



Beyond the Burrow  
EARLY LEARNING & CARE

# Risk Assessment Procedure

<b>Service Name:</b>	Beyond the Burrow Early Learning & Care
<b>Policy Relevant to:</b>	Approved Provider, PMC, Nominated Supervisor, all Educators, Staff and Families
<b>Procedure Related to:</b>	Risk Management Policy
<b>Policy Links to:</b>	Risk Assessment Forms
<b>Last Review:</b>	January 2026
<b>Next Review:</b>	January 2028

## Purpose

To ensure all identified hazards are assessed, controlled and monitored in a systematic and documented manner to protect children from harm.

## When a Risk Assessment Must Be Conducted

A documented risk assessment must be completed:

- Prior to excursions
- Prior to incursions
- Prior to water-based activities
- When introducing new equipment
- When altering the physical environment
- When a new child with additional needs enrolls
- When a significant incident occurs
- When a hazard is identified
- When supervision requirements change
- When environmental conditions change (e.g. weather event)

Risk assessments must not be retrospective.

## Guiding Principles



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# *Risk Assessment Procedure*

Beyond the Burrow Early Learning & Care recognises that effective risk management is fundamental to protecting children from harm while supporting meaningful learning experiences.

Risk assessment at Beyond the Burrow is guided by the following principles:

- **Child Safety is Paramount**  
The safety, wellbeing and dignity of children take precedence over convenience, routine or preference.
- **Proactive Rather than Reactive Practice**  
Hazards are identified and managed before harm occurs. Risk assessment is a preventative measure, not a response mechanism.
- **Risk is Managed, Not Eliminated**  
Children benefit from developmentally appropriate challenge. The role of the educator is to assess and minimise foreseeable harm while supporting safe exploration.
- **Proportionate and Reasoned Decision-Making**  
Responses to risk must be balanced, documented and appropriate to the level of hazard identified.
- **Shared Responsibility**  
Risk management is a collective responsibility of Beyond the Burrow, Nominated Supervisor and Educators.
- **Continuous Review and Improvement**  
Risk assessments are living documents. They must be reviewed when circumstances change or new information becomes available.
- **Clear Documentation and Accountability**  
All significant risk assessments must be recorded, signed and available for review. Verbal processes are not sufficient.

Through these principles, Beyond the Burrow ensures that children are protected from harm while continuing to experience environments that support growth, confidence and resilience.

## *Risk Assessment Steps*

All risk assessments must include the following steps:

### Identify the Hazard

Clearly describe the hazard or potential source of harm.



# *Risk Assessment Procedure*

## Assess the Risk

Consider:

- Likelihood of harm occurring
- Severity of potential harm
- Who may be affected

## Determine Control Measures

Identify practical steps to eliminate or minimise the risk.

Control measures must follow hierarchy principles where possible:

- Eliminate
- Substitute
- Isolate
- Administrative controls
- Supervision adjustments

## Assign Responsibility

Clearly identify who is responsible for implementing control measures.

## Review and Monitor

Risk assessments must be reviewed:

- After the activity
- If circumstances change
- If an incident occurs

## *Documentation Requirements*

Risk assessments must:

- Be documented prior to activity
- Be signed and dated
- Be stored securely
- Be available for review by the Approved Provider or Regulatory Authority

Verbal risk assessments are not sufficient.

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## Immediate Risk Response

Where an immediate hazard is identified:

- Remove children from danger
- Isolate or remove the hazard
- Notify Beyond the Burrow
- Document the risk and action taken

If the risk cannot be controlled, the activity must not proceed.

## Review History

<i>Policy Approved By:</i>	Charné Chandler	Approved Provider/Director	January 2026
<i>Policy Reviewed</i>	-	<i>Next Review Date</i>	January 2028
<i>Modifications</i>			