



# RISK ASSESSMENT AND MANAGEMENT ARRIVALS AND DEPARTURES

KATH DICKSON FAMILY DAY CARE

METROPOLITAIN AND EAST COAST SERVICES | 1300 336 345

Educator Name	Date:
Address	Signature
Date reviewed:	Signature:

RISK RATING MATRIX						
	CONSEQUENCE					
	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	
ALMOST CERTAIN	Moderate	High	High	Extreme	Extreme	Extreme
LIKELY	Moderate	Moderate	High	Extreme	Extreme	Extreme
POSSIBLE	Low	Moderate	High	High	Extreme	Extreme
UNLIKELY	Low	Low	Moderate	High	High	High
RARE	Low	Low	Low	Moderate	High	High

## HAZARD IDENTIFICATION AND RISK RATING

A hazard is defined as anything that has potential to cause harm, injury, ill health etc. in some way.  
A risk is defined as the actual chance that the hazard will cause harm.  
Use the risk rating matrix overleaf to assess the risk's severity by finding the intersection of consequence and likelihood.

<input type="checkbox"/> Human	Rating:
<input type="checkbox"/> Supervision	Rating:
<input type="checkbox"/> Driveways	Rating:
<input type="checkbox"/> Gardens and plants	Rating:
<input type="checkbox"/> Behaviour of children	Rating:
<input type="checkbox"/> Other hazards specific to activity:	Rating:

## RISK CONTROL MEASURES

Identify which control measures you will apply to alleviate the relevant risks

<input type="checkbox"/> <b>HUMAN</b>
<input type="checkbox"/> Ensure only authorized individuals are allowed to drop off or collect children.
<input type="checkbox"/> Educate parents about safety rules and procedures during drop-offs, such as parking guidelines or designated walkways.
<input type="checkbox"/> Ensure gates, doors and exits are secured to prevent unauthorized access or accidental wandering off.
<input type="checkbox"/> Maintain open communication with parents regarding any changes in pickup arrangements or authorized persons
<input type="checkbox"/> <b>SUPERVISION</b>
<input type="checkbox"/> Children in care stay within sight of the Educator at all times
<input type="checkbox"/> Educators to be responsible for the children at all times, no other adults to be left alone with children
<input type="checkbox"/> Educators will position themselves to be able to view all children
<input type="checkbox"/> <b>KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS</b>
<input type="checkbox"/> Educators to have read and understand all policies and procedures
<input type="checkbox"/> Educator complies with all policies and procedures
<input type="checkbox"/> Maintain updated emergency contact details for each child in case of unforeseen situations.
<input type="checkbox"/> <b>DRIVEWAYS</b>
<input type="checkbox"/> Keep driveways clear of hazards to ensure safety when arriving and departing
<input type="checkbox"/> Educate families to keep children close by when exiting vehicles in driveways to ensure safety
<input type="checkbox"/> <b>BEHAVIOUR OF CHILDREN</b>
<input type="checkbox"/> Children to follow directions given by the Educator
<input type="checkbox"/> Children to stay within sight of the Educator at all times
<input type="checkbox"/> Regular discussions with children about behaviour expectations
<input type="checkbox"/> Consistent behaviour guidance strategies used

<input type="checkbox"/> <b>PLANTS / GARDENING</b>
<input type="checkbox"/> Plants with berries are to be made inaccessible or removed, but not including edible berries e.g. strawberries
<input type="checkbox"/> Handwashing if children have handled plants on arrival
<input type="checkbox"/> Plants and bushes are trimmed so that children cannot climb out of the care environment
<input type="checkbox"/> Hedges trimmed to allow supervision under, over or around
<input type="checkbox"/> <b>Other control measures specific to hazard:</b>

**RISK BENEFITS**

Identify how the children in your care will benefit from this activity and/or exposure to this risk:

