

Risk Register – Yarram Early Learning Centre

Risk Details						Risk Rating		
Type of risk - Service Delivery, Technical or Safety	Source of risk - who identified the risk?	Date	Description of risk	Current controls in place	Other mitigating action to be taken	Consequence 1. Negligible 2. Minor 3. Moderate 4. Major 5. Catastrophic	Likelihood - a. Almost certain b. Likely c. Possible d. Unlikely e. Rare	Overall Risk Rating
Safety	Staff and committee	16 Nov	Inappropriate administration of first aid to anyone at the centre causing further injury or harm.	<p>There is always more than one educator at the centre with current approved first aid Qualifications. (Education and Care Services National Regulations 2011).</p> <p>The Yarram Early Learning Centre organisational chart documents the person who is the First Aid Supervisor for the centre.</p> <p>The centre maintains a Staff training and professional development record (located in the staff development folder in lockable compactus) listing current staff qualifications and expiry dates. The template for the Staff development record is located in the attachments of the Anaphylaxis policy.</p> <p>The Administration of Medication Policy has procedures defined for ensuring centre first aid kits are regularly stocked, Medication Authorisation forms are completed by parents for any child requiring medication while at the centre, how medication is to be stored at the centre and the medication record template that staff are required to complete after administration of medication to children.</p>		3. Moderate	d. Unlikely	Medium

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				<p>All staff have current first aid qualifications and Resuscitation flow charts are in all first aid kits.</p> <p>Centre enrolment forms provide parent / guardian authorisation to seek medical treatment.</p> <p>There are incident management and reporting guidelines documented in the Incident, Injury, trauma and Illness policy. The incident register is located in a folder in the lockable compactus.</p> <p>First Aid Risk Assessment form (in attachments for Administration of First Aid Policy) is completed annually.</p> <p>How to call Ambulance card is located on all centre telephones.</p>				
Safety	Staff and committee	16 Nov	Serious medical related incident involving anyone present at the centre.	All children at the centre with any type of medical condition will have an Individual Medical Risk Minimisation Plan, this includes children with Anaphylaxis, Asthma, Epilepsy, additional needs etc. (See specific medical conditions risk minimisation plan templates in relevant policies - Asthma, Anaphylaxis etc. A general template / form is located in		4. Major	c. Possible	High

				<p>the Dealing with Medical conditions policy). These risk minimisation plans are to be displayed on the wall in the kitchen closest to the room that the child is located.</p> <p>During orientation, all new staff are shown these plans.</p>					
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				<p>All children with medical conditions and or additional needs enrolling at the centre will have an Enrolment Checklist completed - see attachment 2, Dealing with Medical Conditions Policy. This helps the centre to communicate appropriate information to centre staff and families using the centre. For children attending the centre with Epilepsy, the Epilepsy Policy contains a template for a risk Minimisation plan for children prescribed Midazolam.</p> <p>There are incident management and reporting guidelines documented in the Incident, Injury, trauma, and Illness policy. The incident register is in a folder in the lockable compactus.</p> <p>At commencement of employment all staff complete paperwork detailing any medical</p>		<p>1. Negligible 2. Minor 3. Moderate 4. Major 5. Catastrophic</p>	<p>- a. Almost certain b. Likely c. Possible d. Unlikely e. Rare</p>		

				<p>conditions that the Centre Director must be aware of and an emergency contact for the staff member.</p> <p>How to call ambulance card is located on all centre telephones.</p>				
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Safety	Staff and committee	16 Nov	Anyone's safety compromised at the centre	<p>All visitors to the centre must sign in.</p> <p>Staff recruitment processes documented in the Staffing Policy, specify controls taken to ensure staff recruited to roles are fit and proper to work in a children's centre - Working with Children's Check, referee reports etc.</p> <p>The following policies and procedures are in place to ensure safety for all at the centre: emergency evacuation, sun protection, delivery and collection of children, incident, injury, Trauma and illness, Occupational Health and Safety, Pest control and</p>		3. Moderate	c. Possible	Medium

