



# East Adelaide School Out of School Hours Care

## Risk Assessment Policy.

East Adelaide School  
Out of School Hours Care  
Last Review August 2022  
Next Review: August 2025

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### 1. Background

The Policy on Risk Assessment is not specifically identified by Regulation 168. However, risk assessment is required in several key aspects of service delivery and services will need to be able to demonstrate a familiarity with the process. It has been decided to prepare this as a stand-alone policy which, by nature of the requirements, does not fit easily into the prepared template.

With the implementation of the Regulations, there is a change in the adult to child ratio to be applied for excursions. Service's must base the ratio on a risk assessment of each excursion. There remain very clear descriptions of adequate supervision (refer to the Guide to Education and Care Services National Law and Education and Care Regulations 2011). In short, the onus is on the Approved Provider and educators to ensure that every effort is applied to ensure that children are safe and to minimise risks.

There should be a regular risk assessment undertaken of emergency procedures. The application of a risk assessment process is valuable in any situation where there is some concern about an operational change, to assess the potential risks and determine how these can be most effectively minimised.

In summary, risk assessments:

- Are a requirement of the National Quality Framework
- Are best practice
- Will minimise risk
- Will provide documented evidence which may be used as a defence in a court of law and assisting educators meet their duty of care responsibilities.

### 2. Definitions

DfE – Department for Education



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### 3. Relationships to Other Policy/Regulation

<b>Education and Care Services National Regulations (2011 SI 653) (Regulation)</b>	97 – Emergency and Evacuation Procedures 100 – 101 – Risk Assessment 103 – 115 – Premises Designed to Facilitate Supervision 168 – Education and Care Service Must Have Policies & Procedures 173 – 177 – Prescribed Information to be Displayed
<b>National Quality Standard</b>	2 – Children’s Health & Safety 7 – Governance & Leadership
<b>Other policies/service documentation</b>	Emergency & Evac Procedures POL 4 - Child-Safe Environment Policy POL 8 - Governance and Management Policy POL 20 – Vacation Care Policy
<b>Other Legislation/Guidelines</b>	My Time, Our Place – MYTOP Occupation, Health & Safety - OHS

### 4. Policy Statement on Risk Assessment

The East Adelaide OSHC service complies with the requirements of the National Quality Framework and undertakes Risk Assessments of excursions, emergency procedures and other situations (such as a temporary relocation)

#### 4.1 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. Consequences and likelihood could be described in the following way:



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### Consequence & Likelihood Descriptions

Term	Definition
Insignificant	too small or unimportant to be worth consideration
Minor	lesser in importance, seriousness, or significance
Moderate	average in amount, intensity, quality, or degree.
Major	important, serious, or significant.
Catastrophic	involving or causing sudden great damage or suffering.
Rare	(of an event, situation, or condition) not occurring very often
Unlikely	not likely to happen, be done, or be true; improbable
Possible	that may exist or happen, but that is not certain or probable.
Likely	such as well might happen or be true; probable
Almost Certain	able to be firmly relied on to happen or be the case.

Consequences		Likelihood	
<i>Level</i>	<i>Description</i>	<i>Level</i>	<i>Description</i>
1.	Insignificant	A	Almost Certain
2.	Minor	B	Likely
3.	Moderate	C	Possible
4.	Major	D	Unlikely
5.	Catastrophic	E	Rare

- **Evaluate the risks** – use the grid below to identify the level of risk. If you are not happy with the level of risk, then proceed to the next step.

Likelihood	Consequences				
	<i>Insignificant 1</i>	<i>Minor 2</i>	<i>Moderate 3</i>	<i>Major 4</i>	<i>Catastrophic 5</i>
<i>A – almost certain</i>	High	High	Extreme	Extreme	Extreme
<i>B – likely</i>	High	High	High	High	Extreme
<i>C – possible</i>	Low	Moderate	High	High	Extreme
<i>D – unlikely</i>	Low	Low	Moderate	Moderate	Extreme
<i>E - rare</i>	Low	Low	Moderate	Moderate	High



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- **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.
- **File the documentation**
- You can find a **template for risk assessment** in the references that follow.
- A template for recording the risk assessment.

Note: According to the Regulations, a risk assessment is not required for an excursion if (1) the excursion is a regular outing and (2) a risk assessment has previously been conducted for the excursion.

**Be aware of the composition of the group of children participating in the excursion as it is unlikely that the same group dynamics will be in place from one excursion to the next. A second significant variable is the skills and experience of the educators and staff involved in an excursion.**

### 4.2 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.

### 4.3 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 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 risks posed by the excursion.
- The proposed activities.
- The likely length of time of the excursion.
- The items that should be taken on excursion (eg mobile phone and list of emergency contacts)



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## 5. Other Considerations

In instances where there is uncertainty about the identified risks that arise from a risk assessment, seek the guidance of the Approved Provider. This could result in the Approved Provider (or nominee) countersigning the risk assessment.

## 6. References

1. Guide to Education and Care Services National Law and the Education and Care Services National Regulations 2011 at [www.acequa.gov.au](http://www.acequa.gov.au).
2. Education and Care Services National Regulations under the Education and Care Services National Law – 2011 at [www.acecqa.gov.au](http://www.acecqa.gov.au).



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	<b>Name</b>	<b>Signature</b>	<b>Date</b>	<b>Position</b>
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