



# RISK ASSESSMENT AND MANAGEMENT LOCKDOWN AND EVACUATION TO UNLICENSED AREA

KATH DICKSON FAMILY DAY CARE

METROPOLITAN AND EAST COAST SERVICES | 1300 336 345

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

		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"/> Supervision	Rating:
<input type="checkbox"/> Communication	Rating:
<input type="checkbox"/> Emergency supplies	Rating:
<input type="checkbox"/> Safety	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

**SUPERVISION**

- Discussion around staying within sight of the Educator at all times
- Educator to be actively supervising and engaged in the activities with children
- Educator to be responsible for the children at all times, no other adults to be left alone with children
- Educator will position themselves to be able to view all children when outside
- Regular visual checks occurring for sleeping children

**COMMUNICATION**

- Ensure access to working telephone
- Access to a battery pack for phones in case of a blackout
- Emergency contact details are up to date and easily accessible for all children
- Parents have identified preferred contact details/method
- Establish clear communication channels to keep parents/guardians informed about the situation, safety measures, and the relocation to an unlicensed area

**EMERGENCY SUPPLIES**

- Prepare an emergency kit with essential supplies, including first aid, emergency contact information, food, water, and basic hygiene items for children and staff

<b>SAFETY</b>
<input type="checkbox"/> Develop and communicate a lockdown procedure that includes steps for relocating to an unlicensed area.
<input type="checkbox"/> Ensure that the unlicensed area meets basic safety standards (e.g., no immediate hazards, adequate space, emergency exits)
<input type="checkbox"/> Conduct regular drills to practice the evacuation process to ensure everyone understands their roles and responsibilities.
<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
<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 discussion with children about behaviour expectations
<input type="checkbox"/> Consistent behaviour guidance strategies used
<b>Other control measures specific to hazard:</b>

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

**RISK RATING MATRIX**

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

