## Risk Assessment for Potential Emergencies - FIRE

<table>
<thead>
<tr>
<th>Nature of emergency/hazard</th>
<th>Fire</th>
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</table>
| Risk associated with hazard | • Evacuation plans not clearly communicated or not regularly tested  
• Staff are not aware or are unclear on evacuation procedures and warden responsibilities in case of fire  
• Trees around buildings drop leaves and branches, blocking gutters and cluttering grounds |

<table>
<thead>
<tr>
<th>Risk rating refer to risk assessment matrix</th>
<th>Medium</th>
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| Key prevention measures include | • Fire safety equipment must be accessible and installed and serviced in accordance with Ordinance 70/Building Code of Australia. Educators must be familiar with their operation and will undergo appropriate training every two years.  
• Installation of Smoke Detectors is required. Smoke detectors are to be regularly maintained and operational.  
• Service will provide appropriate numbers of Educators (Fire Wardens) from with training in the use of fire/safety equipment. Fire Wardens are responsible for providing information/training on the use of fire safety equipment to all other educators at the service.  
• Fire exits and equipment must be clearly marked and free from obstructions at all times.  
• Emergency evacuations/fire drills are to be rehearsed at least once every 3 months. with all educators and with each child enrolled who attends the Centre at least one day per month.  
• Liaise with emergency services |

| Key response measures | • Blow the whistle and follow the Evacuation Procedures  
• Evacuate all children, staff, visitors and parents from the centre.  
• Close doors close to the fire  
• Attempt to extinguish the  
• fire (only if you are trained and it is safe to do so)  
• Follow the instructions from fire brigades  
• Notify the Nominated Supervisor and parents/families |

| Recovery measures | • Secure the site. Do not enter the damaged site. Fires can rekindle from hidden, smouldering remains. Beware structural damage caused by fire. Damaged roofs and floors may be subject to collapse.  
• Re-open the centre in communication with fire brigades  
• Arrange counselling for those affected  
• Review the emergency plan |
# Risk Assessment for Potential Emergencies – Bomb threats, suspected devices

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<thead>
<tr>
<th>Nature of emergency/hazard</th>
<th>Bomb threats, suspected devices</th>
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| Risk associated with hazard | • History of bomb threats at the centre  
• Person seeking to cause disruption to the centre  
• Examinations or other significant events in the centre |
| Risk rating refer to risk assessment matrix | Low |
| Key prevention measures include | • Staff will follow safety check procedures prior to opening the centre.  
• Staff are encouraged to read emergency evacuation and lockdown procedures.  
• Staff take notes of any suspicious activity and communicate with the person in charge. |
| Key response measures | • Record as much information as possible for bomb threat  
• Do not touch, tilt or tamper with a known or suspected explosive or incendiary device  
• Call emergency services  
• If a device is located, or the information gathered by the Police indicates that it is warranted, the Police will determine that buildings should be evacuated.  
• Follow Lockdown/evacuation procedures if required. |
| Recovery measures | • Reoccupation of the workplace should only occur following discussion with the senior police officer at the scene.  
• The workplace manager should then: provide staff, parents and visitors with accurate information about the current situation unless there is a legal issue that prevents this occurring  
• Assess the need for, and arrange, counselling support  
• Review the emergency plan |
### Risk Assessment for Potential Emergencies – Earthquake/ collapse of building

