

# RISK ASSESSMENT AND MANAGEMENT

## OTHER

KATH DICKSON FAMILY DAY CARE

METROPOLITAIN AND EAST COAST SERVICES | 1300 336 345

Educator first name: \_\_\_\_\_

Surname: \_\_\_\_\_

Date of analysis: \_\_\_\_\_

Signature: \_\_\_\_\_

Date reviewed: \_\_. \_\_\_\_\_

Signature: \_\_\_\_\_

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	

### 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"/> Toileting	Rating:
<input type="checkbox"/> Road safety	Rating:
<input type="checkbox"/> Equipment	Rating:
<input type="checkbox"/> Environment	Rating:
<input type="checkbox"/> Behaviour	Rating:
<input type="checkbox"/> Water	Rating:
<input type="checkbox"/> Animals	Rating:
<input type="checkbox"/> Sleeping of children	Rating:
<input type="checkbox"/> Play Equipment	Rating:
<input type="checkbox"/> Cooking Equipment	Rating:
<input type="checkbox"/> Hot Water	Rating:
<input type="checkbox"/> Batteries	Rating:
<input type="checkbox"/> Pets	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

**SUN SAFETY**

- Children to wear hats when outside or remain in shaded area if no hat available
- Children to wear sunscreen when outside and apply regularly
- Seek shade when possible
- Sun safe clothing recommended and communicated to families and role modelled by Educators
- Educator to role model wearing of hats and sun safe clothing
- Regular drinks of water offered to all children to prevent dehydration

**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

**VISITORS**

- Discussing stranger Danger
- Children to be actively supervised at all times by the Educator
- Other Adults attending the FDC environment are not to be left alone with children
- Discussion around aggressive or inappropriate persons in the environment
- Visitors log to be completed for all visitors on every visit

**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

**TOILET SAFETY**

- Children have easy access to toileting facilities
- Educator has nappy change resources available as required
- Potties and toileting aids are stored out of play area
- Potties are to be emptied and cleaned after each use
- Direct supervision at all times during nappy change process

**PLAY EQUIPMENT**

- Relevant equipment meets Australian Safety Standards
- Equipment placement and usage meets Kidsafe recommendations
- Equipment usage meets recommended guidelines of manufacturers
- All play equipment meets Australian safety standards
- Equipment is used as per manufacturers recommendations
- check play equipment prior to children using to ensure safe and not broken
- Check that soft fall is available under playground equipment
- check that play equipment is safely anchored
- Ropes attached to play equipment cannot form a noose
- Play equipment does not have splinters, sharp edges or protruding parts
- Chains and metal components are not rusted
- Storage containers checked to ensure lids cannot crush or entrap children
- Checked daily for spiders and insects
- Equipment checked for residual water that may pose a risk to children

**TRAMPOLINE**

- Check the netting, springs and frame for wear and tear
- Netting to be closed while children are using the trampoline
- Set up on a flat surface to reduce risk of tipping
- Trampoline legs have been secured to prevent moving
- Area above and below the trampoline are clear of objects
- One child per time to use the trampoline
- Soft fall placed around trampoline entrance if ladder is higher than 60cm
- Supervision while children are using the trampoline

**KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS**

- Educator to have read and understand all policies and procedures
- Educator complies with all policies and procedures

