

## ES02C: Risk Management Checklist

Applicable to Community Language Schools SA and all member schools.

Community Language Schools are required to conduct regular risk assessments. The following checklists can be used to identify risks (consequence, likelihood and risk level) and identify current and future controls. Some items within the checklists may not be applicable to all schools.

Completion of this checklist will then serve as a Risk Management Plan for the language school.

A full set of checklists are required to be submitted to CLSSA every 2 years.

If there are changes during the two-year period, only those checklists that have changed need to be re-submitted to CLSSA.

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### Risk Management Checklist 1: Child Safe Environment of Children and Young People

#### Part 1: Working with Children and Young People

Potential Risk		Y/N	Likelihood	Consequence	Priority	Policy Ref	Control measures that were/are put in place (what, who, when, how, where)
1.	Have all school personnel (teachers and volunteers) read <b>ES01: Child Safe Environments Policy and Procedures?</b>					ES01	
2.	Do all school personnel (teachers and volunteers) have a valid and current WWCC?					ES01, ES03 ES14	
3.	Do all the Management Committee/Board members and the School Management Sub-Committee have a valid and current WWCC?					ES01, ES13, ES14	
4.	Have the President/Chairperson and the Secretary of the legal body Management Committee/Board and all members of the committee directly managing the day-to-day operations of the school completed a Safe Environments training workshop/RRHAN-EC?					ES01, ES13, ES14	
5.	Have all school personnel (teachers and volunteers) completed a Safe Environment Training workshop/RRHAN- EC training?					ES01, ES03	
6.	Are teachers and volunteers trained i.e., are registered with TRB or have attended Teacher Accreditation Course or Foundation Course for Teachers?					ES01, ES05, ES24	
7.	Do the school obtain a valid and current WWCC from visitors and parent volunteers (including photographers for events)?					ES01, ES14, ES24	
8.	Do the school obtain a valid and current WWCC for the adult students in your school?					ES14, ES16	
9.	Is first-aid training provided for your teachers and volunteers? Is there a first-aid trained school personnel at your school at all times?					ES01, ES05, ES08, ES37	
10.	Does the school have an open atmosphere in which young people feel free to talk about any problems and there are avenues for complaints?					ES01, ES04,	
11.	Does the school have zero tolerance to bullying and harassment?					ES01, ES38	
12.	Do all school personnel (teachers and volunteers) strive to practice inclusivity and social inclusion in your school?					ES01	
13.	Do you have emergency contact numbers for doctors, ambulance and services such as poisons information?					ES08	
14.	Is a list of those numbers clearly posted where school personnel can see it? Do they know it's there?					ES08	
15.	Other (Please specify)						

**Part 2: Special Needs and/or Disability**

Potential Risk	Y/N	Likelihood	Consequence	Priority	Policy Ref.	Control measures that were/are put in place (what, who, when, how, where)
1. Are your school personnel and volunteers adequately trained to provide the services for students with special need?					ES40	
2. Is specific special need/disability training provided for your teachers and volunteers?					ES40	
3. Are your premises set up to make it easy to access and get around for people with limited mobility?						
4. Do you conduct a risk assessment for any activities involving people with special needs? Do you consider what extra risks your activities might entail?					ES02, ES40	
5. Are teachers and volunteers trained in first aid to cater for students with a disability? Is there a written record of this training?					ES40	
6. Are corridors, clear and free from obstructions?					ES40	
7. Are students with special needs or a disability adequately supervised?					ES09, ES40	
8. Do you have toileting facilities for students with a disability?					ES40, S42	
9. Are toilet facilities clear and free from obstructions?						
10. Are changes in surface or height (e.g.: a kerb) clearly marked or sign-posted?						
11. Have you allocated sufficient spaces for people with disabilities?					ES40	
12. Do you have a dedicated parking space for people with a disability parking permit?						
13. Other (Please specify)						

**Authorisation:**

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Principal's Name:		Principal's Signature:		Date:	
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## Risk Management Checklist 2: General Safety of Children and Young People

