



# Evacuation : Risk Assessment

Toongabbie West Activity Centre

## Identified Hazard –

- Fire/Smoke
- Bomb Threat
- Explosion
- Toxic Emissions/Gas/Fuels/Chemicals

## Risk Rating Key

- !!** Very High
- !** High Risk
- #** Medium Risk
- \*** Low Risk

**Evacuation Assembly Areas: Primary – School Oval – front left hand side of School (Ballandella Road)  
Secondary – Ambrose Hallen Park (Derbyshire Avenue)**

### Determining Stage of Evacuation

- Stage 1 – Immediate
- Stage 2 – Partial
- Stage 3 – Total

Risk	Control Measures
	Staff will be required to read the Emergency Procedures Manual in consultation with this Risk Assessment.
# Emergency Control Organisation – staff not following ECO.	<ul style="list-style-type: none"> <li>– As per our Emergency Procedures Manual &amp; Flip Chart – <b>3.3 Evacuation and Flip Chart</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>
! Protect in Place – some situations taking shelter within the building or another building will be safest option.	<ul style="list-style-type: none"> <li>• Consultation with Chief Warden.</li> <li>• Staff follow direction of Chief Warden.</li> </ul>
! Wrong Stage of Evacuation being Chosen.	<ul style="list-style-type: none"> <li>• Once Evacuation has been determined, Wardens are to ensure ALL persons are evacuated to designated Assembly Area.</li> <li>• An Air Horn will be used to alert everyone an Evacuation is in place.</li> <li>• If Staff, children and visitors are in different areas of the School and are unable to hear the Air Horn, the Chief Warden (or other Staff Member) will make an announcement over the Walkie Talkies that an Evacuation is in place.</li> <li>• Each time they are practiced a different Risk Assessment Reason will be used as an example.</li> </ul>
* New and or existing staff not knowing where the Assembly Areas are.	<ul style="list-style-type: none"> <li>• Staff are made aware of Assembly Areas during Orientation.</li> <li>• Staff have been shown the Emergency Evacuation Diagrams at EXITS during Orientation.</li> </ul>
! Children/staff/visitor are hurt/injured due to –	<ul style="list-style-type: none"> <li>• Ensure the person has been clearly advised that they need to evacuate the premises due to an emergency that may be life threatening.</li> </ul>

<ul style="list-style-type: none"> <li>• Refusing to leave premises</li> <li>• not following instructions/directions from Chief Warden or Emergency Services.</li> </ul>	<ul style="list-style-type: none"> <li>• Notify Chief Warden who will then notify Officer in Charge of Emergency Services who will initiate appropriate action to remove that person.</li> <li>• Chief Warden is to ensure someone is in place to prevent anyone from re-entering the premises.</li> </ul>
<p>* Roll Call –</p> <ul style="list-style-type: none"> <li>• children not moving to Assembly Area (become separated from rest of group).</li> <li>• Children not hearing their name being called (head count incorrect and searching for child that is with group).</li> </ul>	<ul style="list-style-type: none"> <li>• Staff are to check each area eg. Toilets, other rooms, hall, library etc they must notify over the Walkie Talkies that they have checked each area and that the area is clear – “Boys toilets all clear”, “Library all clear”.</li> <li>• All Staff are to assist with walking children to designated Assembly Area.</li> <li>• Children are to walk in orderly manner, to avoid trips and falling over each other and furniture.</li> <li>• Staff are to spread themselves between the group of children, 1 at front, 1 at the back, rest of Staff in middle of group. No child shall be behind the last Staff person.</li> <li>• Staff are to remind children to remain quiet during Roll Call and 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 Head Count on QK Kiosk.</li> <li>• Warden is to report any missing children, staff or visitors to Chief Warden.</li> <li>• Searching of areas should only be undertaken if safe to do so.</li> <li>• Chief Warden will notify Officer in Charge of Emergency Services.</li> </ul>
<p>! Evacuation of premises due to poor visibility from smoke. ! Smoke inhalation/burns.</p>	<ul style="list-style-type: none"> <li>• If caught in area, keep low as possible to floor and take short breaths.</li> <li>• Do not take personal possessions.</li> </ul>
<p>!! Property damage/loss. Equipment damage/loss. Post traumatic Stress People involved do not received correct treatment in a timely manner. Loss of life.</p>	<ul style="list-style-type: none"> <li>• Close doors as you leave (do not lock).</li> <li>• Close windows (if possible).</li> <li>• If safe and Staff are trained to do so, attempt to extinguish or contain fire.</li> <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>
	<p>– As per our Policies and Procedures, Education and Care Services National Regulations and Law and WHS Regulations and Law –</p> <ul style="list-style-type: none"> <li>• All Visitors on site, must sign in/out using Visitors Log.</li> <li>• Educators are to ensure chemicals are locked in cupboards.</li> <li>• Educators not to use dangerous chemicals near children.</li> <li>• Educators to wear Personal Protective Equipment (PPE) if required.</li> <li>• Safety Data Sheets available (in SharePoint and hard copy at Service).</li> <li>• Smoke detectors in place and maintained (if required).</li> <li>• Wall mounted fire extinguishers in appropriate locations.</li> <li>• Fire blanket in kitchen/ cooking area.</li> <li>• Regular maintenance of fire equipment.</li> </ul>

	<ul style="list-style-type: none"> <li>• Training and instruction on use of fire extinguisher and fire blanket.</li> <li>• Position of Fire Extinguisher and Fire Blanket identified with Signs.</li> <li>• Tagging and Testing of electrical equipment.</li> <li>• Evacuation Trolley to contain First Aid Kit, Emergency contact details for children and Educators and 4G capable Ipad. Staff Sign In Sheets and Visitors Log to be taken.</li> <li>• If Evacuation is in place, where possible and if safe to do so, Educators will take children’s Medication Boxes (containing Medical Management Plan and Medication).</li> <li>• Evacuation 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>• Educator to conduct Safety Checklist at the beginning of each Session.</li> <li>• Responsible Person to notify Head Office as soon as practicable after incident occurring.</li> </ul>
	<p>– As per our Emergency Procedures Manual – Section 3.3 to 3.6 and Flip Chart – Evacuation Page, Policies and Procedures, Education and Care Services National Regulations and Law and follow Processes for –</p> <ul style="list-style-type: none"> <li>• Educators and children to be aware of Primary and Secondary Assembly Points.</li> <li>• Emergency Evacuations 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>
<p>Completed by: Natasha Foenander</p> <p>Signature: _____</p> <p>Date: 24/06/22</p>	<p>Approved By: Sharon Culhane</p> <p>Signature: _____</p> <p>Date: 24/06/22</p>