

RISK ASSESSMENT AND MANAGEMENT EDUCATOR INCIDENT

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					
	ALMOST CERTAIN LIKELY POSSIBLE UNLIKELY RARE	INSIGNIFICANT	MINOR	MODERATE	MAJOR	CATASTROPHIC
		Moderate	High	High	Extreme	Extreme
		Moderate	Moderate	High	Extreme	Extreme
		Low	Moderate	High	High	Extreme
		Low	Low	Moderate	High	High
		Low	Low	Low	Moderate	High

HAZARD IDENTIFICATION AND RISK RATING	
<p>A hazard is defined as anything that has potential to cause harm, injury, ill health etc. in some way.</p> <p>A risk is defined as the actual chance that the hazard will cause harm.</p> <p>Use the risk rating matrix overleaf to assess the risk's severity by finding the intersection of consequence and likelihood.</p>	
<input type="checkbox"/> Human	Rating:
<input type="checkbox"/> Toileting	Rating:
<input type="checkbox"/> Environment	Rating:
<input type="checkbox"/> Behaviour	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
<input type="checkbox"/> 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"/> 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 when outside <input type="checkbox"/> Regular visual checks occurring for sleeping children
<input type="checkbox"/> 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"/> Discussion around aggressive or inappropriate persons in the environment <input type="checkbox"/> Visitors log to be completed for all visitors on every visit
<input type="checkbox"/> COMMUNICATION <input type="checkbox"/> Ensure access to 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
<input type="checkbox"/> TOILET SAFETY <input type="checkbox"/> Children have easy access to toileting facilities <input type="checkbox"/> Educator has nappy change resources available as required <input type="checkbox"/> Potties and toileting aids are stored out of play area <input type="checkbox"/> Potties are to be emptied and cleaned after each use <input type="checkbox"/> Direct supervision at all times during nappy change process

<input type="checkbox"/> 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
<input type="checkbox"/> 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
<input type="checkbox"/> ENVIRONMENT <input type="checkbox"/> Internal doors accessible to children, with locking devices and are able to be opened from outside at all times <input type="checkbox"/> Small objects/ toys are to be kept out of reach of children <input type="checkbox"/> Toys with magnets smaller than 50c are to be kept out of reach of children <input type="checkbox"/> Protect and clear sandpit from animal contamination <input type="checkbox"/> Check the area for objects that may harm children such as weeds, sharp sticks <input type="checkbox"/> Discuss with children about notifying Educator of any harmful objects should they be found <input type="checkbox"/> Sandpits to be checked for foreign objects and animal faeces daily <input type="checkbox"/> Cleaning checklist to be completed daily <input type="checkbox"/> Toys with batteries are checked daily to ensure batteries are secured and inaccessible to children <input type="checkbox"/> Dispose of button batteries when no longer in use <input type="checkbox"/> Spare batteries are inaccessible to children
<input type="checkbox"/> EDUCATOR INCIDENT <input type="checkbox"/> Safety camera monitoring <input type="checkbox"/> Educate children to call 000 <input type="checkbox"/> Educator to have check-in protocol with colleague/family member/coordinator
<input type="checkbox"/> 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:

