

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



Name: School Supervision & Ratio Check Assessment
Creator: Michael Sebbag
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Due Date: 7/12/2025
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 - Fremantle (F1)

QUESTIONS

ANSWERS

DETAILS

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

DETAILS

Q1. Applicate First and Surname:	Michael Sebbag
Q2. Applicant Email Address (first.surname@theakidamy.wa.edu.au):	michael.sebbag@theakidamy.wa.edu.au
Q3. Applicant Role	Approved Provider
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? 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	Serious Incident, Damage, or Reportable
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 often 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 Identified (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 Identified (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)	michael.sebbag@theakidamy.wa.edu.au
Q9. Communicated to Staff	Yes
Q10. On the School Register	No