



RISK ASSESSMENT AND MANAGEMENT VIOLENT ADULT, ENVIRONMENTAL & BOMB THREAT

KATH DICKSON FAMILY DAY CARE

METROPOLITAIN AND EAST COAST SERVICES | 1300 336 345

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|----------------|------------|
| Educator Name: | Date: |
| Address: | Signature |
| Date reviewed | Signature: |

| | | 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 | High | 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.

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|--|---------|
| <input type="checkbox"/> Supervision | Rating: |
| <input type="checkbox"/> Communication | Rating: |
| <input type="checkbox"/> Emergency supplies | Rating: |
| <input type="checkbox"/> Safety | 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 responsible for the children at all times, no other adults to be left alone with 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
- Establish clear communication channels to keep parents/guardians informed about the situation, safety measures, and the relocation to an unlicensed area

EMERGENCY SUPPLIES

- Prepare an emergency kit with essential supplies, including first aid, emergency contact information, food, water, and basic hygiene items for children and staff

SAFETY

- Develop and communicate a lockdown procedure that includes steps for relocating to an unlicensed area.
- Ensure that the unlicensed area meets basic safety standards (e.g., no immediate hazards, adequate space, emergency exits)

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| KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS |
| <input type="checkbox"/> Educator to have read and understand all policies and procedures |
| <input type="checkbox"/> Educator complies with all policies and procedures |
| BEHAVIOUR OF CHILDREN |
| <input type="checkbox"/> Children to follow directions given by the Educator |
| <input type="checkbox"/> Children to stay within sight of the Educator at all times |
| <input type="checkbox"/> Regular discussion with children about behaviour expectations |
| <input type="checkbox"/> Consistent behaviour guidance strategies used |
| Other control measures specific to hazard: |
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| RISK BENEFITS |
| Identify how the children in your care will benefit from this activity and/or exposure to this risk: |
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