



RISK ASSESSMENT AND MANAGEMENT OVERNIGHT CARE

KATH DICKSON FAMILY DAY CARE

METROPOLITAIN AND EAST COAST SERVICES | 1300 336 345

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

RISK RATING MATRIX						
LIKELIHOOD	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	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"/> Sleeping of Children	Rating:
<input type="checkbox"/> Overnight Care	Rating:
<input type="checkbox"/> Safe Sleep	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

KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS

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

SLEEPING OF CHILDREN

- Relevant equipment meets Australian Safety Standards
- Equipment usage meets the recommended guidelines of manufacturers
- SIDS guidelines are implemented
- Sleep checks are regular and documented as per FDC policy
- 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"/> Placing infants on their backs to sleep, using firm and flat mattresses, avoiding loose bedding, and ensuring adequate supervision
<input type="checkbox"/> Conduct regular checks on sleeping children, ensuring they are in a safe sleeping position, and appropriately dressed, and monitor the sleeping environment for hazards
<input type="checkbox"/> Maintain open and clear communication with parents or guardians about sleep schedules, any concerns, or specific instructions for their child's sleep routines.
<input type="checkbox"/> Maintain accurate records of sleeping routines, any incidents, checks performed, and any unusual occurrences during sleep times
<input type="checkbox"/> Bassinets are not in the FDC premises while providing care.
OVERNIGHT CARE
<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"/> Children are to sleep in a bed or cot, no porta cots used for overnight care
<input type="checkbox"/> The Dignity and privacy of older is respected during showering, toileting and bathing.
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:

