Children & Family

The varying activities that can be part of any community group dealing with child and family matters can provide a difficult risk management environment for a group to manage. Activities can involve other groups or individuals, can involve some major risks, can involve a number of people coming together for a short period of time and the physical environment can be challenging ...not to forget that the weather can intervene and cause chaos at any time.

These Checklists are intended to provide a starting point for you to use to develop your own specific risk management checklists. Every group has specific risks to them – only YOU can identify them. Look and understand the risk management process at <u>www.ourcommunity.com.au</u> and this will help prevent people being injured and save you from unnecessary concern and grief. While this checklist deals mainly with public safety there are other risks involved that you should attempt to identify that may deal with finance, planning, staff, law etc.

| What potential risks have you identified? | Date Inspected | What Problem was Detected (if any) | Likelihood A,B,C,D,E | Impact A,B,C,D | Risk Rating H,M,L (see Risk hart) | Who Will fix the problem? | When will it be fixed? | Completed (signed off) |
|---|-------------------|------------------------------------|-------------------------|-------------------|---|---------------------------------|------------------------|---------------------------|
| 1. Falls, slips and trips (not just for kids) | | | | | | | | |
| Are potentially dangerous surfaces removed or sign-posted? | | | | | | | | |
| Are changes in surface or height (e.g. a kerb) clearly marked or sign-posted? | | | | | | | | |
| Are external surfaces that become slippery when wet sign-posted? | | | | | | | | |
| Are barriers or signs put up when an internal surface is wet (eg: from cleaning)? | | | | | | | | |
| Are doormats in good condition? | | | | | | | | |
| Does any matting have a non-slip backing? | | | | | | | | |
| Is the carpet or floor in good condition? | | | | | | | | |
| Do you have a "no running" rule in your premises? | | | | | | | | |
| Are glass doors clearly marked to prevent people walking into them (it happens)? | | | | | | | | |
| Are carpets and floors regularly cleaned and cleared of obstructions? | | | | | | | | |
| Are any dangerous goods, solvents and cleaning liquids safely locked away in a separate area to where the children are? | | | | | | | | |

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| Are all power points and electrical cords in good condition? | | | | | | | | |
| Are certain areas (eg: kitchen, cleaning cupboard) off-limits to children, with doors locked accordingly? | | | | | | | | |
| Do you conduct regular inspections of your premises to identify potential hazards (try looking around from the eye- level of a child)? Does the inspection include less commonly encountered areas such as pot plants, storage sheds, etc? | | | | | | | | |
| Are all power cables and any other potentially dangerous items out of a child's reach or safely secured? | | | | | | | | |
| Are all walkways regularly inspected to ensure they are clear from obstructions? | | | | | | | | |
| Is all equipment, fixtures and furniture free of sharp edges and properly secured? | | | | | | | | |
| Do you have spill kits or equipment to deal with spills? | | | | | | | | |
| Are spills cleaned up immediately? | | | | | | | | |
| Do you have storage areas that require minimal effort to access items? | | | | | | | | |
| Do you ensure shelves and storage areas are not overloaded? | | | | | | | | |
| Do you conduct regular inspections to discard any unnecessary or out-dated items? | | | | | | | | |
| Are your premises well lit? | | | | | | | | |
| Are signs easy to read and unobstructed? | | | | | | | | |
| Are staff and volunteers instructed in the need for tidiness at your premises? | | | | | | | | |
| Are all loose items stored appropriately? | | | | | | | | |

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| Are your paths in good condition and well maintained? | | | | | | | | |
| Do you regularly ensure paths are free of obstructions and in good repair? | | | | | | | | |
| 2. Climbing and Playground Equipment | | | | | | | | |
| Is all equipment maintained and repaired on a regular basis? | | | | | | | | |
| Is all equipment secured correctly? | | | | | | | | |
| Are any external protrusions, such as bolts, covered? | | | | | | | | |
| Is the surface on which the equipment sits stable? | | | | | | | | |
| Have you provided a soft surface in case a child falls from the equipment? | | | | | | | | |
| Are children supervised when using the equipment? | | | | | | | | |
| Are children told how to use the equipment correctly and safely? | | | | | | | | |
| Is the equipment approved by a relevant authority? | | | | | | | | |
| Do you have rules for children using the playground? | | | | | | | | |
| Are the children aware of them? | | | | | | | | |
| Are they enforced? | | | | | | | | |
| Is play equipment cleaned regularly? | | | | | | | | |
| Are children prevented from playing on wet or slippery equipment, or do you have warning signs indicating when equipment is wet? | | | | | | | | |
| Does the play area have adequate shade? | | | | | | | | |
| Is the play area regularly inspected for hazards such as broken glass or syringes? | | | | | | | | |

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| If the playground is used at night, is there adequate lighting? | | | | | | | | |
| Are the fences around the play area secure, with child-proof gates? | | | | | | | | |
| Are the fences safe and regularly inspected and maintained? | | | | | | | | |
| Are there first-aid facilities nearby? | | | | | | | | |
| Is there someone nearby who knows how to administer first-aid? | | | | | | | | |
| Do you have emergency contact numbers handy? | | | | | | | | |
| Are there adequate toilet facilities nearby? | | | | | | | | |
| 3. Food, Allergies and general health | | | | | | | | |
| Do you comply with relevant food handling regulations? | | | | | | | | |
| Do carers and children wash their hands when they arrive at your premises, before and after using toilet facilities, before and after handling food and at other times such as when using first-aid equipment? | | | | | | | | |
| Are surfaces regularly cleaned and disinfected? | | | | | | | | |
| Do you have a policy for dealing with blood spills? | | | | | | | | |
| Is play equipment cleaned regularly? | | | | | | | | |
| Do you know if any children suffer from food allergies? | | | | | | | | |
| Do you cater for children with allergies to common foods, such as sugar and milk? | | | | | | | | |
| Do you have children's medical details, including past medical complaints and any allergies to medicines? | | | | | | | | |