				<p>Interactions with Children.</p> <p>The centre has a comprehensive Emergency Management Plan in place that is reviewed yearly. This plan documents procedures to follow during an emergency and has identified hazards contributing to emergency situations and strategies in place to reduce risk from these hazards.</p> <p>The Child Safe Environment Policy details a child protection risk assessment process (attachment 1 to the policy). This is completed annually to ensure the centre has strategies in place to protect children from risk.</p>				
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				There are incident management and reporting guidelines documented in the Incident, Injury, trauma and Illness policy. The incident	Emergency Management Plan developed Sept 2016 with comprehensive			

				register is located in a folder in the lockable compactus.	information regarding emergency events.			
All	Committee	16 Nov	Death of a child, community member or staff member at the centre	See controls for all other risks.		4. Major	e. Rare	Medium
All	Committee	16 Nov	Staff not following policies.	<p>All staff are provided with the Policy manual at Induction / orientation.</p> <p>Centre Policies, Risk Management (including Occupational Health and Safety) are standard agenda items for all Committee and staff meetings.</p> <p>While supervising and coaching centre staff, the Centre Director regularly reminds staff of centre.</p>	<p>From September 2016, the centre will be implementing the following processes to ensure staff are kept up to date and involved in all policy reviews and provide an opportunity for parents to give input:</p> <p>1. Each time a policy is reviewed, parents will be informed through the newsletter/Facebook.</p> <p>2. At induction, new staff will be encouraged to give feedback on policies.</p>	3. Moderate	d. Unlikely	Medium

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						1. Negligible 2. Minor 3. Moderate 4. Major	- a. Almost certain b. Likely	

Technical or Safety						5. Catastrophic	c. Possible d. Unlikely e. Rare	
					3. Policies will be a standing agenda item for Staff and Committee meetings. Staff will be informed of policies under review at their meetings and then have opportunity to give input prior to policy being adopted at a committee meeting. Once adopted, all staff will be required to read and sign the policy. The signed policy will be stored in the policy manual.			
Service Delivery	Staff and Department	16 Nov	Inappropriate educational program jeopardising the public image of the centre.	<p>There are policies in place to ensure appropriate programming: Curriculum development policy, Inclusion and equity policy and Water safety policy (for educational activities involving water play).</p> <p>The centre has a nominated Educational Leader who provides guidance to program planning.</p> <p>Staff an encouraged to access professional</p>		3. Moderate	b. Likely	Medium

				development to enhance program planning.				
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Service Delivery	Staff and Committee	16 Nov	Incident during excursion.	The Excursion and Incursion Policy has a template for an Excursion Risk Management plan which is to be completed prior to any excursion taking children out of the centre.		2. Minor	d. Unlikely	Low
Service Delivery	Committee	16 Nov	Non-payment of centre fees by parents and families.	The centre's Fees policy provides the process to follow where a centre user does not complete payment of fees. The Parent handbook given to all parents at enrolment details this also. The centre has followed through with refusing service to families who do not agree develop some type of payment plan for outstanding fees.		2. Minor	c. Possible	Low

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Service Delivery	Committee	16 Nov	Financial embezzlement or Fraud by staff or committee	The Centre has a Financial Management Policy detailing that a minimum of two signatures / authorising persons are required for any financial transaction out of the Yarram Early Learning bank account. Centre policies are being updated to ensure that the Treasurer on the Committee of Management and Centre Director and Book keeper have a Federal Police Clearance. The centre also has in place an Instrument of Delegation to support decision making across the service.		2. Minor	c. Possible	Low

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Technical or Safety						4. Major 5. Catastrophic	b. Likely c. Possible d. Unlikely e. Rare	
Service Delivery	Centre Director	16 Nov	Staff not trained appropriately for given role /task	All staff have Position Descriptions and there are policies to support staff development - Participation of volunteers and students policy, Staff development policy and Staffing policy.		3. Moderate	d. Unlikely	Low
Safety	Staff	16 Nov	Food Poisoning	Food Safety Program has been developed and a staff member appointed to oversee the program. Policies and procedures in place for storing and heating bottles, warming children's food and preparing food in the out of school hours care program.		3. Moderate	d. Unlikely	Low
Service Delivery	Committee	16 Nov	Grievance not dealt with appropriately	The centre has a Complaints and grievances policy with a Complaints and grievances register located in a folder in the locked compactus. Community communication and feedback is a standard agenda item for all Committee meetings. The centre has a Parent / User Advisory Group to ensure feedback between users and centre management.		2. Minor	c. Possible	Low