<table>
<thead>
<tr>
<th>Nature of emergency/ hazard</th>
<th>Earthquake/ collapse of building</th>
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</table>
| Risk associated with hazard | - Most casualties result from falling objects and debris because the shocks can shake damage or demolish buildings and other structures.  
|                             | - Over a period of time structures are weakened and may fail |
| Risk rating refer to risk assessment matrix | Medium |
| Key prevention measures include | - Know your area’s earthquake history  
|                             | - Identify the age of buildings.  
|                             | - Identify any long term structural weakness occurring and notify relevant authority. |
| Key response measures | - Follow emergency evacuation/lockdown procedures. |
| Recovery measures | - Provide counselling for those affected by the incident  
|                     | - Seek support immediately from emergency services  
|                     | - Do not re-enter the centre until advised by the emergency services.  
<p>|                     | - Review the emergency plan. |</p>
<table>
<thead>
<tr>
<th>Nature of emergency/hazard</th>
<th>Storms</th>
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| **Risk associated with hazard** | • Danger from high winds where tall buildings located on or around the workplace are not regularly checked  
• Electrocution from fallen wires  
• Windows, shed roof in need of repair  
• Excursion activities undertaken without risk assessment |
| **Risk rating refer to risk assessment matrix** | Medium |
| **Key prevention measures include** | • Ensure gutters and downpipes are cleaned regularly  
• Ensure shed roofs and windows are in good repair  
• Prepare an emergency kit  
• Assess risk before any excursions  
| **Key response measures** | • Listen to your local radio station for further information and advice  
• Direct staff to stay indoors and stay well clear of windows  
• Follow lock down/emergency procedures if required  
• Avoid using fixed line telephones  
• If driving, put on your hazard lights and pull over to the side of the road, clear of streams, trees and powerlines  
• If caught outdoors, seek shelter in a building or vehicle, but not under a tree |
| **Recovery measures** | • Arrange counselling support for anyone seriously affected by the incident  
• Review the emergency plan |
<table>
<thead>
<tr>
<th>Nature of emergency/hazard</th>
<th>Flood</th>
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| **Risk associated with hazard** | • Floods are a natural occurrence on low lying land close to rivers and creeks. While the pattern of flooding varies, there are few communities that do not have some flood risk.  
  • The State Emergency Service (SES) is responsible for responding to floods in NSW. |
| **Risk rating** | Medium |
| **Key prevention measures include** | • Prepare a flood plan covering actions needing to be undertaken always, when a flood is likely, during a flood and after a flood  
  • Prepare an Emergency Kit consisting of a torch with spare batteries, a first aid kit and manual, waterproof bags, emergency contact numbers, waterproof footwear with non-slip soles waterproof and puncture resistant gloves, cleaning products and boxes  
  • Inform staff, parents and visitors of the flood risk |
| **Key response measures** | • Notify staff, visitors and families of the flood warning  
  • Outside of business hours – close the centre and notify parents and staff of the temporary closure  
  • Coordinate evacuation via a safe evacuation route before property is flooded  
  • Avoid driving or walking through floodwaters (these are the main causes of death during flooding and notify families of this. |
| **Recovery measures** | • Decide when to reopen the workplace in consultation with emergency services  
  • Arrange counselling support for anyone seriously affected by flooding  
  • Review the emergency plan |

**Risk Assessment for Potential Emergencies – ELECTRICAL HAZARD**
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<tr>
<th>Nature of emergency/hazard</th>
<th>Electrical Hazard</th>
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| Risk associated with hazard | • Electrocution from faulty electrical wiring or equipment, frayed chords, bad connections, overload of power boards or other electrical fault  
• Use of high risk electrical equipment such as handheld equipment (e.g. power tools, hair dryers, commercial kitchen appliances) |
| Risk rating refer to risk assessment matrix | Medium |
| Key prevention measures include | • Ensure testing of electrical equipment  
• Encourage reporting of all electrical faults  
• Consider electrical safety as part of OHS risk assessment and risk management programs  
• Encourage general safety precautions |
| Key response measures | Isolate the area/hazard and provided it is safe, the following can be performed:  
• if domestic electricity is involved switch off the current; do not cut the cable  
• if high voltage electricity is involved (such as fallen power cables), wait until the current is disconnected  
• ensure you - any bystanders are safe  
• do not touch the person or any conducting material which is also in contact until the current is disconnected  
• act immediately to arrange first aid and to contact emergency services.  
• Warn any onlookers of the danger and assist staff to remove any onlookers/children from the situation.  
• ensure any faulty equipment is tagged to prevent use |
| Recovery measures | • Arrange counselling support for anyone seriously affected workplace activities, which include  
• Write incident report  
• Review the emergency plan |
# Risk Assessment for Potential Emergencies – INFECTIOUS DISEASES