Part 1: Falls, Slips and Trips						
Potential Risk	Y/N	Likelihood	Consequence	Priority	Policy Ref.	Control measures that were/are put in place (what, who, when, how, where)
1. Are potentially dangerous surfaces removed or sign-posted?					ES22, ES23	
2. Are changes in surface or height (e.g., a kerb) clearly marked or sign-posted?					ES22, ES23	
3. Are external surfaces that become slippery when wet sign-posted?					ES22, ES23	
4. Are barriers or signs put up when an internal surface is wet (e.g., from cleaning)?					ES22, ES23	
5. Is the carpet or floor in good condition?					ES22, ES23	
6. Do you have a "no running" rule in your premises?					E35	
7. Are glass doors clearly marked to prevent people walking into them (it happens)?					ES22, ES23	
8. Are carpets and floors regularly cleaned and cleared of obstructions?					ES22, ES23	
9. Are any dangerous goods, solvents and cleaning liquids safely locked away in a separate area to where the children and young people are?					ES22, ES23	
10. Are power cords and cables in good condition						
11. Are all power cables and any other potentially dangerous items out of a child's reach or safely secured?					ES02, ES22, ES23	
12. Are certain areas (e.g., kitchen, cleaning cupboard) off-limits to children and young people, with doors locked accordingly?					ES22, ES23	
13. Do you conduct regular inspections of your premises to identify potential hazards (try looking around from the eye-level of a child)? Does the inspection include less commonly encountered areas such as pot plants, etc.?					ES22, ES23	
14. Are all walkways regularly inspected to ensure they are clear from obstructions?					ES22, ES23	
15. Is all equipment, fixtures and furniture free of sharp edges and properly secured?					ES22, ES23	
16. Do you have spill kits or equipment to deal with spills?					ES22, ES23	
17. Are spills cleaned up immediately?					ES22, ES23	
18. Other (Please specify)						

**Part 2: Climbing and Play Equipment**

Potential Risk		Y/N	Likelihood	Consequence	Priority	Policy Ref.	Control measures that were/are put in place (what, who, when, how, where)
1.	Is all playground equipment maintained and repaired on a regular basis?					ES22, ES23	
2.	Is all portable equipment secured correctly?					ES22, ES23	
3.	Are any external protrusions, such as bolts, covered?					ES22, ES23	
4.	Is the surface on which the equipment is placed stable?					ES22, ES23	
5.	Area soft surfaces (e.g., fall mats) provided in case a child falls from the equipment?					ES22, ES23	
6.	Are children and young people supervised when using the equipment?					ES09, ES22, ES23	
7.	Are children and young people told/shown how to use the equipment correctly and safely?					ES06, ES22, ES23	
8.	Do you have rules for children and young people using the playground?					ES06, ES22, ES23	
9.	Are the children and young people aware of playground rules and are rules enforced?					ES22, ES23	
10.	Is play equipment cleaned regularly?					ES22, ES23	
11.	Are children and young people prevented from playing on wet or slippery equipment? Are warning signs used to indicate when equipment is wet?					ES22, ES23	
12.	Does the play area have adequate shade?					ES22, ES23	
13.	Is the play area regularly inspected for hazards such as broken glass or syringes?					ES22, ES23	
14.	If the playground is used at night, is there adequate lighting?					ES22, ES23	
15.	Are the fences around the play area secure, with child-proof gates?					ES22, ES23	
16.	Are there first-aid facilities nearby?					ES22, ES23, ES37	
17.	Is there someone nearby who knows how to administer first-aid?					ES22, ES23, ES37	
19.	Are there adequate toilet facilities nearby?					ES22, ES23	
20.	Are there facilities nearby where children and young people can get a drink of water?					ES22, ES23	
21.	Other (Please specify)						

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**Risk Management Checklist 3: General Safety Around the School (including the Classroom)**

