

RISK ASSESSMENT AND MANAGEMENT HOME IMPROVEMENTS

KATH DICKSON FAMILY DAY CARE

METROPOLITAIN AND EAST COAST SERVICES | 1300 336 345

Educator Name:	Date:
Address:	Signature
Date reviewed	Signature:

		CONSEQUENCE					
		INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC	
ALMOST CERTAIN	Moderate	Moderate	High	High	Extreme	Extreme	
LIKELY	Moderate	Moderate	High	High	Extreme	Extreme	
POSSIBLE	Low	Moderate	High	High	High	Extreme	
UNLIKELY	Low	Low	Moderate	High	High	High	
RARE	Low	Low	Low	Moderate	Moderate	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"/> Safety	Rating:
<input type="checkbox"/> Communication	Rating:
<input type="checkbox"/> Behaviour of children	Rating:
<input type="checkbox"/> Other hazards specific to activity:	Rating:

HAZARD IDENTIFICATION AND RISK RATING

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

SAFETY
<input type="checkbox"/> Regularly inspect the areas undergoing improvements to ensure compliance with safety standards. Check for potential hazards such as exposed wires, sharp edges, or loose materials
<input type="checkbox"/> Implement childproofing measures in the areas under renovation. Use safety gates, outlet covers, and cabinet locks to prevent children from accessing potentially dangerous areas or tools
<input type="checkbox"/> Store all tools, sharp objects, and construction materials securely in locked cabinets or areas inaccessible to children. Keep hazardous substances such as paint, chemicals, or cleaning agents out of reach
<input type="checkbox"/> Ensure that children are supervised at all times and restrict their access to areas under construction. Designate a specific area for play and activities that is separate from the renovation site.
<input type="checkbox"/> Plan renovations during times when children are not present, or schedule activities away from the construction zone. Minimize disruption to the care routine as much as possible
<input type="checkbox"/> Contractors not to be left alone with children
<input type="checkbox"/> Contractors to sign into the visitors log during care hours
<input type="checkbox"/> Children to be actively supervised at all times by the Educator
COMMUNICATION
<input type="checkbox"/> Ensure access to working telephone
<input type="checkbox"/> Access to a battery pack for phones in case of a blackout
<input type="checkbox"/> Emergency contact details are up to date and easily accessible for all children
<input type="checkbox"/> Parents have identified preferred contact details/method
<input type="checkbox"/> Keep parents informed about ongoing improvements, potential risks, and the measures in place to mitigate them. Encourage open communication and feedback
KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS
<input type="checkbox"/> Educator to have read and understand all policies and procedures
<input type="checkbox"/> Educator complies with all policies and procedures
BEHAVIOUR OF CHILDREN
<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 discussion with children about behaviour expectations
<input type="checkbox"/> Consistent behaviour guidance strategies used
Other control measures specific to hazard:

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

