

 **Benefit Risk Assessment Emergency** 2021

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| **Educator:** |  |

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|   | **Date** | **Sign** | **PM sighted and logged** |
| **Name** | **Signature** | **Date** |
| **BRA Date:**  |  |  |  |  |  |
| **Review**  |  |  |  |  |  |
| **Review**  |  |  |  |  |  |
| The BRA date must not be older than 12 months and cannot expire. Review process -Read the BRA carefully and assess if any changes required. If no change required, date and sign to acknowledge the review. |

**Refer Education and Care Services National Regulations section 97 (2).**

Risk assessments must be completed in consideration of situations that are identified as a potential emergency in relation to the family day care premises or immediately surrounding environment. Risk assessments must be reviewed annually, or whenever a significant factor in the assessment has changed. Documented risk assessments must be easily accessible for reference and review. Parents and children should be encouraged to participate in reviewing risk assessments and management strategies.

*Reviewed Oct 2017*

*Page 1 of 4*  ***(Attach additional pages as needed)***

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| Premises Address –   |  |
| **Identify types of emergency that may occur at/around the premises (eg fire, flood, lockdown, medical)****For each type of emergency, describe any specific strategies used to ensure children’s safety.** |
| Internal Fire |
| Threatening person - Lockdown |
| Weather |
| Medical Emergency – Unexpected – Child |
| Medical Emergency – unexpected – educator |
| Known Medical condition. Reference to BRA:  |

Office use only:

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| Follow up required?  |  |
| **Date** | **Action** | **Name of person completing** |
|  | Forward to BM to review and sign |  |
|  | Update the BRA MP Log |  |
|  | Save on Common in Educator Forms – BRA and MP |  |
|  | Returned to educator  |  |

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| **Risk Assessment** |
| *Potential hazards during an evacuation or lockdown: consider risks from human, environmental; and other sources.* | *Mitigation strategies* |
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| **Items required for an evacuation: Mobile Phone & Parent Contact List First Aid Kit.** Please note any other specific item that may be required in an emergency: |
| Children’s perspectives on emergency evacuation: |
| Parent input:***(Encourage parents to sign and date the back of this form in acknowledgment of informed consent.)*** |
| Are any warning, alert or awareness strategies in place? |
| Are you able to safely evacuate and contain children of any age during an emergency? Educators must ensure they consider moving all children including very young children, moving down stairs etc.   |
| Are strategies in place to cope with a separated parent or other non-authorised person arriving to collect a child in breach of a custody order, or other family circumstance? |
| **Educator declaration:** I acknowledge that my first priority in the event of an emergency is the safety and wellbeing of children in care; and that this may mean evacuating children and leaving the premises unattended. I acknowledge that if emergency services are called out, I will not re-enter the premises until advised safe to do so.* I am able to manage the anticipated hazards.
* I am able to effectively supervise your children at all times.
* All items required for an evacuation easily and quickly accessible.
* I have an identified meeting area in event of an evacuation.
* I have an identified internal place in event of a lockdown.
* I am aware of how to contact the relevant emergency services.
* I am aware that you need to practice each identified emergency situation every three months (evacuation, lockdown and medical emergency if relevant).
 |
|  **Signature** |  | **Date**  |  |

**Families acknowledgement of awareness of BRA**

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| ***Name*** | ***Children***  | ***Signature***  | ***Date*** |
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