Part 1: General Safety Around the School							
Potential Risk	Y/N	Likelihood	Consequence	Priority	Policy Ref	Control measures that were/are put in place (what, who, when, how, where)	
1. Are your premises well lit?					ES22, ES23		
2. Are signs easy to read and unobstructed?					ES22, ES23		
3. Are teachers and volunteers instructed in the need for tidiness at your premises?					ES22, ES23		
4. Are all loose items stored appropriately?					ES22, ES23		
5. Are your paths in good condition, well maintained are free of obstructions?					ES22, ES23		
6. Do you have storage areas that require minimal effort to access items?					ES22, ES23		
7. Do you ensure shelves and storage areas are not overloaded?					ES22, ES23		
8. Do you conduct regular inspections to discard any unnecessary or out-dated items?					ES22, ES23		
9. Are the facilities you are using appropriate for young people? (Remember, things can break easily)					ES22, ES23		
10. Are the toilets - bowls, cisterns, hand basins, paper holders, dryers - all in working order?					ES22, ES23		
11. Do you have an evacuation and emergency plan?					ES08, ES22, ES23		
12. Do you practice emergency evacuation?					ES08, ES22, ES23		
13. Other (Please specify)							
Part 2: General Safety In and Outside the Classroom							
Potential Risk	Y/N	Likelihood	Consequence	Priority	Policy Ref	Control measures that were/are put in place (what, who, when, how, where)	
1. Do you have enough teachers for the number students involved?					ES01, ES09		
2. Are students aware of the classroom expectations and rules while they are at your school?					ES09, ES35		
3. Do school personnel and volunteers know how to react to inappropriate student behaviour?					ES01, ES35		
4. Is attendance taken efficiently on time at every lessons?					ES34		
5. Is there any procedure for students who are absent without notification/ for a long period of time?					ES34		
6. Are there supervision in place for students before school starts and during dismissal?					ES01, ES09		
7. Are there supervision in place for students during break?					ES01, ES09		
8. Are students supervised when they need to use the toilet? (or when they leave the classroom for example to wash their hands)					ES01, ES09, ES47		
9. Is there supervision for visitors when they are in the facility-in spite of them having a WWCC? (e.g., parents, photographers for special school event)					ES09, ES10, ES14,		

10.	Are surfaces regularly cleaned and disinfected?					ES22, ES23	
11.	Are chairs and desks suited to tasks and users?					ES22, ES23	
12.	Are computers and printers suitably positioned?					ES22, ES23	
13.	Are computer cables and leads secured safely?					ES22, ES23	
14.	Are floors non-slip and clear of obstructions?					ES22, ES23	
15.	Is rubbish disposed of regularly and appropriately?					ES22, ES23,	
16.	Are floors around racking or shelves clear of items or rubbish?					ES22, ES23	
17.	Are equipment used for teaching, (blackboards, whiteboards, smartboards) securely attached to walls or can be moved into suitable positions?					ES22, ES23	
18.	Are toy appropriate for the age of children and young people you are working with?					ES22, ES23	
19.	Have all your toys, games and resources been checked to ensure they have no small parts that could be swallowed, have no sharp edges, etc.?					ES22, ES23	
20.	Are the toys, games and educational resources stored safely?					ES22, ES23	
21.	Are children and young people supervised when playing with toys, games and educational resources?					ES22, ES23	
22.	Do you have rules about children and young people playing with their own toys at your premises?					ES22, ES23, ES35	
23.	Are toys, games and educational resources cleaned and inspected regularly to ensure they are in good repair?					ES22, ES23	
24.	Are toy, games and educational resources cleared from paths and heavy traffic areas?					ES22, ES23	
25.	Do you have rules about when toys and games can be used?					ES22, ES23	
26.	Other (Please specify)						

### Part 3: Electrical and Lighting

	Potential Risk	Y/N	Likelihood	Consequence	Priority	Policy Ref	Control measures that were/are put in place (what, who, when, how, where)
1.	Are all electrical items, including computers and monitors, turned off when not in use?					ES22, ES23	
2.	Do you have appropriate firefighting equipment (e.g.: fire blanket, fire extinguisher) in key areas?					ES22, ES23	
3.	Is equipment regularly inspected?					ES22, ES23	
4.	Is the plan posted in key locations? Are school personnel, volunteers and students aware of it? Is it practiced?					ES22, ES23	
5.	Is lighting adequate in the classroom and around the facility?					ES22, ES23	
6.	Other (Please specify)						

Part 4: Carparks							
Potential Risk		Y/N	Likelihood	Consequence	Priority	Policy Ref	Control measures that were/are put in place (what, who, when, how, where)
1.	Is the car park/ designated parking area and the surrounding area adequately lit?					ES22, ES23	
2.	Is the entrance and exit area of the facility clear and free of obstructions?					ES22, ES23	
3.	Is there adequate access for emergency vehicles?					ES22, ES23	
4.	Are parking spots clearly marked?					ES22, ES23	
5.	Do you have rules for pedestrians in the car park – especially children and young people (e.g.: no running, always hold hands with a parent)?					ES09, ES22, ES23	
6.	Is there a designated place/area for parents to drop off their children and young people?					ES09, ES22, ES23	
7.	Are students sent into the premise by their parents/ a volunteer takes/ supervise students into the premise?					ES09, ES22, ES23	
8.	Do you have a separate parking area for school personnel (if space allows)?					ES22, ES23	
9.	Are parking area surfaces well maintained and free of oil?					ES22, ES23	
10.	Is signage in the parking area visible and able to be seen at night?					ES22, ES23	
11.	Other (Please specify)						

