

RISK ASSESSMENT AND MANAGEMENT VISITORS TO THE HOME

KATH DICKSON FAMILY DAY CARE

METROPOLITAN 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"/> Visitors	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

VISITORS

- Discussing stranger danger with children
- 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
- Visitor log to be completed for all visitors on every visit
- Provide visitors with guidelines or a short orientation about the facility's safety protocols, emergency procedures, and behaviour expectations during their visit.
- Regular visitors to the home to hold a valid blue card
- Ensure that visitors are aware of emergency procedures, including evacuation routes and meeting points, in case of emergencies

KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS

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

BEHAVIOUR OF CHILDREN

- Children to follow directions given by the Educator
- Children to stay within sight of the Educator at all times
- Regular discussion with children about behaviour expectations

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:

