



Lockdown : Risk Assessment

Toongabbie West Activity Centre

Identified Hazard –

When there is a threat to the safety of individuals, a lockdown or shelter in place will be initiated.

- Explosion -surrounding area/s
- Toxic Emissions/Gas/Fuels/Chemicals
- Robbery/Personal Threat
- Civil Disturbance
- Natural Disasters
- External Emergencies
 - Storm/Tempest
 - Earthquakes
 - Water Damage

Risk Rating Key

!! Very High

! High Risk

Medium Risk

***** Low Risk

Risk	Control Measures
# Emergency Control Organisation – staff not following ECO.	<p>Staff will be required to read the Emergency Procedures Manual in consultation with this Risk Assessment.</p> <p>When there is a threat to the safety of individuals, the following directions are to be adhered to:</p> <ul style="list-style-type: none"> • As per our Emergency Procedures Manual & Flip Chart – 3.21 - Lockdown <ul style="list-style-type: none"> – ECO – Responsible Person to delegate each position to a Staff person at beginning of each Session. – Staff are to be aware of their roles and responsibilities on the ECO. – Emergency Planning Committee (EPC) meet annually.
*New and or existing Staff not knowing Procedure and where to Lockdown.	<ul style="list-style-type: none"> – Staff are made aware of Procedure during Orientation. – Each time a Lockdown is practiced a different Risk Assessment Reason will be used as an example.
! Children/Staff/visitors are hurt/injured due to – Refusing to Lockdown in room/area closest to where they are. Not following instructions/directions from	<ul style="list-style-type: none"> – Immediately notify the Chief Warden. – If children and Staff are in different areas - Staff will communicate with each through use of Walkie Talkies. – Ensure appropriate Emergency Services has been notified. – When Lockdown is deemed necessary, Wardens will be notified. – Ensure the person has been clearly advised that they need to go into Lockdown due to an emergency situation that may be life threatening. – Notify Chief Warden if person is refusing to Lockdown.

<p>Chief Warden or Emergency Services.</p>	<ul style="list-style-type: none"> – Chief Warden is to notify Officer in Charge of Emergency Services of person refusing to Lockdown. – The Chief Warden may call a Lockdown that does not warrant everyone to remain quiet. Wardens will follow direction from Chief Warden if children are to remain quiet. – Turn off lights and lock doors. – Staff, children and visitors are to stay out of sight as much as possible. – Try to remain quiet as possible. – Do not use mobile phones. – Remain there until the ‘All clear’ is given by Officer in Charge for responding Emergency Services. 						
<p>*Roll Call –</p> <ul style="list-style-type: none"> – Children not moving to designated area. – Children not hearing their name being called (head count incorrect, Emergency Services notified of a child unaccounted for). 	<ul style="list-style-type: none"> – Wardens are to ensure Staff, children and visitors stay in their current position. – Staff are to remind children to remain quiet during Roll Call and to answer to their name only. – While Roll Call is being conducted all Staff are to carry out a physical head count of children. – Warden to carry out Head Count on QK Kiosk. – Warden is to check with Staff the physical Head Count against the Head Count on QK Kiosk. – Warden is to report any unaccounted children to Chief Warden. – Chief Warden will notify Officer in Charge of Emergency Services. 						
<p>!!Property damage/loss. Equipment damage/loss. Post Traumatic Stress. People involved do not receive correct treatment in a timely manner. Loss of Life.</p>	<ul style="list-style-type: none"> – Life safety takes precedence over property protection. – Debrief organised by Chief Warden as soon as practicable after incident. – Information gathered from all Stakeholders involved in incident and a report of the debrief together with any recommendations will be compiled for Management. – Management will organise Counselling and support as needed. 						
	<ul style="list-style-type: none"> • As per our Policies and Procedures, Education and Care Services National Regulations and Law and WHS Regulations and Law - <ul style="list-style-type: none"> – All Visitors on site must sign in /out in Visitors Log. – Staff must complete Head Count on QK Kiosk and physical Head Count. – ECO – First Aid Officer to tend to people requiring First Aid. – Evacuation Trolley to contain First Aid Kit, Emergency Contact Details for children and Educators and 4G capable Ipad. – Emergency Trolley Checklist to be completed every Term and documented in SIM. – Phones, Walkie Talkies & Ipads to be charged for each Session. – Responsible Person to notify Head Office as soon as practicable after incident occurring. 						
	<ul style="list-style-type: none"> • As per our Emergency Procedures Manual – Section 3.21 and Flip Chart – Lockdown Page, Policies and Procedures, Education and Care Services National Regulations and Law and follow Processes for – <ul style="list-style-type: none"> – Lockdown Drills are to be practiced every 3 months for each Session of Before, After and during Vacation Care. – Educators to be on site are First Aid trained and First Aid Kits are fully stocked. 						
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">Completed by: Natasha Foenander</td> <td style="width: 50%;">Approved By: Sharon Culhane</td> </tr> <tr> <td>Signature: _____</td> <td>Signature: _____</td> </tr> <tr> <td>Date: 24/06/22</td> <td>Date: 24/06/22</td> </tr> </table>		Completed by: Natasha Foenander	Approved By: Sharon Culhane	Signature: _____	Signature: _____	Date: 24/06/22	Date: 24/06/22
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