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**Risk Management Checklist 4: General Health and Personal Care**

Part 1: General Health							
Potential Risk		Y/N	Likelihood	Consequence	Priority	Policy Ref	Control measures that were/are put in place (what, who, when, how, where)
1.	Are students' conditions and health needs documented and easily accessible for school personnel?					ES07B, ES37, ES37A, S37B	
2.	Are precautions taken to prevent sick children and young people infecting other children and young people or school personnel?					ES37, ES47	
3.	Do the school personnel know the procedure in case a student falls ill or have a minor accident/incident in school?					ES08, ES37, ES47	
4.	Do school personnel, children and young people wash their hands when they arrive at your premises, using toilet facilities, handling food and at other times such as when using first-aid equipment?					ES47	
5.	Do you have children and young people's medical details, including past medical complaints and any allergies to medicines?					ES07B, ES37, ES37A, S37B	
6.	Are illnesses documented in case an outbreak occurs?					ES47	
7.	Do you have appropriate first-aid measures in place in case of animal bites or attacks (including anti-venoms where appropriate)?					ES08, ES37, ES47	
8.	Are "sharps" containers, protective gloves and procedures in place to dispose of syringes?					ES08, ES37, ES47	
9.	Are sun protection measures taken when it gets hot (e.g., wearing sun hat, playing indoors, etc)					ES08, ES37, ES45, ES46	
10.	Are mostly touched surfaces regularly cleaned and disinfected?					ES47	
11.	Other (Please specify)						
Part 2: Food Handling and Allergies							
Potential Risk		Y/N	Likelihood	Consequence	Priority	Policy Ref	Control measures that were/are put in place (what, who, when, how, where)
1.	Do you comply with relevant food handling regulations? (wash hands; avoid foreign object touching food; ready-to-eat food can't be touched by bare hands; do not spit, sneeze, blow or cough over food or surface that touch the food)					ES08, ES47	
2.	Are surfaces regularly cleaned and disinfected?					ES47	
3.	Do you know if any children and young people suffer from food allergies?					ES08, ES37, ES47	
4.	Do you cater for children and young people with allergies to common foods, such as sugar and milk?					ES08, ES37, ES47	
5.	Do you know if any children and young people suffer from allergies to anything else (e.g.: bee stings)?					ES08, ES37, ES47	
6.	Do you have a process in place in case a child suffers an adverse reaction to food?					ES08, ES37, ES47	
7.	Are eating times supervised to reduce the likelihood of food sharing?					ES08, ES37, ES47	
8.	Other (Please specify)						

Part 3: First Aid							
Potential Risk		Y/N	Likelihood	Consequence	Priority	Policy Ref	Control measures that were/are put in place (what, who, when, how, where)
1.	Are first-aid kits and contents appropriate for each area?					ES08, ES37,	
2.	Is there easy access to first-aid kits?					ES08, ES37,	
3.	Are first-aid kits clearly labelled?					ES08, ES37,	
4.	Is a specialist first-aid kit available? (Especially if you have students who suffers from allergies and/or Asthma)					ES08, ES37,	
5.	Are first-aid kits restocked, contain a complete set of required items and the stock is in date?					ES08, ES37,	
6.	Does school personnel know the location of first aid kits?					ES08, ES37,	
7.	Is the first-aid kit easily accessible?					ES08, ES37,	
8.	Is there a record of first aid treatment kept?					ES08, ES37,	
9.	Are first aid procedures for specific student illness predominately displayed (anaphylaxis, asthma, allergies epilepsy, diabetes)?					ES08, ES37,	
10.	Do you have appropriate first-aid measures in place in case of animal bites or attacks (including anti-venoms where appropriate)?					ES08, ES37,	
11.	Are emergency contact numbers displayed?					ES08, ES37,	
12.	Are teachers or volunteers trained in first aid?					ES08, ES37,	
13.	Other (Please specify)						

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### Risk Management Checklist 5: Data & Information Management and Cyber-Safety