<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 discussion with children about behaviour expectations <input type="checkbox"/> Consistent behaviour guidance strategies used
<input type="checkbox"/> <b>ENVIRONMENT</b> <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 nails, 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"/> <b>WATER PLAY/ WATER HAZARDS</b> <input type="checkbox"/> Discussions around expectations with children around water play– no swimming <input type="checkbox"/> Educator to position themselves to view all children playing with water and actively supervise <input type="checkbox"/> Containers with water are to be emptied after use <input type="checkbox"/> Items in the environment that can collect water are emptied or made inaccessible before children arrive every day <input type="checkbox"/> Water features are to be covered with a solid material to ensure they are inaccessible <input type="checkbox"/> Plugs are to be out of reach of children for sinks/tubs
<input type="checkbox"/> <b>SLEEPING OF CHILDREN</b> <input type="checkbox"/> Relevant equipment meets Australian Safety Standards <input type="checkbox"/> Equipment usage meets recommended guidelines of manufacturers <input type="checkbox"/> SIDS guidelines are implemented <input type="checkbox"/> Sleep checks are regular and documented as per FDC policy <input type="checkbox"/> Children are dressed appropriately for sleep <input type="checkbox"/> No necklaces or any other items that may cause strangulation worn during sleep time <input type="checkbox"/> <b>OVERNIGHT CARE</b> <input type="checkbox"/> Constant supervision when young children are bathing <input type="checkbox"/> Remain in arms reach of children bathing <input type="checkbox"/> Empty water immediately after bathing <input type="checkbox"/> Sleep and wellbeing arrangements meet KDFC policy
<input type="checkbox"/> <b>INFECTION CONTROL</b> <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 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
<input type="checkbox"/> <b>COOKING</b> <input type="checkbox"/> Cooking and electrical appliances stored out of reach of children, guarded by an appropriate barrier, and/or inoperable by children <input type="checkbox"/> Turn pot handles towards the rear of cook top and use rear cooking plates, where possible <input type="checkbox"/> Infection control and hand hygiene precautions in place <input type="checkbox"/> Allergies and dietary needs are identified prior to cooking <input type="checkbox"/> Ingredients have been checked to ensure children with allergies are not affected
<input type="checkbox"/> <b>HOT WATER</b> <input type="checkbox"/> Hot water taps are made inaccessible or inoperable to children by using a child resistant cover or removal of tap <input type="checkbox"/> Supervision when children are using taps <input type="checkbox"/> Use a covered cup when consuming hot drinks
<input type="checkbox"/> <b>PETS</b> <input type="checkbox"/> Animal Friendly Environment Notice Displayed <input type="checkbox"/> Children to be supervised at all times and never left unsupervised with pets <input type="checkbox"/> Pets removed from environments during sleep and mealtimes <input type="checkbox"/> Communication with families about allergies to dogs/ cats and continued monitoring of all children to ensure no reactions <input type="checkbox"/> Washing hands after interactions with pets

<input type="checkbox"/> Pets to remain outside of bathroom areas when children are using <input type="checkbox"/> Pets are to remain clean and vaccinated if engaging with children <input type="checkbox"/> Areas of the environment are cleaned if pets have a toileting accident while children are in care <input type="checkbox"/> Children encourage to be calm and use gentle hands when interacting with pets <input type="checkbox"/> Pet foods, water bowls and kitty litter to be inaccessible to children <input type="checkbox"/> Pet toys will remain inaccessible to children
<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 after handling soil and potting mix <input type="checkbox"/> When handling potting mix do so in a well-ventilated area <input type="checkbox"/> Supervision when using gardening tools <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>HOME IMPROVEMENTS</b> <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"/> If possible improvements/ renovations to be completed outside of care hours <input type="checkbox"/> Tools to be inaccessible to children <input type="checkbox"/> Children to not have access to work areas – this to be made inaccessible to children
<input type="checkbox"/> <b>SWIMMING POOL</b> <input type="checkbox"/> Gates have been closed and check prior to children attending care <input type="checkbox"/> No climbable objects are near the fence at least 900mm non-climbable zone <input type="checkbox"/> Pool safety Certificate is current <input type="checkbox"/> A Resuscitation sign is in a visible are in the pool area <input type="checkbox"/> Pool filters are inaccessible to children <input type="checkbox"/> Pool chemicals are inaccessible to children <input type="checkbox"/> Pool checklist completed daily
<input type="checkbox"/> <b>EDUCATOR INCIDENT</b> <input type="checkbox"/> Safety camera monitoring <input type="checkbox"/> Educate children to call 000 <input type="checkbox"/> Educator to have check-in protocol with colleague/family member/coordinator
<input type="checkbox"/> <b>ROAD SAFETY</b> <input type="checkbox"/> Walking on footpaths when available <input type="checkbox"/> Crossing at pedestrian crossings or lights when possible <input type="checkbox"/> Educator to ensure no cars before crossing the road (look and listen) <input type="checkbox"/> Road safety discussions with children <input type="checkbox"/> Discuss group behavioural expectations with children before leaving the FDC Environment <input type="checkbox"/> Holding hands while crossing the road
<input type="checkbox"/> <b>BIKE/ WHEELED TOYS</b> <input type="checkbox"/> Children to wear helmets <input type="checkbox"/> Educator to ensure helmets are fitted correctly <input type="checkbox"/> Sanitize helmets between each use <input type="checkbox"/> Wheeled toys are appropriate for the age and development of children <input type="checkbox"/> Riding areas are clear of obstacles and dangerous items <input type="checkbox"/> Supervision while children are on bikes
<input type="checkbox"/> <b>FANS/PEDESTAL FANS</b> <input type="checkbox"/> Pedestal fans are not within reach of children
<input type="checkbox"/> 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:

**RISK RATING MATRIX**

	CONSEQUENCE				
	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
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