**Example Risk Assessment Table**

The example risk assessment table below will help you to:

* list the site specific hazards and threats to your early childhood service
* describe the risk each presents to the service
* the arrangements you have in place to manage the risks and reduce their impact
* assess the risks
* address unacceptably high risks.

You can access the [Risk Management Process for Schools pocket guide](https://www2.education.vic.gov.au/pal/risk-management-schools/resources) to rate risks. The guide includes consequence and likelihood criteria, risk acceptability chart and the risk rating matrix.

For information on how to complete your risk assessment, refer to the ‘Guide for developing your emergency management plan, which is available on the [Emergency Management Requirements](https://www.education.vic.gov.au/childhood/providers/regulation/Pages/emergencymanagementrequirements.aspx) page of the DET website.

Please note that under regulation 168(2)(e) of the National Regulations, services operating under the NQF and under regulation 66(2) services operating under the Children’s Services Act, must have emergency procedures that are based on a risk assessment identifying potential emergencies that are relevant to the service. As such, ensure you complete the risk assessment before updating emergency response procedures.

Outside School Hours Care Services (OSHC) that are co-located on a school site may choose to work with the school to develop a single emergency management plan. In these circumstances, you will need to complete a separate risk assessment for the OSHC service and ensure that any special requirements about operating outside of normal school hours are incorporated in this plan.

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| **Identified Hazard or Threat** | **Description of Risk** | **Current Risk Control Measures at our Service** | **Effective-ness of existing controls** | **Risk Rating** | | | **Treatments to be Implemented** | **Revised Risk Rating**  **After implementing Treatments** | | |
| **Consequ-**  **ence** | **Likeli-**  **hood** | **Risk Level** | **Consequ-**  **ence** | **Likeli-**  **hood** | **Risk Level** |
| <Insert hazard/threat or incident creating the risk of an emergency> | <Describe the risk in terms of probable cause and consequence/s> | <List the measures you have in place to manage or reduce the risk> | <How effective are the controls?> | <Rate the severity of the consequence/s> | <How likely are the consequence/s> | <Insert the risk level> | <List additional measures you will implement to reduce the risk or make it acceptable. Once these are implemented, move them to the 'Current Risk Controls' column> | <Re-asses the rating on the basis of additional measures> | <Re-asses the rating on the basis of additional measures> | <Insert updated risk level> |
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