Risk Management Policy

1. Policy Statement

UWS Early Learning Centres will implement procedures to priorities the maintenance of environments and conditions that are safe for children, families and educators. Procedures will be implemented to assist with early detection of potential hazards and to reduce risks within the education and care community. The education and care service complies with legislations and regulations and annually reviews policy and procedure to ensure effective risk management practice.

2. Legislative Requirements

The NSW Work Health and Safety Act 2011 and the NSW Work Health and Safety Regulation 2011

Children (Education and Care Services National Law Application) Act 2010

Education and Care Services National Regulations 2011

85, 97, 100, 101, 136, 168

Links to National Quality Standards/Elements: 2.3.1, 2.3.2, 2.3.3, 3.1.1, 3.1.2, 6.1.1

3. Who is affected by this policy?

a) Children
b) Staff
c) Parents
d) Management

4. Implementation

The Approved Provider will:

A. Consult with families and educators to establish a Workplace Health and Safety committee/officer to oversee all risk management procedures.

The Nominated Supervisor will:

A. Conduct a risk assessment to determine potential emergencies that may be relevant to the education and care service. (Refer to Emergencies and Evacuation Policy.)

B. Ensure a risk assessment occurs prior to excursions (see Excursion Policy.)

C. Liaise with educators to ensure that risk management is part of daily practice and that procedures are developed and maintained to implement policies, record and review hazards. Ensure that health and safety information and a training strategy is part of the induction and ongoing professional development strategy for all educators.

D. Inform families, during orientation and enrolment, about the education and care service’s Risk Management Policy and the need to maintain all emergency contact details. Written consent will be obtained from families for permission to access urgent medical, dental, hospital and ambulance assistance.

E. Ensure that educators and families are informed of the centre’s Risk Management Policies and Procedures and ensure that educator roles and responsibilities are clearly defined. These include:
   a) Emergency and Evacuation Policy;
   b) Preparing for Critical Incidents,
   c) Incidents, Injury, Trauma and Illness Policy,
   d) Excursion Policy,
   e) Safe Storage of Dangerous Goods and
   f) The WHS Checklists that must be completed to ensure a safe environment.

F. Ensure that emergency evacuation and lockdown procedures are rehearsed, documented and evaluated at least every three months.

G. Ensure that at any time the service is operational at least one educator who holds a current approved first aid qualification, and at least one educator who has undertaken anaphylaxis management training, and at least one educator who has undertaken emergency asthma management training is in attendance and available. The same person may hold one or more of these qualifications.

H. Notify the Approved Provider before contacting relevant contractors to repair or maintain the environment or to remove potential hazards.

Educators will:

A. Complete daily WHS checklists of the environment before children and families enter the education and care service. Educators will identify any potential hazards and note these on the checklist, rectifying any risks immediately where possible. Any identified hazards that cannot be immediately removed or rectified must be reported to the nominated supervisor immediately.

B. Not put themselves or others at risk at any time when seeking to reduce or remove potential hazards.

C. Be encouraged to complete first aid training and professional development to increase their awareness of risk management.

D. Implement emergency evacuation/lockdown procedures to ensure the welfare of children, families and educators.
The Licensee/Director/Supervisor will ensure that this policy is maintained and implemented at all times.

5. **Sources**

- Guide to the National Quality Standard (3) ACECQA (2011)
- Guide to the Education and Care Services National Law and the Education and Care Services National Regulations 2011
- WorkCover NSW - www.workcover.nsw.gov.au
- St John DRABCD Action Plan
- St John Ambulance (NSW) - www.stjohnnsw.com.au
- NSW Fire and Rescue - www.nswfb.nsw.gov.au

6. **Review**

The policy will be reviewed annually. Review will be conducted by management, employees, parents and any interested parties.

Reviewed: 12.08.12
Date for next review: 11.08.13

Approved by UWSELL Board
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