

HINTERLAND DANCING ACADEMY

Risk Assessment Plan

1. STATEMENT OF COMMITMENT

Hinterland Dancing Academy (“HDA”) is committed to the safety and wellbeing of children and young people who attend our classes. We will take all reasonable steps to keep safe from harm children and young people in our care (“our students”).

HDA recognizes that it is a privilege to work with children and young people and that it is also a great responsibility. Parents / guardians trust HDA to look after their children, to care for them, give them leadership and keep them safe from harm.

In protecting our students HDA recognizes the need to identify potential areas of harm to our students and taking steps to remove or minimize them. Although HDA cannot control all risks, our aim is to minimize risks we are aware of and to establish procedures to reduce any other risks which may arise.

2. REFERENCES AND RELATED DOCUMENTS

Commission for Children and Young People and Child Guardian Act 2000
Commission for Children and Young People and Child Guardian Regulations 2000
Risk Management Policy
Working with Children Policy
Code of Conduct
GCAC Concert Policy

3. DEFINITIONS

- a) “**student**” means a child under the age of 18 years or a young person enrolled with HDA;
- b) “**harm**” to a student, is anything that causes a detrimental effect of a significant nature on the student’s physical, psychological or emotional well being. It is immaterial how the harm is caused.

Harm can be caused by:-

- i) physical, psychological or emotional abuse or neglect; or
- ii) sexual abuse or exploitation;

(Section 9 Child Protection Act 1999)

- c) “**HDA Risk Management Strategy**” means this Risk Assessment Plan, the Risk Management Policy; Code of Conduct; Working with Children Policy and the GCAC Concert Policy
- d) “**Risk Assessment Form**” means the form attached as Annexure RAP1.

4. APPLICATION OF THIS RISK ASSESSMENT PLAN

This Risk Assessment Plan applies to all our staff and volunteers, students and parents or guardians of our students.

5. PRINCIPLES FOR ASSESSING RISK

- a) We recognize that it is a privilege to work with children and young people and that it is also a great responsibility. Parents trust us to look after their children, to care for them, give them leadership and keep them safe. We need to ensure that we honour their trust.
- b) We acknowledge that harm can occur in a number of different ways in our society. All our students have the right to be protected from harm.
- c) We recognize that for every high risk activity or special event it is necessary to assess the risks involved and take measures to ensure appropriate controls are in place to minimize both the likelihood of those risks occurring and the severity of the consequences.
- d) We will take all reasonable steps to ensure that our students are not at risk of injury, whether to their physical, psychological or emotional wellbeing. In particular we will follow the procedures set out in this policy to assess and manage all reasonably foreseeable risks.

6. RISK ASSESSMENT AND MANAGEMENT

HDA recognizes that preventing harm to our students requires identification of possible harm, assessing the risk and taking steps to minimize the risk of that harm occurring. To achieve this objective, for every high risk activity and special event we will complete the Risk Assessment Form and do the following steps:

- a) Establish the context:
 - i) We will consider the environment in which HDA operates, set the criteria for evaluating risk and define the structure of the analysis for reducing risk.
- b) Identify the risks
 - i) We will consult with staff, volunteers, students and parents to identify the possible risks by asking questions such as: What harm can happen? How and when can it happen? Where can it happen?
- c) Analyse the risks
 - i) For the risks identified, we will assess the level of risk based on the likelihood of its occurrence and consequences for our students and the organization.
 - ii) We will consider controls under the existing HDA Risk Management Strategy to see if they address the risks identified or if not, what new policies and procedures may be required to address these risks.
 - iii) The categories of risk we will use will be Low, Moderate, Significant and High where:
 - (1) Low risk can be managed by existing policies and procedures;
 - (2) Moderate risk requires some tightening of existing control measures;
 - (3) Significant risk requires special attention and consideration to specific additional control measures being implemented;
 - (4) High risk suggests further research and consideration of whether it is worth continuing with the activity or putting in place strict controls and management responsibility.
- d) Evaluate the risks
 - i) To remove potential exposure to risks, we will prioritise the level of risk.

- ii) We will focus our efforts in treating identified risks and guide action planning and allocation of resources to address them.
- iii) In calculating the risk associated with each type of harm HDA uses the following table:

Consequences	Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood					
Almost certain	Significant	Significant	High	High	High
Likely	Moderate	Significant	Significant	High	High
Moderate	Low	Moderate	Significant	High	High
Unlikely	Low	Low	Moderate	Significant	High
Rare	Low	Low	Moderate	Significant	Significant

(Adapted from Australian/New Zealand Standard for Risk Management AS/NZS 4360:2004)

e) Treat the risks

- i) We will consider all possible options for reducing the likelihood and/or consequences of each risk. For example, stop the activity, eliminate the risk, minimize the harm or transfer liability.
- ii) We will choose the best option, plan our actions, communicate them to the relevant parties and review them from time to time.

7. MONITORING COMPLIANCE

- a) Annette Ashenden has responsibility for identifying each high risk activity and special event and ensuring that the policies and procedures referred to in this Risk Assessment Plan are followed.
- b) If any staff member, volunteer, student or parent identifies a risk that has or is not being assessed and treated they should inform Annette Ashenden as soon as possible.

8. BREACHES

Any breaches of this Risk Assessment Plan will be dealt with in accordance with the breach procedures set out in the Risk Management Policy.

9. EVALUATION AND REVIEW

It is the responsibility of Annette Ashenden to review this Risk Assessment Plan.

Should any of our staff, volunteers, students or parents want to comment or suggest changes to the Risk Assessment Plan, they should put their comments or suggestions in writing and give them to Annette Ashenden.

This Risk Assessment Plan will be reviewed from time to time but at least after each new high risk activity or special event has taken place. Any changes to the policy will be made available at registration for the following year.

Updated November 2007

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Risk Assessment Form

Annexure RAP1

Risks	Causes	Likelihood	Consequences	Level of Risk	Current Controls	Additional Controls for future implementation

