

CHILD SAFE STANDARD 6: RISK ASSESSMENT TEMPLATE

A key part of a risk management strategy is a risk assessment. Risk assessments can take many forms. An example is provided below. Risk assessment resources form part of the [School Policy & Advisory Guide: Risk Management Policy](#). An example is provided below to assist schools in their risk assessment.

Each school will be different and must undertake their school specific assessment.

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
No organisational culture of child safety – lack of leadership, public commitment and frequent messaging	Child safety code of conduct Strategies developed to embed culture of child safety Updated Child Safe policy (March 2019) Updated CS Reporting Obligations Policy (March 2019)	Unlikely	Severe	High	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed Statement of commitment to child safety is publicly available Child Safe training conducted for all staff 	Principal, Leadership team School Council	Medium
Inappropriate behaviour is not reported and addressed	Child safety code of conduct Clear child safety reporting procedures	Rare	Severe	Medium	<ul style="list-style-type: none"> Strategies to embed organisational culture of child safety are reviewed 	Principal, Leadership team School Council	Medium

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
	Performance management procedures				<ul style="list-style-type: none"> • Refresher training for staff – see eLearning mandatory reporting module 		
Unquestioning trust of long term employees and contractors or norms	<p>Strategies developed to embed culture of child safety</p> <p>Clear child safety reporting procedures</p>	Unlikely	Major	Medium	<ul style="list-style-type: none"> • Refresher training for staff – see eLearning mandatory reporting module 	Principal, Leadership team School Council	Medium
Recruitment of an inappropriate person	WWCC or Victorian Institute of Teaching registration	Unlikely	Major	Medium	<p>Processes updated to require:</p> <ul style="list-style-type: none"> • Criminal history search • Pre-employment reference check includes asking about child safety 	Principal, Leadership team School Council	Medium
Engagement with children online	<p>Child safety code of conduct</p> <p>Strategies developed to embed culture of child safety</p>	Possible	Moderate	Medium	<ul style="list-style-type: none"> • Train students and staff to detect inappropriate behaviour • Ensure appropriate settings on all student technologies 	Principal, Leadership team School Council	Low

Risk Event or Environment	Existing risk management strategies or existing controls	Likelihood	Consequence	Current risk rating	New risk management strategies or treatments	Who is responsible?	Target risk rating
Unknown people and environments at excursions and camps	<p>Child safety code of conduct</p> <p>Strategies developed to embed culture of child safety</p> <p>Clear child safety reporting procedures</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Assessment of new or changed environments for child safety risks Ensure Code and strategies apply in all school contexts 	<p>Principal,</p> <p>Leadership team</p> <p>School Council</p>	Low
Ad-hoc contractors on the premises (eg maintenance)	<p>Child safe environments</p> <p>Information and awareness for visitors, staff, volunteers and contractors</p> <p>Adequate monitoring</p>	Unlikely	Moderate	Medium	<ul style="list-style-type: none"> Refresher training for frequent contractors 	<p>Principal,</p> <p>Leadership team</p> <p>School Council</p>	Low

Note: The advice below has been copied and pasted from OHS Risk Management Procedure (GCU March 2019)

Consequence Criteria

Descriptor	Level	Definition
Insignificant	1	No injury
Minor	2	Injury/ ill health requiring first aid
Moderate	3	Injury/ill health requiring medical attention
Major	4	Injury/ill health requiring hospital admission
Severe	5	Fatality

Likelihood Criteria

Descriptor	Level	Definition
Rare	1	May occur somewhere, sometime ("Once in a life time / once in a hundred years")
Unlikely	2	May occur somewhere within the Department over an extended period of time
Possible	3	May occur several times across the Department or a region over a period of time
Likely	4	May be anticipated multiple times over a period of time. May occur once every few repetitions of the activity or event
Almost Certain	5	Prone to occur regularly It is anticipated for each repetition of the activity of event

Risk Matrix

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Severe
Almost Certain	Medium	High	Extreme	Extreme	Extreme
Likely	Medium	Medium	High	Extreme	Extreme
Possible	Low	Medium	Medium	High	Extreme
Unlikely	Low	Low	Medium	Medium	High
Rare	Low	Low	Low	Medium	Medium

Using the Matrix

1. Evaluate the **consequences** of a risk occurring according to the ratings in the top row.
2. Evaluate the **likelihood** of an incident occurring according to the ratings in the left hand column.
3. Using the Risk Matrix, calculate the **level of risk** by finding the intersection between the likelihood and the consequences.

Risk Level/Rating and Actions

Description of risk	Actions
Extreme:	Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken immediately. Cease associated activity.
High:	Notify Workplace Manager and/or Management OHS Nominee immediately. Corrective actions should be taken within 48 hours of notification
Medium:	Notify Nominated employee, HSR / OHS Committee . Nominated employee, OHS Representative / OHS Committee is to follow up that corrective action is taken within seven days.
Low:	Notify Nominated employee, HSR / OHS Committee . Nominated employee, HSR / OHS Committee is to follow up that corrective action is taken within a reasonable time.