



Risk Management Plan

Risk Action Plan

The risk: Entry of Strangers and Potential Violence on the premises

Detail of the risk event/scenario: Entry of unauthorised persons onto the premises and the potential for violence on the premises.

RISK DRIVERS	Key drivers: <ul style="list-style-type: none">• Domestic violence issues spilling over onto Service premises.• Custody arrangements and court orders resulting in disgruntled parents.• Disgruntled parents, contractors and ex-employees• Public access to the Service premises• Central location of the Service with hospital and pub in close proximity
RISK RATING	MEDIUM
CONTROLS	Current controls in place: <ul style="list-style-type: none">▪ The establishment of an Emergency Evacuation/lockdown plan.▪ Adherence to statutory requirements in terms of trial evacuations within the Service.▪ Adherence to statutory requirements in terms of trial lockdowns within the Service.▪ Display of emergency evacuation/lockdown procedures in key locations within the Service, including in Classrooms.▪ Display of emergency contact numbers.▪ Clear policies on Code of Conduct for Staff, Families and visitors.▪ Requirement to sign in for all visitors to the Service.▪ Staff required to greet all visitors to the premises on entry to the premises.▪ Building entry restricted by locked doors
EFFECTIVENESS OF CONTROLS:	ADEQUATE
POTENTIAL ADDITIONAL CONTROLS:	<ul style="list-style-type: none">▪ Increased building security – security cameras and greater illumination.
REASONS WHY ADDITIONAL CONTROLS ARE NOT YET IMPLEMENTED:	<ul style="list-style-type: none">▪ n/a



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"help me to do it myself"

Risk Management Plan

KEY RESPONSE MEASURES:

- Contact emergency services
- Contact Nominated Supervisor and Director if required
- Implement lockout or lockdown, if necessary
- Notify the Committee and parents as to the safety of children in care.
- Notify the regulatory authority within 24 hrs.

RECOVERY MEASURES:

- Assess the need for, and arrange, counselling support if required..
- Review the emergency plan

ACTION ITEMS

ACTIVITY OWNER

DUE DATE

COMPLETION

- | ACTION ITEMS | ACTIVITY OWNER | DUE DATE | COMPLETION |
|--|----------------|----------|------------|
| • Install sensor lights to building exterior in all directions | Director | 30/09/23 | |
| • Install security camera system | Director | 30/11/23 | |
| • Annual practice of lockdown procedures | Director | Ongoing | |