

Risk Assessment Hub Program

Risk Rating Matrix

Likelihood	Impact/Severity					
		Insignificant	Minor	Moderate	Major	Severe
	Almost Certain	Medium	High	High	Very High	Very High
	Likely	Medium	Medium	High	High	Very High
	Possible	Low	Medium	High	High	Very High
	Unlikely	Low	Low	Medium	Medium	High
	Rare	Low	Low	Medium	Medium	Medium

NB. Do not proceed with activity unless the results of the Risk Assessment determine the level of risk is minimal and/or there are adequate control measures in place.

HAZARD	RESIDUAL RISK Following implementation of control measures. (highlight result)	CONTROL MEASURES	ACTION AND IMPLEMENTATION	PERSON/S Responsible and when
Unauthorised person/s entering premises	Low Medium High V High	<ul style="list-style-type: none"> Staff orientation Security opening premises process Camera surveillance Lift access set to level 1 only Sign in system Sign in/out system (school holidays) Supervision Discussion 	<ul style="list-style-type: none"> Security orientation to all staff when opening premises before 11am. Kids Giving Back allocated entry side door. Doors to be locked and not to left unattended at any time (before 12pm) Lift access set to access level 1 only (before 11am) Premises have security cameras installed All participants attending School holiday program are to be signed in/out on arrival and departure by their parent/authorised persons. All staff are responsible for supervising all participants throughout the duration of the session. Staff to check members of public are not in toilets before sending group Participants advised to alert staff if they see any unknown persons in the 	Kids Giving Back Staff <ul style="list-style-type: none"> Prior and during session Your staff <ul style="list-style-type: none"> During session

KIDS GIVING BACK

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			<p>vicinity of Kids Giving back hub and toilets.</p> <ul style="list-style-type: none"> • Hub, toilets and bistro area are the only areas accessible to participants with supervision. • Child participants have separate allocated toilets not easily accessible by public. • Staff have separate allocated toilets. • Times scheduled within the program for children to attend toilets in groups. • Children will travel in pairs to and from toilets 	
Safety when accessing public toilets	<p>Low</p> <p>Medium High V High</p>	<ul style="list-style-type: none"> • Staff and participant orientation • Teaching staff for assist Kids Giving Back staff with supervision of participants • Discussion • Camera surveillance in public areas • Toilets used are closest to Kid Giving Back hub and least likely used by public • Regular times scheduled for all participants to use toilets • Separate toilets for children/adult staff • Children access monitored when walking to toilets at unscheduled times. 	<ul style="list-style-type: none"> • Kids Giving Back Child Protection trained. • Participants advised to alert staff if they see unknown people in the area • Participants advised of allocated toilet calls, not to attend toilets on their own and without advising a staff. • Times scheduled within the program for children to attend toilets in groups. • Off times children will travel in pairs and be escorted to and from main entrance • Staff will check toilets are safe i.e. clear of other people before sending groups in. • Regular times scheduled for all participants to use toilets • Separate allocated toilets for children use children using toilets in pairs. 	<p>Kids Giving Back</p> <ul style="list-style-type: none"> • During session Your Staff • During session
Emergency evacuation	<p>Low</p> <p>Medium High</p>	<ul style="list-style-type: none"> • Discussion • Exit plan on display 	<ul style="list-style-type: none"> • Emergency evacuation procedure in place and advised to all participants. 	Kids Giving Back

(fire and other emergencies)	V High	<ul style="list-style-type: none"> Emergency exit lights displayed throughout the premises 	<ul style="list-style-type: none"> Emergency exit signs are in working order and checked regularly as per compliance. All emergency exits are always kept clear. No flammable materials stored or situated near a heat source. 	<ul style="list-style-type: none"> Prior and during session
Food contamination	Low Medium High V High	<ul style="list-style-type: none"> Supervision Hand sanitiser Food safety discussion Demonstration Aprons & hairnets Gloves Blue Band-Aids Face masks as required All food prepared as per instructions 	<ul style="list-style-type: none"> Clean aprons to be worn when preparing food. Effective handwashing demonstrated prior to each session. Food safety discussed prior to each session. Aprons and hairnets to be always worn. Gloves and blue Band-Aids available if required. Jewellery to be removed or covered Participants that may be unwell provided with alternative task to food prep or reschedule. Temperature sheets Receiving of goods temperature check Core temperature of cooked food recorded Fridge temperature recorded twice daily Checklist to make kitchen is clean up to the standard of food authority 	Kids Giving Back Staff <ul style="list-style-type: none"> Prior and during session Your Staff <ul style="list-style-type: none"> During session
Food cross contamination	Low Medium High V High	<ul style="list-style-type: none"> Supervision Separate equipment for meat etc Food stored as per Food safe requirement. Colour coded chopping boards for each food group Commercial grade washing liquid 	<ul style="list-style-type: none"> Kids Giving Back Staff/volunteers Staff trained in food handling. Food safety discussed prior to each session Surfaces to be cleaned and sanitised as per food preparation procedure. Commercial grade detergent used 	Kids Giving Back <ul style="list-style-type: none"> Prior and during session Your Staff

