



# RISK ASSESSMENT AND MANAGEMENT

## PLANTS, WATER PLAY/HAZARD, PLAY EQUIPMENT, OUTDOOR PLAY SPACES AND SUPERVISION, BIKES, SWINGS AND WHEELED TOYS

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"/> Plants	Rating:
<input type="checkbox"/> Water play	Rating:
<input type="checkbox"/> Play Equipment	Rating:
<input type="checkbox"/> Outdoor play spaces and supervision	Rating:
<input type="checkbox"/> Bikes and wheeled toys	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

**PLANTS**

- Educators to know which plants are safe and which are toxic or pose allergic risks
- Eliminate toxic plants or ensure they are out of reach
- Teach children not to touch or ingest unknown plants
- Plants with berries are to be made inaccessible or removed, but not including edible berries e.g. strawberries
- Handwashing after handling soil and potting mix
- When handling potting mix do so in a well-ventilated area
- Supervision when using gardening tools
- Plants and bushes are trimmed so that children cannot climb out of the care environment
- Hedges Trimmed to allow supervision under, over or around

**WATER PLAY/ WATER HAZARDS**

- Discussions around expectations with children around water play
- Educator to position themselves to view all children playing with water and actively supervise
- Containers with water are to be emptied after use
- Items in the environment that can collect water are emptied or made inaccessible before children arrive every day
- Water features are to be covered with a solid material to ensure they are inaccessible
- Plugs are to be out of reach of children for outdoor sinks/tubs
- Children who are not toilet trained are to use a swim nappy or waterproof for waterplay

**PLAY EQUIPMENT**

- Relevant equipment meets Australian Safety Standards
- Equipment placement and usage meets Kidsafe recommendations

<input type="checkbox"/> Equipment usage meets recommended guidelines of manufacturers
<input type="checkbox"/> All play equipment meets Australian safety standards
<input type="checkbox"/> Equipment is used as per manufacturers recommendations
<input type="checkbox"/> Check play equipment prior to children using to ensure it is safe and not broken
<input type="checkbox"/> Check that soft fall is available under playground equipment
<input type="checkbox"/> Check that play equipment is safely anchored
<input type="checkbox"/> Ropes attached to play equipment cannot form a noose
<input type="checkbox"/> Play equipment does not have splinters, sharp edges or protruding parts
<input type="checkbox"/> Chains and metal components are not rusted
<input type="checkbox"/> Storage containers checked to ensure lids cannot crush or entrap children
<input type="checkbox"/> Checked daily for spiders and insects
<input type="checkbox"/> Equipment checked for residual water that may pose a risk to children
<b>TRAMPOLINE</b>
<input type="checkbox"/> Check the netting, springs and frame for wear and tear
<input type="checkbox"/> Netting to be closed while children are using the trampoline
<input type="checkbox"/> Set up on a flat surface to reduce risk of tipping
<input type="checkbox"/> Trampoline legs have been secured to prevent moving
<input type="checkbox"/> Area above and below the trampoline are clear of objects
<input type="checkbox"/> One child per time to use the trampoline
<input type="checkbox"/> Soft fall placed around trampoline entrance if ladder is higher than 60cm
<input type="checkbox"/> Supervision while children are using the trampoline
<b>KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS</b>
<input type="checkbox"/> Educator to have read and understand all policies and procedures
<input type="checkbox"/> Educator complies with all policies and procedures
<b>SUPERVISION</b>
<input type="checkbox"/> Children to stay within sight of the Educator at all times
<input type="checkbox"/> Educator to be responsible for the children at all times, no other adults to be left alone with children
<input type="checkbox"/> Educator will position themselves to be able to view all children
<input type="checkbox"/> Regular discussion with children about behaviour expectations
<input type="checkbox"/> Consistent behaviour guidance strategies used
<b>BIKE/ WHEELED TOYS</b>
<input type="checkbox"/> Children to wear helmets for bikes and scooters (balance bikes and trikes excluded)
<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
<b>Other control measures specific to hazard:</b>

<b>RISK BENEFITS</b>
Identify how the children in your care will benefit from this activity and/or exposure to this risk:

