



# RISK ASSESSMENT AND MANAGEMENT LICENSED AREA OR ENVIRONMENT

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	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"/> Environment	Rating:
<input type="checkbox"/> Infection control	Rating:
<input type="checkbox"/> Communication	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

ENVIRONMENT
<input type="checkbox"/> Internal doors accessible to children, with locking devices and are able to be opened from outside at all times
<input type="checkbox"/> Small objects/ toys are to be kept out of reach of children
<input type="checkbox"/> Toys with magnets smaller than 50c are to be kept out of reach of children
<input type="checkbox"/> Protect and clear sandpit from animal contamination
<input type="checkbox"/> Check the area for objects that may harm children such as weeds, sharp sticks
<input type="checkbox"/> Discuss with children about notifying Educator of any harmful objects should they be found
<input type="checkbox"/> Sandpits to be checked for foreign objects and animal faeces daily
<input type="checkbox"/> Cleaning checklist to be completed daily
<input type="checkbox"/> Toys with batteries are checked daily to ensure batteries are secured and inaccessible to children
<input type="checkbox"/> Dispose of button batteries when no longer in use
<input type="checkbox"/> Spare batteries are inaccessible to children
<input type="checkbox"/> Regular inspections for hazards like sharp objects, broken equipment, or uneven surfaces
<input type="checkbox"/> Fencing and gating to prevent unauthorized access or wandering
<input type="checkbox"/> Soft landing surfaces under play equipment to cushion falls
<input type="checkbox"/> Childproofing measures such as socket covers, cupboard locks, and safety gates
<input type="checkbox"/> Use of child-safe cleaning products and ensuring they are stored securely
<input type="checkbox"/> Proper storage of chemicals away from children, with clear labelling
<input type="checkbox"/> Having clear evacuation plans, regularly practicing drills
INFECTION CONTROL
<input type="checkbox"/> Universal hygiene control measures used
<input type="checkbox"/> Hand hygiene precautions implemented
<input type="checkbox"/> Mouthed toys removed and washed before reintroduction to environment
<input type="checkbox"/> Maintain and follow equipment and environment cleaning checklists

<input type="checkbox"/> Sick children to be excluded from care as per Staying Healthy guidelines
<input type="checkbox"/> Unwell educator does not work
<input type="checkbox"/> If Educators' children are unwell and they count in numbers, Educator is not to work
<input type="checkbox"/> Unwell Educators own children not counted in numbers and household occupants to be excluded from care environment
<input type="checkbox"/> Shared food to be served with appropriate utensils
<b>COMMUNICATION</b>
<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
<b>KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS</b>
<input type="checkbox"/> Educator to have read and understand all policies and procedures
<input type="checkbox"/> Educator complies with all policies and procedures

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

