

Risk Management

Policy Statement

Children must be supported to feel secure and safe in the Service care environment so they can safely explore and learn about their world. In order to protect children from harm and any hazard likely to cause injury or distress, the Service will manage risks and implement procedures to maintain a safe environment for children, staff and families.

Policy Considerations

- 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
- My Time Our Place Framework
- Emergency Procedures Policy
- National Quality Standards

Risks can include structural damage, property damage, a security issue, maintenance issues, dangerous items, equipment, garbage or any other item that may cause injury, illness or death. Early identification of potential hazards and effective strategies to prevent further risk is vital.

Procedure

The Service will

- Enact procedures to prioritise the maintenance of environments and conditions that are safe for children, families and staff.
- Procedures will be implemented to assist with early detection of potential hazards and to reduce risks within the environment.
- Comply with all legislation and conduct regular reviews of policies and procedures to ensure risk management practices are effective.
- Consult with children, families, our partner schools and Territory regulators to establish a collaborative approach to risk identification and management.
- Conduct risk assessments to determine potential emergencies and daily hazards that may be relevant to the Service.
- Ensure risk assessments have been conducted prior to any excursions or planned activities outside of the day-to-day service environment.
- Liaise with staff to ensure that risk management is part of daily practice and that procedures are developed and maintained to support the implementation of policies, and ensure hazards identified are recorded and reviewed.
- Ensure that health and safety information is part of the induction and ongoing professional development for all staff members.
- Inform families, during orientation and enrolment about the need to maintain all emergency contact details.
- Ensure that staff and families are aware of the Service's Risk Management Policies & Procedures.
- Ensure that staff roles and responsibilities are clearly defined and undertaken.
- Ensure that emergency evacuation and lockdown procedures are rehearsed, documented and evaluated at least every three months.

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Reviewed by:	Sarah Maple	Approved by:	Courtney Tanner

Kids Biz Holidays & Sports

OSHC Policies & Procedures

- Ensure that any time the Service is operational at least one staff member, who currently holds first aid, asthma and anaphylaxis training certification, is in attendance and available at the Service.
- Notify the Management Team and partner school (where applicable) before contacting any contractors for repair or maintenance work that poses a risk or potential hazard.

Staff Will:

- Familiarise themselves with Kids Biz OSHC Policies & Procedures, including the Emergency Procedures Policy.
- Complete daily hazards and cleaning checklists of the Service environment before children and families enter the Service.
- Complete required food safety checks to identify known allergens of children at the Service.
- Rectify any risks identified immediately where possible, documenting and reporting all risks, and taking steps to mitigate any risks or hazards that cannot be immediately rectified.
- Ensure they do not put themselves or others at risk at any time when seeking to reduce or remove potential hazards.
- Where possible, complete certified first aid and emergency response training as part of professional development.
- Implement emergency evacuation/lockdown procedures to ensure the welfare of children, families, staff and school personnel.
- Follow the Kids Biz OSHC Food Safety Policy to minimise food related risks.

Families Will:

- Participate in appropriate risk management planning wherever possible.
- Provide written consent for the Service to access urgent, medical, hospital and ambulance assistance.
- Ensure contact details are accurate and kept up to date.

All Service stakeholders will act in a mature and sensitive manner when identifying risks, respond quickly to any risks identified and work to create a safe environment through removing potential risks and hazards.

Document Version Control

Version Date	Changes
05/12/2018	Full review
27/08/2019	Document version history added
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