, fire brigade) or transportation to hospital | B |
| Significant Requires involvement or attention from principal Requires immediate attention from first aid officer | C |
| Low Requires assistance by staff on site / Possible attention by first aid officer | D |
| Negligible Requires no action | E |

| | | | |
|--------------|--|--------|--|
| Team Leader: | | Signed | |
| Date | | | |
| Principal | | Signed | |
| Date | | | |