



Lockdown : Risk Assessment

Lapstone 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
	<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>
# Emergency Control Organisation – staff not following ECO.	<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 Kangaroo time - Warden is to check with Staff the physical Head Count against the Head Count on Kangaroo time - 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 Kangaroo time and physical Head Count. - ECO – First Aid Officer to tend to people requiring First Aid. - Evacuation bag to contain First Aid Kit, Emergency Contact Details for children and Educators and 4G capable Ipad. - Emergency bag 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.

<p>Completed by: Natasha Foenander & Jessie McCulloch</p>	<p>Approved By:</p>
<p>Signature: _____ Date: 16/08/2023</p>	<p>Signature: _____ Date: _____</p>

