



# Lockdown : Risk Assessment

Pendle Hill 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"> <li>• As per our Emergency Procedures Manual &amp; Flip Chart – <b>3.21 - Lockdown</b> <ul style="list-style-type: none"> <li>– ECO – Responsible Person to delegate each position to a Staff person at beginning of each Session.</li> <li>– Staff are to be aware of their roles and responsibilities on the ECO.</li> <li>– Emergency Planning Committee (EPC) meet annually.</li> </ul> </li> </ul>
*New and or existing Staff not knowing Procedure and where to Lockdown.	<ul style="list-style-type: none"> <li>– Staff are made aware of Procedure during Orientation.</li> <li>– Each time a Lockdown is practiced a different Risk Assessment Reason will be used as an example.</li> </ul>
! 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"> <li>– Immediately notify the Chief Warden.</li> <li>– If children and Staff are in different areas - Staff will communicate with each through use of Walkie Talkies.</li> <li>– Ensure appropriate Emergency Services has been notified.</li> <li>– When Lockdown is deemed necessary, Wardens will be notified.</li> <li>– Ensure the person has been clearly advised that they need to go into Lockdown due to an emergency situation that may be life threatening.</li> <li>– Notify Chief Warden if person is refusing to Lockdown.</li> </ul>

<p>Chief Warden or Emergency Services.</p>	<ul style="list-style-type: none"> <li>– Chief Warden is to notify Officer in Charge of Emergency Services of person refusing to Lockdown.</li> <li>– 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.</li> <li>– Turn off lights and lock doors.</li> <li>– Staff, children and visitors are to stay out of sight as much as possible.</li> <li>– Try to remain quiet as possible.</li> <li>– Do not use mobile phones.</li> <li>– Remain there until the ‘All clear’ is given by Officer in Charge for responding Emergency Services.</li> </ul>						
<p>*Roll Call –</p> <ul style="list-style-type: none"> <li>– Children not moving to designated area.</li> <li>– Children not hearing their name being called (head count incorrect, Emergency Services notified of a child unaccounted for).</li> </ul>	<ul style="list-style-type: none"> <li>– Wardens are to ensure Staff, children and visitors stay in their current position.</li> <li>– Staff are to remind children to remain quiet during Roll Call and to answer to their name only.</li> <li>– While Roll Call is being conducted all Staff are to carry out a physical head count of children.</li> <li>– Warden to carry out Head Count on QK Kiosk.</li> <li>– Warden is to check with Staff the physical Head Count against the Head Count on QK Kiosk.</li> <li>– Warden is to report any unaccounted children to Chief Warden.</li> <li>– Chief Warden will notify Officer in Charge of Emergency Services.</li> </ul>						
<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"> <li>– Life safety takes precedence over property protection.</li> <li>– Debrief organised by Chief Warden as soon as practicable after incident.</li> <li>– Information gathered from all Stakeholders involved in incident and a report of the debrief together with any recommendations will be compiled for Management.</li> <li>– Management will organise Counselling and support as needed.</li> </ul>						
	<ul style="list-style-type: none"> <li>• 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"> <li>– All Visitors on site must sign in /out in Visitors Log.</li> <li>– Staff must complete Head Count on QK Kiosk and physical Head Count.</li> <li>– ECO – First Aid Officer to tend to people requiring First Aid.</li> <li>– Evacuation Trolley to contain First Aid Kit, Emergency Contact Details for children and Educators and 4G capable Ipad.</li> <li>– Emergency Trolley Checklist to be completed every Term and documented in SIM.</li> <li>– Phones, Walkie Talkies &amp; Ipads to be charged for each Session.</li> <li>– Responsible Person to notify Head Office as soon as practicable after incident occurring.</li> </ul> </li> </ul>						
	<ul style="list-style-type: none"> <li>• As per our Emergency Procedures Manual – <b>Section 3.21</b> and Flip Chart – <b>Lockdown Page</b>, Policies and Procedures, Education and Care Services National Regulations and Law and follow Processes for – <ul style="list-style-type: none"> <li>– Lockdown Drills are to be practiced every 3 months for each Session of Before, After and during Vacation Care.</li> <li>– Educators to be on site are First Aid trained and First Aid Kits are fully stocked.</li> </ul> </li> </ul>						
<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: 29/06/22</td> <td>Date: 29/06/22</td> </tr> </table>		Completed by: Natasha Foenander	Approved By: Sharon Culhane	Signature: _____	Signature: _____	Date: 29/06/22	Date: 29/06/22
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