



# Risk Management Plan

## Risk Action Plan

### The risk: Storm

**Detail of the risk event/scenario:** Significant Storm event

<b>RISK DRIVERS</b>	Key drivers: <ul style="list-style-type: none"> <li>• Danger from high winds and lightning strikes:             <ul style="list-style-type: none"> <li>○ Branches from surrounding large trees falling on the building</li> <li>○ Fallen electrical wires within the Service environment and in surrounding areas</li> <li>○ Damage to building roofs &amp; windows</li> </ul> </li> <li>• Danger from heavy rain:             <ul style="list-style-type: none"> <li>○ Storm water drains overflowing causing flooding to premises.</li> <li>○ Damage to roofs – roof leaks</li> </ul> </li> <li>• Excursion activities undertaken in storm conditions.</li> </ul>
<b>RISK RATING</b>	MEDIUM
<b>CONTROLS</b>	Current controls in place: <ul style="list-style-type: none"> <li>▪ The establishment of an Emergency Evacuation plan.</li> <li>▪ Adherence to statutory requirements in terms of trial evacuations within the Service.</li> <li>▪ Ensure gutters and downpipes are cleaned regularly</li> <li>▪ Ensure shed roofs and windows are in good repair</li> <li>▪ Availability of an emergency go kit</li> <li>▪ Undertake risk assessments for all excursions and monitor the weather via Bureau of Meteorology.</li> <li>▪ Display of emergency contact numbers.</li> </ul>
<b>EFFECTIVENESS OF CONTROLS:</b>	ADEQUATE
<b>POTENTIAL ADDITIONAL CONTROLS:</b>	<ul style="list-style-type: none"> <li>▪ N/a</li> </ul>
<b>REASONS WHY ADDITIONAL CONTROLS ARE NOT YET IMPLEMENTED:</b>	<ul style="list-style-type: none"> <li>▪ n/a</li> </ul>



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 "help me to do it myself"

## Risk Management Plan

<b>KEY RESPONSE MEASURES:</b>	<ul style="list-style-type: none"> <li>• Listen to your local radio station or review the BOM for further information and advice</li> <li>• Direct staff and children to stay indoors and stay well clear of windows</li> <li>• Follow lock down/emergency procedures if required</li> <li>• Avoid using fixed line telephones and electrical equipment</li> <li>• Switch off computers and other key equipment from outlets.</li> <li>• If caught outdoors, seek shelter in a building or vehicle, but not under a tree</li> <li>• Notify the Committee and parents as to the safety of children in care.</li> <li>• Notify the regulatory authority within 24 hrs.</li> </ul>
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<b>RECOVERY MEASURES:</b>	<ul style="list-style-type: none"> <li>• Assess the need for, and arrange, counselling support if required.</li> <li>• Assess damage to the property (building and surrounds)</li> <li>• Organise for any repairs and tidy ups required.</li> <li>• Notify insurer if required</li> <li>• Review the emergency plan</li> </ul>
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<b>ACTION ITEMS</b>	<b>ACTIVITY OWNER</b>	<b>DUE DATE</b>	<b>COMPLETED</b>
▪ Source gutter guard quotes & seek Committee approval for install.	Director	30/4/19	Dec23
▪ Ensure removal of tree adjacent to building.	Director	30/5/19	Jan19
▪ Ensure the repair of the shed roof.	Director	31/3/19	Jan19
• Replace roofing sheet on back shed	Director	31/1/23	Dec23
• Quarterly evacuation drills	Director	Ongoing	