



Risk Management Policy (CHS 13)

Policy Rationale

The Preschool will maintain risk management by training all staff in the technique of hazard recognition.

Strategies, Practices and Procedures

To minimise the risks of accidents or injuries, staff will follow these guidelines;

- *Scan for potential hazards.*
Ensure staff are reminded to keep moving their eyes around any areas they enter.
- *Identify potential hazards.*
While staff are scanning they should identify each item that could present a potential hazard.
- *Predict what could happen.*
Staff should mentally review what could go wrong in terms of the identified item.
- *If needed, refer to the attached risk matrix for guidance.*
- *Decide what action should be taken.*
The staff should, where possible, quickly confer with the Nominated Supervisor before they;
- *Execute the needed action.*
Please note that any action taken must be reported to all staff and noted in the diary.

Links to Legislation & National Quality Standards

- Education and Care Services National Regulations 2011: 115
- Guide to the National Quality Standard ACECQA (2011): 2.3, 2.3.2

Links to other Policies

- Incident, Injury, Trauma & Illness Policy (CHS 8)
- Excursions Policy (CHS 12)
- Child Safe Environment Policy (PE 2)

Policy Updated: _____JULY 2013_____