

Educator first name:	Surname:
Date of analysis:	Signature:
Address:	
Location of sleep and rest areas:	
Date safe sleep training to be renewed:	
Number of children in care	
Ages of children	
Developmental stages of children	
Specific health care needs, cultural preferences, sleep and rest needs of individual children and requests from families	
Sleep and rest risk assessments must be conducted at least once every 12 months, and as soon as practicable after becoming aware of any circumstance that may affect the safety, health or wellbeing of children during sleep and rest	

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 the 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"/> Bedding	Rating:
<input type="checkbox"/> Visitors to the home	Rating:
<input type="checkbox"/> Environment	Rating:
<input type="checkbox"/> Sleeping of children	Rating:
<input type="checkbox"/> Cots	Rating:
<input type="checkbox"/> Supervision	Rating:
<input type="checkbox"/> Room temperature	Rating:
<input type="checkbox"/> Ventilation	Rating:
<input type="checkbox"/> lighting	Rating:

SUITABILITY OF COTS AND BEDDING

Safety and suitability of cots, bedding, and bedding equipment, having regard to the ages and developmental stages of children who will use them.

Do cots meet Australian Standard (AS/NZS 2172:2003)?
 Do porta cots meet Australian Standards (AS/NZS 2195)?

List of cots and bedding used for each child	
•	•

•	•
•	•
•	•

RISK CONTROL MEASURES

SUPERVISION
<input type="checkbox"/> Discussion around staying within sight of the Educator at all times
<input type="checkbox"/> Educator to be actively supervising and engaged in the activities with children
<input type="checkbox"/> Educators are to be responsible for the children at all times and, no other adults to be left alone with children
<input type="checkbox"/> Educators will position themselves to be able to view all children when outside
<input type="checkbox"/> Regular visual checks occurring for sleeping children
<input type="checkbox"/> Complete 10 minute sleep check
VISITORS
<input type="checkbox"/> Discussing stranger danger
<input type="checkbox"/> Children to be actively supervised at all times by the Educator
<input type="checkbox"/> Other adults attending the FDC environment are not to be left alone with children
<input type="checkbox"/> Visitor logs are to be completed for all visitors on every visit
COMMUNICATION
<input type="checkbox"/> Ensure access to a 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
KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS
<input type="checkbox"/> Educators to have read and understand all policies and procedures
<input type="checkbox"/> Educator complies with all policies and procedures
SLEEPING OF CHILDREN
<input type="checkbox"/> Relevant equipment meets Australian Safety Standards
<input type="checkbox"/> Equipment usage meets the 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 – in consideration to room temperature
<input type="checkbox"/> No necklaces or any other items that may cause strangulation worn during sleep time
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 well-being arrangements meet KDFC policy
<input type="checkbox"/> Unwell Educators own children not counted in numbers and household occupants are excluded from the care environment
<input type="checkbox"/> Shared food to be served with appropriate utensils
<input type="checkbox"/> Children to be supervised at all times and never left unsupervised with pets
<input type="checkbox"/> Monitoring during the night
<input type="checkbox"/> Children unable to access inaccessible areas during the night
<input type="checkbox"/> Practice evacuation and lockdown procedures for during the night
VENTILATION /COOLING
<input type="checkbox"/> Fresh air used such as windows
<input type="checkbox"/> Fans used when windows are unable to be used
<input type="checkbox"/> Air conditioning used where possible when needed to maintain a comfortable room temperature
LIGHTING
<input type="checkbox"/> Sufficient light to allow for supervision
BEDDING
<input type="checkbox"/> Soft toys and comforters removed
<input type="checkbox"/> Bumpers, infant positioners and pillows are not used for children under 2 years of age
OTHER
<input type="checkbox"/>

RISK BENEFITS

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

ARRANGEMENT OF COTS AND BEDS

Please provide a photo of your sleep and rest area including the arrangement of cots and beds