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| Do you know if any children suffer from allergies to anything else (e.g.: bee stings)? | | | | | | | | |
| Do you have a process in place in case a child suffers an adverse reaction? | | | | | | | | |
| Are eating times supervised to reduce the likelihood of food sharing? | | | | | | | | |
| Are illnesses documented in case an outbreak occurs? | | | | | | | | |
| Are precautions taken to prevent sick children infecting other children or staff? | | | | | | | | |
| Do supervisors have permission to administer first-aid to children? | | | | | | | | |
| Do you have regularly stocked and maintained first-aid equipment? | | | | | | | | |
| Do you have emergency contact numbers for doctors, ambulance and services such as poisons information? | | | | | | | | |
| Is a list of those numbers clearly posted where staff can see it? Do they know it's there? | | | | | | | | |
| 4. Toys | | | | | | | | |
| Are toys and books appropriate for the age of children you are working with? | | | | | | | | |
| Have all your toys been checked to ensure they have no small parts that could be swallowed, have no sharp edges, etc? | | | | | | | | |
| Are the toys stored safely? | | | | | | | | |
| Are damaged toys removed immediately? | | | | | | | | |
| Are children supervised when playing with toys? | | | | | | | | |
| Do you have rules about children playing with their own toys at your premises? | | | | | | | | |
| Are toys cleaned and inspected regularly to ensure they are in good repair? | | | | | | | | |

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| Are toys cleared from paths and heavy traffic areas? | | | | | | | | |
| Do you have rules about when toys can be used? | | | | | | | | |
| Do you have rules about sharing toys? | | | | | | | | |
| Are eating times supervised to reduce the likelihood of food sharing? | | | | | | | | |
| Are illnesses documented in case an outbreak occurs? | | | | | | | | |
| Are precautions taken to prevent sick children infecting other children or staff? | | | | | | | | |
| 5. Working with Young People | | | | | | | | |
| Are staff and volunteers screened? | | | | | | | | |
| Are staff and volunteers trained for working with young people? | | | | | | | | |
| Are staff and volunteers qualified or trained to work in specific areas such as substance abuse? | | | | | | | | |
| Do you have enough staff or leaders for the number of young people involved? | | | | | | | | |
| If girls are involved in your activities do you have female leaders? | | | | | | | | |
| Do you have a code of conduct and are all staff and volunteers ? | | | | | | | | |
| Do you have rules about the use of alcohol and drugs by young people? Are they enforced? | | | | | | | | |
| Do you have A formal child protection policy and are all staff and volunteers aware of this? | | | | | | | | |
| Are lines of communication kept open for young people to discuss problems with leaders or your committee? | | | | | | | | |

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| Do you have an open atmosphere in which young people feel free to talk about any problems and there are avenues for complaints? | | | | | | | | |
| Are the facilities you are using appropriate for young people (remember, things can break easily)? | | | | | | | | |
| 6. Activities and camps | | | | | | | | |
| Do you have rules about who can drive to activities (including enforcing an anti- drink-driving message)? | | | | | | | | |
| Have you properly inspected a camp site for potential hazards? | | | | | | | | |
| Do you have a curfew for campers at night? Is it enforced? | | | | | | | | |
| Are young people supervised during activities and at other times? | | | | | | | | |
| Do you have rules preventing unsuitable items being taken to camps? | | | | | | | | |
| Do you have medical and contact details for all campers in case of emergency? | | | | | | | | |
| Is there a regularly stocked first-aid kit at all activities? | | | | | | | | |
| Is someone trained in first-aid at all activities? Does everyone know who that person is? | | | | | | | | |
| Do you have indemnity forms signed by parents/guardians before undertaking camps or activities? | | | | | | | | |
| Have you checked the General Checklists at www.ourcommunity.com.au | | | | | | | | |
| INSERT YOUR OWN | | | | | | | | |
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Risk Chart

LIKELIHOOD

| | RATING | | Α | В | С | D | E |
|----|--------|--------------|----------|----------|------------|--------|------------|
| G | | | Frequent | Probable | Occasional | Remote | Improbable |
| Ā | Α | Catastrophic | High | High | High | High | High |
| ΔD | В | Critical | High | High | High | Medium | Low |
| н | С | Marginal | High | Medium | Medium | Low | Low |
| | D | Negligible | Medium | Low | Low | Low | Low |

| MEASURE | IMPACT | Effect/description |
|---------|--------------|---|
| Α | Catastrophic | Death – severe injury (e.g. loss or crushed limb, brain damage) |
| В | Critical | Major Injuries – require medical assistance (inc concussions) |
| С | Marginal | Minor Injuries, cuts, treated internally (inc minor sprains) |
| D | Negligible | No injury |

| MEASURE | LIKELIHOOD | DESCRIPTION |
|---------|------------|---|
| Α | Frequent | Will occur regularly – day to day |
| В | Probable | Will occur on most occasions, circumstances |
| С | Occasional | Will occur from time to time |
| D | Remote | May occur but not regularly or often |
| E | Improbable | Unlikely to ever occur |

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