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# Risk assessment and management – Learning experience plan – Educators/Teachers

Developing risk assessment and management plans is an ongoing part of daily practice for education and care services. This tool is a starting point to support your thinking around hazard identification and risk management when planning experiences for children. Use this tool to identify, assess and manage the risk of harm before an incident occurs. It is important to adapt this tool to fit your particular service so it is a meaningful part of daily practice.

Use the risk matrix and control measure below to help you complete this tool.

It is important to adapt this tool to fit each learning experience so that it is a meaningful part of practice.

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| --- | --- | --- | --- | --- | --- | --- |
| **Risk Matrix** | | | | | | |
| Consequences | Likelihood | | | | | |
|  | Rare | Unlikely | Possible | Likely | Almost Certain |
| Major | Moderate | High | High | Critical | Critical |
| Significant | Moderate | Moderate | High | High | Critical |
| Moderate | Low | Moderate | Moderate | High | High |
| Minor | Very low | Low | Moderate | Moderate | Moderate |
| Insignificant | Very low | Very low | Low | Moderate | Moderate |

| **Risk assessment and management – Learning experience plan** | | | |
| --- | --- | --- | --- |
| **Experience plan:** | | **Date:** | **Time:** |
| **Overview of the experience –** *Provide a brief overview of the experience* | | | |
| **Rationale and links to children’s outcomes –** *What value does this experience have for the child(ren)’s learning and development?* | | | |
| **Who will be participating? –** *In assessing and managing risk, consider the number of children and your knowledge of their capabilities and dispositions.* | | | |
| **Where will the experience occur? –** *Considerations include adequate space, ventilation, weather and environmental conditions.* | | | |
| **What will the children be doing? –** *Include detail about the experience.* | | **What equipment will they be using? –** *Consider the equipment and materials required. Are there any safe handling procedures required?* | |
| **Who will be leading the experience? –** *Consider whether expertise is required for handling materials or if additional educators might be necessary.* | | | |
| **Identify hazards –** *What are the potential hazards in this experience which could cause harm?* | | | |
| **Assess risks – Likelihood and severity –** *Given your knowledge of the experience, context and children, how likely is it that harm will occur? How severe might that harm be? Refer to the risk matrix, if required.* | | | |
| **Manage risks –** *Detail how the risk of harm will now be managed. Consider the role of active supervision in mitigating the risk of harm. Refer to the hierarchy of control, if required.* | | | |
| **At the conclusion of the experience** | | | |
| **Evaluation and review – Risk management –** *How effective were the controls for managing the risk of harm? What were the positive and negative outcomes of the experience?* | | | |
| **Evaluation and review – Teaching and learning –** *Critically reflect on teaching strategies and the children’s learning. Were the identified intentions met? What was surprising about the children’s involvement in the experience?* | | | |
| **Implications for future planning ­­–** *Consider safety implications in addition to providing for the extension of learning* | | | |
| **Experience plan developed by (full name and signature):** | **In consultation with (full name and signature):** | | |
| **Experience plan evaluated by (full name and signature):** | **Date of evaluation:** | | |