AK - Risk Assessment - Potential for Someone Getting Hurt (Child or Adult), Serious Incident, Damage or Reportable

Name:	School Supervision Assessment
Creator:	Katelyn Mani
Creation Date:	12/11/2025
Due Date:	9/09/2025
Template:	AK - Risk Assessment - Potential for Someone Getting Hurt (Child or Adult), Serious Incident, Damage or Reportable
Version:	1.0

School:	The Akidamy School of Early Learning - Perth (P1)

QUESTIONS	ANSWERS

DETAILS

Potential for Someone Getting Hurt (Child or Adult) or Serious Incident, Damage or Reportable

DETAILS

Q1. Applicate First and Surname:	Katelyn Mani
Q2. Applicant Email Address (first.surname@theakidamy.wa.edu.au):	katelyn.mani@theakidamy.wa.edu.au
Q3. Applicant Role	Educational Leader
Q4. Which location/studio do Applicant work in at the School:	Other (All other roles)
Q5. Is anyone doing this with you to support this application:	Yes
Q6. Assisting Person (A) First and Surname	Laura Johnson
Q7. Assisting Person (A) Email Address (first.surname@theakidamy.wa.edu.au):	laura.johnson@theakidamy.wa.edu.au
Q8. Assisting Person (A) Role	School Director
Q9. Assisting Person (B) First and Surname	NA
Q10. Assisting Person (B) Email Address (first.surname@theakidamy.wa.edu.au):	NA
Q11. Assisting Person (B) Role	Other

POTENTIAL FOR SOMEONE GETTING HURT (CHILD OR ADULT) OR SERIOUS INCIDENT, DAMAGE OR REPORTABLE

Q1. What type of activity is this risk?   Serious Incident, Damage, or Reportable

Potential for Someone Getting Hurt (Child or Adult):
Someone Getting Hurt: That could be a child, staff member, or parent or an accident or serious incident has occurred; or a complaint has been received.

Serious Incident, Damage, or Reportable:
Note this also covers people getting hurt or potential for some one to get hurt

Potential for Someone to Get Hurt

Q3. General Overview Activities / Details / Experience   Supervision Risks to the whole school

Q4. Location of Activity   Perth School

Q5. Provide Detail of Activity an Risk at High level   Inadequate supervision due to insufficient staff

Q6. Is this a regular event: No

Q7. What sort of injury could occur   Child unaccounted for/ hurt

Q8. How offen is event or activity run   Daily

Q9. Who will be Supervising (First and Last Name)   Studio Leads are accountable

Q10. Supervisor Role   Studio Lead

Any other information needing to support the activity - Attachments copy copy

Serious Incident, Damage or Reportable:

Q13. Describe the Incident	Environmental hazards
Q14. Provide a detailed background of Events	Injuries could occur from trips, sharp objects or choking hazards.
Q15. Location of Incident	Perth School
Q16. Who Was involved (Full Name, Roles and Email Address)	Studio Leads

Any other information needing to support the activity - Attachments copy

RISK ASSESMENT WITH NO CONTROLS (A)

Q1. Outline the Activity (A)	Staff-Child Ratios not being met
Q2. Hazard Type (A)	People
Q3. Outline the Hazards Indentified (What could go wrong ?) Using in bullet points for each hazard type (A):	- Child becomes unaccounted for or/and hurt
Q4. Consequences	Major - 5

Q5. Likelihood	Unlikely - 2
Q6. Risk value (click on the value to reveal the colour code)	High - 10

RISK ASSESMENT WITH CONTROLS APPLIED (A)

Q1. Outline what Control Measure to Minimise Risk or Elimination the Hazard: (A)	Ensuring staff:child ratios are maintained at all times.
Q2. Consequences	Minor - 2
Q3. Likelihood	Rare - 1
Q4. Risk value (click on the value to reveal the colour code)	Very Low - 2
Q5. Is this on the School Risk Register	No
Q6. Who will manages this risk (First and Surname)	Studio Leads
Q7. Role	Studio Lead

RISK ASSESSMENT WITH NO CONTROLS (B)

Q1. Outline the Activity (B)	Physical Environment
Q2. Hazard Type (B)	Environmental
Q3. Outline the Hazards Indentified (What could go wrong ?) Using in bullet points for each hazard type (B):	Trips, falls, sharp objects or choking hazards
Q4. Consequences	Major - 5
Q5. Likelihood	Unlikely - 2

Q6. Risk value (click on the value to reveal the colour code)	High - 10

RISK ASSESSMENT WITH CONTROLS APPLIED (B)

Q1. Outline what Control Measure to Minimise Risk or Elimination the Hazard: (B)	Regular Safety Audits
Q2. Consequences	Minor - 2
Q3. Likelihood	Unlikely - 2
Q4. Risk value (click on the value to reveal the colour code)	Low - 4
Q5. Is this on the School Risk Register	No
Q6. Who will manages this risk (First and Surname)	Studio Leads
Q7. Role	Studio Lead

HIGHEST RISK SCORE

Q1. What is the Highest Risk Score from all based on detailed risk Assessment after Mitigation and Controls?	Moderate - 4

Risk Assessment is completed - Submit the checklist for Approval

APPROVAL ONLY BY A VERIFIED APPROVER

This section should ONLY be completed by a Verified Approver.

Q2. Approved/Not Approved	Approved
Q3. Full Name (First and Surname) Approved Person	Katelyn Mani
Q4. Role of Approved Person	Education Leader
Q5. Approval Date	1/09/2025
Q6. Review Plan by	September 2026
Q7. Recommendation from School Director redo the plan	September 2026
Q8. Email of Approved Person (first.surname@theakidamy.wa.edu.au)	katelyn.mani@theakidamy.wa.edu.au
Q9. Communicated to Staff	Yes
Q10. On the School Register	No