Part 1: Data & Information Management						
Potential Risk	Y/N	Likelihood	Consequence	Priority	Policy Ref	Control measures that were/are put in place (what, who, when, how, where)
1. Are positions for teachers in school advertised?					ES03	
2. Are interviews conducted in fairness, supports equal opportunity while protecting privacy and confidentiality?					ES03	
3. Are internal references and screening checks done <b>BEFORE</b> school personnel commence duties?					ES03	
4. Are the school personnel/volunteers made aware of their code of conduct and expected duties (including policies) <b>BEFORE</b> the commencement of their roles?					ES05, ES5A	
5. Are the school personnel/volunteers made aware of the student's privacy i.e., consent procedure in taking photographs of the students and the community?					ES07A, ES10, ES20	
6. Are the school personnel/volunteers made aware of the student's privacy i.e., consent procedure in publishing images and/or creative work of students and the community? (this includes photographs, visual media and any general publication)					ES07A, ES10, ES20	
7. Is there an effective way in place when it comes to communication with the parents and the community?					ES11	
8. Is there an effective handling system for complaints and grievances (including the responding of the complaints and grievances)?					ES04	
9. Does your school encourage a child-rights focused complaints and grievances culture?					ES01, ES04	
10. Have you taken appropriate steps to make sure all the school personnel/volunteers and students' personal information is kept safely to ensure privacy?					ES11, ES20	
11. Have you taken appropriate steps to ensure that copies and backups of important documentation are secure and safe on/off site?					ES11, ES20	
12. Have you taken appropriate steps to ensure important documentation are disposed securely?					ES11, ES20	
13. Have you taken appropriate steps to ensure the safety and security of the facility during class time? (e.g., managing visitors, trespassers and misbehaviour)					ES22, ES25, ES35	
14. Have you taken appropriate steps to ensure the safety and security of the facility when you leave (i.e., locking up, making sure everyone has left)?					ES22, ES25	
15. Other (Please specify)						

Part 2: Cyber-Safety						
Potential Risk	Y/N	Likelihood	Consequence	Priority	Policy Ref	Control measures that were/are put in place (what, who, when, how, where)
1. Are the cyber-safety and acceptable use of ICT equipment and devices addressed to the students and parents?					ES39	
2. Are the code of conduct in an online learning environment addressed to the students and parents?					ES39	
3. Are students made aware of behaviour that is unacceptable or inappropriate when using ICT? (this includes but is not limited to Cameras, video recorders, phones, tablets or electronic devices that can record audio and/or video)					ES35, ES39	
4. Are students allowed to access the internet at your facility safely?					ES39	
5. Do school personnel/volunteer know how to deal with online incident of inappropriate behaviour that affects the students?					ES35, ES39	
6. Do you have a procedure in place for the school personnel and volunteers in regard to exhibiting a film or sound recording or when planning an excursion to watch a film at a cinema?					ES39, ES50	
7. Are your school personnel/volunteer aware of the film classification when a film is shown to the students? (are the movie shown age appropriate)					ES39, ES50	
8. Are school personnel and volunteers aware of the conditions that they need to adhere to while streaming videos in classroom?					ES39, ES50	
9. Other (Please specify)						

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**Risk Management Checklist 6: Excursion and Incursion**

Excursion and Incursion						
Potential Risk	Y/N	Likelihood	Consequence	Priority	Policy Ref	Control measures that were/are put in place (what, who, when, how, where)
1. Do you have/prepare a checklist before the excursion/incursion?					ES36	
2. Do you send out comprehensive and relevant information to parents via the consent form?					ES36	
3. Do you have/fill out a Risk Management Plan for Excursion?					ES36	
4. Do you have rules about who can drive children and young people to activities (including enforcing an anti-drink-driving message)?					ES36	
5. Are young people supervised during incursions and excursions?					ES36	
6. Have you properly inspected an excursion site for potential hazards?					ES36	
7. Do you have rules preventing unsuitable items being taken on excursions or incursions?					ES36	
8. Do the volunteers that assist with supervision have a WWCC?					ES14, ES36	
9. Do you have medical and contact details for all students attending an excursion in case of emergency?					ES07B, ES37A, ES37B, ES36	
10. Is someone trained in first-aid at all activities? Does everyone know who that person is?					ES08, ES36	
11. Do you have indemnity/consent forms signed by parents/guardians before undertaking camps or activities?					ES36	
12. Other (Please specify)						

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