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<thead>
<tr>
<th>Nature of emergency/hazard</th>
<th>Infectious diseases</th>
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| **Risk associated with hazard** | • Lack of awareness of staff  
• Shared facilities increase risk of infectious diseases  
• Difficulty of reliably identifying all persons carrying infectious diseases  
• Food preparation with insufficient controls |
| **Risk rating refer to risk assessment matrix** | High |
| **Key prevention measures include** | • Consistently apply standard precautions for infection control incorporating them into daily practice and use specific controls for particular situations  
• Ensure all appropriate staff understand and apply Infection Control procedures  
• Consultation with relevant persons and organisations eg local Public Health Units, parents etc. |
| **Key response measures** | • Encourage staff to report injuries and illnesses  
• Encourage parents or carers to report infectious conditions to the centre child is absent due to illness  
• Notify the local Public Health Unit if many children or staff are absent and appear to have similar symptoms, as outbreak may be occurring  
• Staff should monitor children for signs of infectious disease and act promptly if an infectious disease is suspected  
• Seek medical help early for people that may be suffering from an infectious disease |
| **Recovery measures** | • Liaise with the local Public Health Unit about the return of individuals or groups to the centre  
• Work with local Public Health Unit and Regional Office to return the workplace to normal as soon as possible  
• Arrange counselling for anyone affected by the emergency  
• Review the emergency plan |
# Risk Assessment for Potential Emergencies – Entry of Strangers and Serious Violence

<table>
<thead>
<tr>
<th>Nature of emergency/hazard</th>
<th>Entry of Strangers and Serious Violence</th>
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<tbody>
<tr>
<td>Risk associated with hazard</td>
<td>The violence occurring at the centre may be greater if you have not considered risk factors and developed prevention strategies, for example if: there is no way of knowing whether people apart from staff, children and parents are authorised to be on the premises.</td>
</tr>
<tr>
<td>Risk rating refer to risk assessment matrix</td>
<td>Medium</td>
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| Key prevention measures include | • Check security strategies eg access to premises  
• Crime prevention workshops  
• Monitoring of incidents  
• Development, practice and review of  
• lockdown and lockout procedures |
| Key response measures | • Contact emergency services  
• Contact Nominated Supervisor  
• Implement lockout or lockdown, if necessary |
| Recovery measures | • Return to Centre when all clear given by emergency services  
• Provide counselling to anyone requiring  
• Resume normal centre activities  
• Review the emergency plan |
## Risk Assessment for Potential Emergencies – Staff, children or volunteers lost on excursions

<table>
<thead>
<tr>
<th>Nature of emergency/hazard</th>
<th>Staff, children or volunteers lost on excursions</th>
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</table>
| **Risk associated with hazard** | • Excursion policies not followed  
• Risk assessments not conducted  
• Untested assumptions about the safety or the safety requirements of staff, children and volunteers  
• Unanticipated events whilst on excursions |
| **Risk rating** | Low |
| **Key prevention measures include** | • Undertake full planning and risk assessment for excursion in accordance with the excursion policy  
• Ensure risk assessment is implemented and communicated |
| **Key response measures** | • Confirm the lost, where last seen  
• Contact emergency services  
• Implement search plan with emergency services (bushwalks)  
• Assist emergency services as required |
| **Recovery measures** | • Provide counselling for those affected by the emergency  
• Manage the media  
• Review the emergency plan |
Relevant Legislation
- NSW Occupational Health and Safety Regulation 2001
- Occupational Health and Safety Amendment Regulation 2005
- WorkCover NSW Code of Practice (1996)
- Children’s Services Regulation 2004 and Children’s Services Amendment Regulation 2010 under the Children and Young Persons (Care and Protection) Act 1998
- Part 3 Facilities and equipment requirements
- Part 6 Operational requirements
- Part 7 Administrative requirements

Sources and further reading:
Australasian Legal Information Institute (A joint facility of UTS and UNSW Faculties of Law).