

# Sheidow Park – Site Risk Assessments

Site: Sheidow Park Primary School

Date of Development: August 2020

Review Date: August 2021

2. Identify Risks	3. Analyse Risks 4. Evaluate Risks			5. Identify and evaluate existing risk controls.		
Risk (People, information, physical assets and finances, reputation)	Consequence	Likelihood	Risk level	What we are doing now to manage this risk.	New risk level	Communication with stakeholders – include in:
<b>Knives</b>	Minor	Possible	Moderate	<ul style="list-style-type: none"> <li>Knives are stored in designated draw (located in a safe place, in the kitchen)</li> <li>Educators only to use knives – unless larger cooking project</li> <li>During snack preparation, Educators use the knives and then promptly clean or place them in the dishwasher after use.</li> <li>During cooking activities Educators use their discretion as to level of involvement by children. Educators to give briefing on importance of knife safety before beginning activity</li> <li>Once knives are used they are promptly cleaned/ dishwasher and placed back into the draw, to maximise safety</li> </ul>	Low	<ul style="list-style-type: none"> <li>Site Induction</li> <li>Relief Educators Guidelines</li> <li>Policy</li> </ul>
<b>Chemicals</b>	Major	Unlikely	High	<ul style="list-style-type: none"> <li>Chemicals are stored in locked storage area</li> <li>SDS for each chemical on site</li> <li>Use of chemicals restricted to Educators only</li> <li>Once the chemical has been used, it is promptly placed back into the locked storage area</li> </ul>	Low	<ul style="list-style-type: none"> <li>Site Induction</li> <li>Relief Educators Guidelines</li> <li>Policy</li> </ul>

<b>Playground</b>	Moderate	Likely	High	<ul style="list-style-type: none"> <li>• Children instructed to use the equipment only for its intended purpose</li> <li>• Prior to using the equipment children are debriefed and safe equipment use rules are discussed</li> <li>• Children encouraged to only use pieces of the equipment within their ability level</li> <li>• Educators conduct risk assessment on area before children commence playing on it</li> <li>• Educators to remain supervising children in the area the entire time they're there</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Site Induction</li> <li>• Relief Educators Guidelines</li> <li>• Policy</li> </ul>
<b>Scissors</b>	Minor	Possible	Moderate	<ul style="list-style-type: none"> <li>• Use of scissors is limited to designated craft areas</li> <li>• Children restricted to using size-appropriate scissors (e.g. child safe pairs, not full-sized scissors)</li> <li>• Educators to assist children with cutting where necessary</li> <li>• Storage of scissors remains on the craft trolleys, which are kept in a safe space</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Site Induction</li> <li>• Relief Educators Guidelines</li> <li>• Policy</li> <li>• Risk assessments</li> </ul>
<b>Oven</b>	Minor	Possible	Moderate	<ul style="list-style-type: none"> <li>• Use of the oven is restricted to Educators only</li> <li>• Educates ensure children keep away the oven while it is on or cooling down</li> <li>• Before opening an oven, Educators to perform risk assessment on area and only open the oven if safe to do so</li> <li>• Educators to ensure that hot items removed from the oven are placed a safe distance away from children</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Site Induction</li> <li>• Relief Educators Guidelines</li> <li>• Risk assessment</li> </ul>

<b>Injury caused by nature play area/ nature play equipment/ cubbies</b>	Minor	Possible	Moderate	<ul style="list-style-type: none"> <li>• Educators to instruct children to be mindful and careful of ones surrounding, whilst engaging in the nature play/ cubbies area</li> <li>• educators are to monitor the area for any upcoming or spontaneous risks, that could occur</li> <li>• Children instructed to use the equipment only for its intended purpose</li> <li>• Children encouraged to only use pieces of the equipment within their ability level</li> <li>• Educators conduct risk assessment on area before children commence playing on it</li> <li>• Educator sto remain supervising children in the area the entire time they're there</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Site Induction</li> <li>• Relief Educators</li> <li>• Guidelines</li> <li>• Risk assessments</li> </ul>
<b>Transition from meeting point to OSHC hall</b>	Insignificant	Likely	Moderate	<ul style="list-style-type: none"> <li>• Educators to guide children when walking to the OSHC hall</li> <li>• The guiding Educator is to conduct frequent risk assessments (monitor) on areas before children commence walking through/over or in it</li> <li>• Children are aware of the rules when walking to the OSHC Hall.             <ul style="list-style-type: none"> <li>- <b>Walking</b> sensibly once ticked off the list, either as a small group or independently.</li> </ul> </li> </ul>	Low	<ul style="list-style-type: none"> <li>• Site Induction</li> <li>• Relief Educators</li> <li>• Guidelines</li> </ul>

<b>Sunburn</b>	Minor	Likely	High	<ul style="list-style-type: none"> <li>• Educators to follow Sun smart policy around sun safety</li> <li>• Children required to wear sunscreen and wear hats on days where the UV rating is above 3</li> <li>• Sunscreen is to be applied 20 minutes before heading outdoors, to maximise sun safety</li> <li>• Have under cover areas available for use during outside play to maximise sun safety</li> <li>• Educators are to conduct frequent risk assessments on open areas to monitor the safety of children being outdoors.</li> </ul>	Moderate	<ul style="list-style-type: none"> <li>• Site Induction</li> <li>• Relief Educators Guidelines</li> <li>• Policy</li> <li>• Risk assessments</li> </ul>
<b>Missing child(ren)</b>	Catastrophic	Rare	High	<ul style="list-style-type: none"> <li>• Policies and procedures are in place to monitor children's movement</li> <li>• Safety talk – staying with group</li> <li>• Constant head counts</li> <li>• Communication between staff</li> <li>• Following ratio's as per national regulations – exceed ratio where appropriate</li> </ul> <p>***Relevant Policies and Procedure are to be followed closely in the event of a missing child.</p>	High	<ul style="list-style-type: none"> <li>• Site Induction</li> <li>• Relief educators Guidelines</li> <li>• Policy</li> <li>• Risk assessments</li> <li>• Staff debriefing when on site and excursions</li> </ul>
<b>Slips due to wet floors</b>	Moderate	Possible	High	<ul style="list-style-type: none"> <li>• Educators constantly performing risk assessments of areas in use</li> <li>• Where possible and appropriate, mopping is left for cleaners to perform during their daily clean</li> <li>• “Wet floor” or “Cleaning in Process” signs on display when floor is wet, area proceeded to be dried within reasonable amount of time</li> <li>• Movement indoors restricted to walking pace</li> </ul>	Low	<ul style="list-style-type: none"> <li>• Site Induction</li> <li>• Relief Educators Guidelines</li> <li>• Policy</li> <li>• Risk assessments</li> </ul>

<b>Medical conditions</b>	Major	Unlikely	High	<ul style="list-style-type: none"> <li>• Educators having first aid training/equipment</li> <li>• Medication and health support forms with first aid equipment</li> <li>• Educators being aware of children with medical conditions (who they are, what their condition is, symptoms etc.)</li> <li>• Educators have access to emergency contact details</li> </ul>	High	<ul style="list-style-type: none"> <li>• Site Induction</li> <li>• Relief Educators Guidelines</li> <li>• Policy</li> <li>• Site specific procedures</li> <li>• Risk assessments</li> </ul>
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