		<ul style="list-style-type: none"> Commercial dishwasher 	<ul style="list-style-type: none"> Meat and raw foods prepared on separate boards/knives with adequate equipment to cater for. Food stored and refrigerated. All equipment to be cleaned thoroughly of all foods, sanitised and dried before storage. All boards and equipment cleaned through a commercial dishwasher at 65* 	<ul style="list-style-type: none"> During session
Reactions to food, allergic or intolerance	<p>Low</p> <p>Medium High V High</p>	<ul style="list-style-type: none"> Allergy information to be provided prior to attendance Participants to provide own medication/EpiPen and Nuts and other allergens excluded where possible First aid trained staff in attendance 	<ul style="list-style-type: none"> First aid trained staff in attendance Kids Giving Back staff to be made aware of participants with allergies on arrival and their medical requirements Nuts and other ingredient allergens excluded where possible 	<p>Kids Giving Back Admin Kids Giving Back Facilitator</p> <ul style="list-style-type: none"> Prior to session Your Staff On arrival
Tripping, falling and slipping	<p>Low</p> <p>Medium High V High</p>	<ul style="list-style-type: none"> Participants advised to alert or clean spills immediately/ hazards/ during WHS introduction Wet floor signage/mop Check for trip hazards before session Ensure bags are stored safely Spills to be cleaned immediately Participants requirement re appropriate enclosed footwear advised in registration process Footwear to be flat, enclosed and rubber soled. 	<ul style="list-style-type: none"> Staff to check for any trip hazards before and throughout session. Footwear checked prior to commencement Spills to be cleaned up immediately Area allocated for bags 	<p>Kids Giving Back</p> <ul style="list-style-type: none"> Prior and during session <p>Your Staff</p> <ul style="list-style-type: none"> During session
Knife cuts/ other injuries	<p>Low</p> <p>Medium</p> <p>High V High</p>	<ul style="list-style-type: none"> Discussion Demonstration Choice to /not to use Optional safety knives Stored safely Supervision First aid kit 	<ul style="list-style-type: none"> Knife safety discussed Cutting safely demonstration Participants given other options if not knife confident. All staff reminded to supervise their group 	<p>Kids Giving Back</p> <ul style="list-style-type: none"> During session <p>Your Staff</p> <ul style="list-style-type: none"> During session

			<ul style="list-style-type: none"> Knives will be stored safely when not in use. Accessible First aid kit 	
Burns from equipment or hot food	Low Medium High V High	<ul style="list-style-type: none"> Supervision Discussion Minimal liquid used in food to minimise burn from liquids Oven gloves No over hanging handles on stove top 	<ul style="list-style-type: none"> Participants not permitted to carry hot frypans or liquids All staff and adults attending with children to supervise when near hot food/equipment. Participants advised of safe practices Safe package process advised prior to packaging. Minimal liquid used in recipes otherwise it will be adequately cooled before packaging. Oven gloves available Pot handles to be turned inwards when on stove tops 	Kids Giving Back <ul style="list-style-type: none"> During session Your Staff <ul style="list-style-type: none"> During session
Children wandering into gaming/unauthorised areas	Low Medium High V High	<ul style="list-style-type: none"> Discussion re access areas Supervision Head count/roll 	<ul style="list-style-type: none"> Participants advised of areas they are not to access on arrival and prior to attending the Bistro area. Downstairs areas colour coded to indicate accessible areas. RSL staff advised of bookings and empowered to act Staff to head count/roll call Children not to attend or walk near: black furniture area, Bar area, Gaming area Children not to use dispensers in Bistro area 	Kids Giving Back staff <ul style="list-style-type: none"> Prior and during session Your staff <ul style="list-style-type: none"> During session
Electrical hazards/Fire	Low Medium High V High	<ul style="list-style-type: none"> All electrical equipment in good working order All electrical equipment test and tagged every 12 months Fire blanket fire extinguishers Evacuation procedure 	<ul style="list-style-type: none"> All electrical equipment is in good working order and checked prior to each session. Regular safety checks will be completed by a certified Electrician. Fire blanket and extinguisher always accessible 	Kids Giving Back <ul style="list-style-type: none"> Prior to session Your Staff <ul style="list-style-type: none"> If required

		<ul style="list-style-type: none"> Kids Giving Back Staff trained in fire management Electrical safety switch 	<ul style="list-style-type: none"> Evacuation procedure provided to all participants on arrival No flammable materials stored or situated near a heat source 	
Unauthorised persons collecting children (School holiday program)	<div>Low</div> Medium High V High	<ul style="list-style-type: none"> Booking system Sign in/out system Supervision Participant orientation to procedure Discussion 	<ul style="list-style-type: none"> All participants book prior to attendance. Parents and participants advised they must be signed in on arrival/out on departure Allocated staff member to monitor sign in /out sheet at all times. Children advised not to leave with anyone unless they are the nominated person. 	Kids Giving Back Staff
Intruder/ Aggressive participant threatening others	<div>Low</div> Medium High V High	<ul style="list-style-type: none"> Staff trained in lock down procedures and management of threats 	Internal threat: <ul style="list-style-type: none"> Participants will be removed from areas of threat where possible as per evacuation procedure (Code phrase – hot potato) Staff to call 000 RSL Staff to be alerted, if possible, their security engaged External threat: <ul style="list-style-type: none"> Lock door, turn lights off Call 000 Move away from the windows 	Kids Giving Back Staff

Reviewed by: Almog Halperin
 Role: Head of Operations
 Review Date: October 25