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Safety	Committee	Feb-16	The centre is inappropriately insured.	The centre is covered by VMIA's Community Service Organisation (Education) Insurance Program. The centre has additional policies in place for contents insurance, personal accident for children, and property and interruption insurance.		1. Negligible	e. Rare	Low
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Safety	Community members and users of the service	16 Nov	Harm to staff, community members and children from falling branches off gum trees in	When the centre opened, there were complaints from 3 separate community members about the potential hazards of branches falling from gum trees in the outdoor play area. This concern was relayed by the committee of management to	Remind Council that annual inspection is due - September 2016.	4. Major	e. Rare	Medium

			outdoor playground.	Wellington Shire council, as the trees are the Shire's responsibility, as per the lease agreement. Council's Arborist inspected the trees as well as getting an independent arborist to complete a report. Based on the findings of this report, the regular inspection of the trees by Council and recommendations from the report being put in place, the committee is satisfied that the risk has been reduced and the benefits of these trees in the playground far outweigh the risks.				
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APPENDIX

Guide to Likelihoods

Rating	Description	Probability Description	Probability Frequency
A	Almost certain	Very likely. The event is expected to occur in most circumstances as there is a history of regular occurrence	Once a year or more
B	Likely	There is a strong possibility the event will occur as there is a history of frequent occurrence	Once every 3 years
C	Possible	The event might occur at some time as there is a history of casual occurrence	Once every 10 years
D	Unlikely	Not expected, but there's a slight possibility it may occur at some time	Once every 30 years
E	Rare	Highly unlikely, but it may occur in exceptional circumstances. It could happen, but probably never will.	Once every 100 years

Guide to consequences

Consequence Factor	Consequence Descriptor	Environmental	OH&S	Product and service delivery	Financial and economic	Leadership and Corporate Governance	Ethics and community image	Assets and security
		5.	Catastrophic	Very serious irreversible effects to environment and ecosystem.	Multiple fatality or serious irreversible injuries. Pandemic effect on public health.	Services unavailable for 3 or more days.	Financial loss greater than 25% of budget.	Committee of Management suspended or sacked. Serious litigation., prosecution and or fine.
4.	Major	Serious long term effects to environment and ecosystem.	Single fatality or serious irreversible injuries. Serious health impact on several members of staff / public.	Services unavailable for 2-3 days.	Financial loss greater than 10% of budget.	Investigation into committee of management. Major breach of regulation or legislation.	Serious long term negative media coverage.	Long term loss of major equipment.
3.	Moderate	Serious medium term effects to environment and ecosystem.	Injuries requiring hospitalisation. Significant health impact to staff member or public.	Services unavailable for less than a day.	Financial loss greater than 2% of budget.	Significant breach of regulation or legislation.	Significant negative media coverage.	Partial loss of facility and or equipment.
2.	Minor	Minor short term effects to environment and ecosystem.	Minor health impact to one person. Medical treatment required.	Services interrupted but remain open.	Financial loss less than 2% of budget.	Breach of regulation or legislation.	Minor local media coverage.	Minor damage.

1.	Negligible	Minor contained temporary pollution.	First aid treatment required.	Services remain open.	Financial loss less than 1% of budget.	Minor non compliance.	Negligible community concern.	No direct impact on services.
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How Risk Ratings are Calculated

Likelihood Factor	Consequence Factor				
	1 - Negligible	2 - Minor	3 - Moderate	4 - Major	5 - Extreme
A - Almost Certain	Medium	Medium	High	High	Extreme
B - Likely	Low	Medium	Medium	High	Extreme
C - Possible	Low	Low	Medium	High	High
D - Unlikely	Low	Low	Medium	Medium	High
E - Rare	Low	Low	Low	Medium	High

[close](#)