



## Risk Management Plan

### Risk Action Plan

#### The risk: Fire

**Detail of the risk event/scenario:** Fire in the building or playground areas requiring emergency evacuation of all or part((s) of the Service.

<b>RISK DRIVERS</b>	Key drivers: <ul style="list-style-type: none"><li>▪ Proximity to neighbouring houses.</li><li>▪ Reliance on staff (including casuals) to implement fire control measures and evacuation procedures.</li><li>▪ Staff (particularly casuals) not being aware or unclear on evacuation procedures and warden responsibilities.</li><li>▪ Trees on the Service premises dropping leaves and branches, blocking gutters and cluttering grounds.</li><li>▪ Service not equipped with fire alarms or detectors in all areas.</li><li>▪ Storage of flammable goods and materials on site.</li></ul>
<b>RISK RATING</b>	MEDIUM
<b>CONTROLS</b>	Current controls in place: <ul style="list-style-type: none"><li>▪ Regular testing and review of fire equipment on the premises.</li><li>▪ Test &amp; tag of all electrical items on an annual basis.</li><li>▪ Procurement of annual fire safety certificate</li><li>▪ Regular reviews of existing fire control systems.</li><li>▪ The establishment of an Emergency Evacuation plan &amp; procedure.</li><li>▪ The of display of Evacuation maps and procedures in key locations within the Service, including in classrooms.</li><li>▪ Quarterly trial evacuations</li><li>▪ Conducting spontaneous evacuations – depicting scenarios</li><li>▪ Invite fire department on an annual basis to speak to children about fire safety.</li><li>▪ Provision of emergency procedures &amp; fire equipment training for all staff including casuals.</li><li>▪ Installation of smoke detectors in the kitchen and adjacent areas.</li><li>▪ Fire exits and equipment kept clearly marked and free from obstructions at all times.</li><li>▪ Ensuring any cooking on the premises is done under supervision by a staff member.</li></ul>
<b>EFFECTIVENESS OF CONTROLS:</b>	ADEQUATE
<b>POTENTIAL ADDITIONAL CONTROLS:</b>	▪ n/a



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<b>REASONS WHY ADDITIONAL CONTROLS ARE NOT YET IMPLEMENTED:</b>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>																								
<b>KEY RESPONSE MEASURES:</b>	<ul style="list-style-type: none"> <li>▪ Blow the whistle and follow the Evacuation Procedures</li> <li>▪ Evacuate all children, staff, visitors and parents from the centre.</li> <li>▪ Close doors close to the fire</li> <li>▪ Attempt to extinguish the fire (only if you are trained and it is safe to do so)</li> <li>▪ Follow the instructions from fire brigades</li> <li>▪ Notify the Nominated Supervisor and parents/families and Committee</li> <li>▪ Secure the site. Do not enter the damaged site. Fires can rekindle from hidden, smouldering remains. Beware structural damage caused by fire. Damaged roofs and floors may be subject to collapse.</li> <li>▪ Notify regulatory authority (if applicable).</li> <li>▪</li> </ul>																								
<b>RECOVERY MEASURES:</b>	<ul style="list-style-type: none"> <li>• Re-open the centre in communication with fire brigades</li> <li>• Arrange counselling for those affected</li> <li>• Review the emergency plan</li> </ul>																								
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