



# RISK ASSESSMENT AND MANAGEMENT PEDESTAL, TOWER AND DESK FANS

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	
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"/> Supervision	Rating:
<input type="checkbox"/> Equipment	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

<b>SUPERVISION</b>
<input type="checkbox"/> Children to stay in sight of the Educator at all times
<input type="checkbox"/> Ensure that children are always supervised when fans are in use
<input type="checkbox"/> Educator to be actively supervising and engaged in the activities with children
<input type="checkbox"/> Educators to be responsible for the children at all times, no other adults to be left alone with children
<input type="checkbox"/> Educators will position themselves to be able to view all children
<b>KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS</b>
<input type="checkbox"/> Educators to have read and understand all policies and procedures
<input type="checkbox"/> Educator complies with all policies and procedures
<b>EQUIPMENT</b>
<input type="checkbox"/> Discuss with children about the potential risks associated with fans, such as moving parts or the risk of placing objects inside.
<input type="checkbox"/> Place fans in areas inaccessible to children or out of their reach to prevent them from tampering with the fans or inserting objects into them.
<input type="checkbox"/> Secure fans to stable surfaces or utilize fan guards to prevent direct contact with moving parts
<input type="checkbox"/> Ensure that fans are well-maintained, free from damage, and in proper working condition. Replace any damaged or malfunctioning fans promptly
<input type="checkbox"/> Fans are equipped with safety features such as grills or guards that prevent access to the blades. Ensure that these safety features are intact and functioning correctly.
<b>Other control measures specific to hazard:</b>

## RISK BENEFITS

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

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