

# Risk Assessment Potential Emergencies

|                                             |                                            |          |                    |            |
|---------------------------------------------|--------------------------------------------|----------|--------------------|------------|
| Site name and ID No                         | East Adelaide School OSHC                  |          |                    |            |
| Title, description and location of activity | Risk Assessment For Potential Emergencies. |          |                    |            |
| Risk Assessment done by:                    | Name                                       | Position | Date of Assessment | Review Due |
|                                             | Lauren Maio                                | Director | 19/05/2026         | 19/05/2027 |
|                                             |                                            |          |                    |            |

| Hazard identification<br>(What is the issue of concern?)                               | Risk Controls<br>(What are you doing to eliminate or reduce the risk?)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Risk (With all controls in place) |
|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
| Medical emergency or incidents (for example, child with anaphylactic or asthma attack) | <ul style="list-style-type: none"> <li>Have up-to-date individual medical plans for at-risk children.</li> <li>Store plans and emergency contacts in an accessible location.</li> <li>Ensure all staff are trained in first aid, anaphylaxis, and asthma management.</li> <li>Keep prescribed emergency medication (e.g., EpiPen, inhaler) labelled and accessible.</li> <li>Conduct regular emergency procedure drills.</li> <li>Communicate medical risks and medication locations to all staff.</li> <li>Enforce 'no food sharing' rules.</li> <li>Minimise exposure to known allergens/triggers in the environment.</li> <li>Supervise eating and activities, especially for at-risk children.</li> <li>Maintain records of staff training, medical plans, and any incidents.</li> </ul> | Low                               |
| Aggressive person or intruder- We should be seeing this for OSHC services              | <ul style="list-style-type: none"> <li>Keep all entry and exit points secure at all times.</li> <li>Ensure visitors sign in and out, and monitor access to OSHC areas.</li> <li>Train staff in recognising and responding to aggressive behaviour and intruder incidents.</li> <li>Establish clear emergency response procedures (e.g., lockdown, evacuation).</li> <li>Display emergency contact numbers and procedures in visible locations.</li> <li>Maintain communication tools (e.g., mobile phone, intercom) for quick access.</li> <li>Supervise children closely, especially near entry/exit points.</li> <li>Report and document any concerning behaviours or incidents.</li> <li>Review and practise emergency drills regularly with both staff and children.</li> </ul>          | Low                               |



| Hazard identification<br>(What is the issue of concern?) | Risk Controls<br>(What are you doing to eliminate or reduce the risk?)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Risk (With all controls in place) |
|----------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
|                                                          | <ul style="list-style-type: none"> <li>Review risk controls and update procedures as needed after incidents.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                   |
| Grassfire                                                | <ul style="list-style-type: none"> <li>Monitor official bushfire alerts and weather warnings regularly.</li> <li>Develop and maintain an up-to-date bushfire emergency plan.</li> <li>Ensure all staff are trained in the bushfire response plan.</li> <li>Identify and maintain clear evacuation routes and assembly points.</li> <li>Practise bushfire emergency and evacuation drills with staff and children.</li> <li>Keep emergency contact numbers and procedures displayed and accessible.</li> <li>Maintain defensible space around the OSHC—clear leaves, grass, and flammable debris.</li> <li>Store fire-fighting equipment (e.g., hoses, extinguishers) in accessible, working order.</li> <li>Keep all exits unobstructed for emergency evacuation.</li> <li>Maintain a list of children and staff present each day for roll call in emergencies.</li> <li>Notify families about OSHC bushfire risk and procedures.</li> <li>On high-risk days, review the decision to open or relocate the service as per advice from authorities.</li> </ul> | Low                               |
| Bomb or Substance Threats                                | <ul style="list-style-type: none"> <li>Develop and maintain a bomb/substance threat emergency response plan.</li> <li>Train all staff in recognising and responding to threats.</li> <li>Keep emergency contact numbers and procedures displayed and easily accessible.</li> <li>Ensure all entry/exit points can be secured quickly.</li> <li>Practise lockdown, evacuation, and emergency communication drills with staff and children.</li> <li>Maintain communication tools (e.g., mobile phones) for quick alerts to emergency services and families.</li> <li>Instruct staff not to touch or move suspicious items or substances.</li> <li>Keep visitor management procedures up to date (e.g., sign-in records).</li> <li>Have a current list of all children, staff, and visitors present for roll call and accountability.</li> <li>Review and update procedures regularly, especially after drills or actual incidents.</li> </ul>                                                                                                                 | MEDIUM                            |
| building fires                                           | <ul style="list-style-type: none"> <li>Regularly test and maintain smoke alarms and fire detection systems.</li> <li>Ensure fire extinguishers and fire blankets are accessible and checked regularly.</li> <li>Train all staff in fire emergency procedures and extinguisher use.</li> <li>Keep all fire exits and evacuation routes unobstructed and clearly marked.</li> <li>Develop and display a fire evacuation plan in visible areas.</li> <li>Conduct regular fire evacuation drills with staff and children.</li> <li>Store flammable materials safely, away from heat sources.</li> <li>Inspect and maintain electrical equipment to prevent faults.</li> <li>Clearly display emergency contact numbers.</li> </ul>                                                                                                                                                                                                                                                                                                                                | MEDIUM                            |



| Hazard identification<br>(What is the issue of concern?) | Risk Controls<br>(What are you doing to eliminate or reduce the risk?)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Risk (With all controls in place) |
|----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|
|                                                          | <ul style="list-style-type: none"> <li>Keep accurate attendance records for use during evacuation.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                   |
| poor air quality ( fire within the area)                 | <ul style="list-style-type: none"> <li>Monitor air quality alerts from official sources regularly.</li> <li>Limit outdoor activities when air quality is poor.</li> <li>Keep windows and doors closed to minimise indoor air contamination.</li> <li>Use air conditioners or air purifiers where available.</li> <li>Move children and staff to indoor spaces with filtered air.</li> <li>Ensure children with respiratory conditions have up-to-date management plans and medication available.</li> <li>Notify families about air quality risks and related changes to routines.</li> <li>Record and review incidents related to poor air quality exposure.</li> <li>Train staff to recognise symptoms of exposure and respond appropriately.</li> <li>Review and update procedures following poor air quality events.</li> </ul> | Low                               |
| Flood or extreme weather                                 | <ul style="list-style-type: none"> <li>Monitor weather alerts from official sources regularly.</li> <li>Develop and maintain an emergency plan for floods and extreme weather.</li> <li>Train all staff in emergency procedures and evacuation routes.</li> <li>Identify and keep clear safe shelter areas within the OSHC.</li> <li>Keep emergency contact numbers and plans accessible at all times.</li> <li>Ensure up-to-date attendance records for quick roll call during emergencies.</li> <li>Store important documents and medical supplies in waterproof containers.</li> <li>Move children and staff to elevated or safe locations if needed.</li> <li>Notify families about changes, closures, or relocations due to weather risks.</li> <li>Review and update procedures after any event or drill.</li> </ul>          | Low                               |



## Risk management – What you need to do!

**Step 1:** Have a look at [WHS safety management](#) intranet and see if there are any activity hazards that are not already covered.

**Step 2:** Identify controls for your remaining hazards. Use the hierarchy of control chart to help select controls that provide the highest level of protection to employees.



**Step 3:** Assess the level of risk for the remaining hazards with all controls in place.

| WHS Risk Assessment Matrix |                                         | Consequences                                |                              |                                             |                                   |                                   |
|----------------------------|-----------------------------------------|---------------------------------------------|------------------------------|---------------------------------------------|-----------------------------------|-----------------------------------|
|                            |                                         | First aid. Personal support or counselling. | Medical or dental treatment. | Hospital emergency department (Out-patient) | Admitted to Hospital (In-patient) | Death, permanent disabling injury |
| Likelihood                 | <b>Certain:</b> to occur at some stage  | Medium                                      | High                         | High                                        | Extreme                           | Extreme                           |
|                            | <b>Likely:</b> to occur                 | Low                                         | High                         | High                                        | Extreme                           | Extreme                           |
|                            | <b>Possible:</b> could reasonably occur | Low                                         | Medium                       | Medium                                      | High                              | Extreme                           |
|                            | <b>Unlikely:</b> to occur               | Low                                         | Low                          | Medium                                      | High                              | Extreme                           |
|                            | <b>Rare:</b> not expected to occur      | Low                                         | Low                          | Medium                                      | Medium                            | High                              |

**Step 4:** Check the assessed risk level and undertake the associated action.

|                |                                                                                                                                                                                                                                                                                                                                                                                 |
|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Extreme</b> | <b>Do not undertake the activity</b> <ul style="list-style-type: none"> <li>Contact the Work Health and Safety team on <a href="mailto:Education.WHS@sa.gov.au">Education.WHS@sa.gov.au</a> or on 8226 1440 for guidance on risk reduction</li> <li>Consult with workgroup Health and Safety Representative where available</li> </ul>                                          |
| <b>High</b>    | <b>Reduce the risk as far as reasonably practicable</b> <ul style="list-style-type: none"> <li>Escalate to site leader and/or local safety/ management committee for review</li> <li>Consult with workgroup Health and Safety Representative and affected parties</li> <li>Review department <a href="#">WHS safety management</a> intranet for control requirements</li> </ul> |
| <b>Medium</b>  | <b>Activity may be undertaken</b> <ul style="list-style-type: none"> <li>Consider ways to further reduce the risk and review the department <a href="#">WHS safety management</a> intranet</li> <li>Consult with workgroup Health and Safety Representative or affected parties</li> </ul>                                                                                      |
| <b>Low</b>     | <b>Activity may be undertaken safely</b> <ul style="list-style-type: none"> <li>Monitor the activity and controls to ensure the risk remains low</li> </ul>                                                                                                                                                                                                                     |

