

Hazard and Risk Reporting Procedure

This procedure should be read in conjunction with the 'Health and Safety Policy'

Hazard and Risk Identification

1. Every shift an Educator will complete a hazard checklist to identify and rectify any hazards on the premises. If an unresolvable risk is identified the educator will report it to the Supervisor.
2. At any other time if a staff member identifies or is informed of a risk, they will attempt to resolve the risk or report it to the Supervisor.
3. All staff will take seriously any reported risk irrespective of who reported it (staff, parents, child, public) until the risk has been appropriately reviewed and considered.

Hazard and Risk Reporting

1. Any risk which has been identified and cannot be easily resolved on-the-spot will be reported through the completion of a Hazard Report.
2. As part of the Hazard Reporting process a simple risk assessment will be conducted which will result in a risk rating being assigned (see 'Risk Rating Table' below).
3. Risks with an EXTREME rating require immediate measures to be implemented to reduce or control the risk, and the Supervisor will be required to implement an appropriate course of action (such as sectioning off that area).
4. Following submission of the Hazard Report, the Compliance Manager and Centre Manager will discuss the reported risk and determine the appropriate risk strategy to apply (see below).
5. The Centre Manager is responsible for carrying out the identified course of action to rectify the risk in a timely manner depending on the seriousness of the risk.
6. The Compliance Manager will periodically review all reported risks in the risk register, to ensure that the rectification actions are completed and documented.

Risk Assessments

1. Regular risk assessments will be conducted to identify and manage potential harm to children's safety while at the centre.
2. Some activities require a risk assessment to be conducted prior to the activity taking place to determine potential hazards that could occur.
3. Risk assessments will be completed before each excursion and for regular transportation and the safe arrival of children.

- Risk assessments will be viewed regularly by all relevant staff to ensure that the organisation equips staff with the knowledge and skills they need to perform their role safely.

Risk Rating Table

The following table is used to assess the seriousness of a risk by applying a risk rating in relation to the corresponding likelihood and consequence categories.

GW Childcare Risk Matrix		Consequence				
		5 Catastrophic	4 Major	3 Moderate	2 Minor	1 Insignificant
Likelihood	Almost Certain 5	25	20	15	10	5
	Likely 4	20	16	12	8	4
	Possible 3	15	12	9	6	3
	Unlikely 2	10	8	6	4	2
	Almost Never 1	5	4	3	2	1

KEY	
1-3	Low
4-9	Medium
10-12	High
13-25	Extreme

Risk Strategy

The following strategies may be applied to an identified risk and inform the necessary action to be taken in relation to the risk.

Mitigate	Develop a strategy to reduce the likelihood and/or consequence
Transfer	Outsource the activity causing the risk or insure the risk
Avoid	Remove the item or activity causing the risk
Tolerate	Take no action other than to monitor

PROCEDURE VERSION AND REVISION INFORMATION

Authorised by GENERAL MANAGER

Current version 3

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