

RISK ASSESSMENT AND MANAGEMENT OVERNIGHT CARE

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: |

| RISK RATING MATRIX | | | | | | |
|--------------------|---------------|----------|----------|----------|--------------|--|
| LIKELIHOOD | CONSEQUENCE | | | | | |
| | 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 | |
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| <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"/> Supervision | Rating: |
| <input type="checkbox"/> Communication | Rating: |
| <input type="checkbox"/> Sleeping of Children | Rating: |
| <input type="checkbox"/> Overnight Care | Rating: |
| <input type="checkbox"/> Safe Sleep | Rating: |
| <input type="checkbox"/> Other hazards specific to activity: | Rating: |
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| RISK CONTROL MEASURES |
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| Identify which control measures you will apply to alleviate the relevant risks |
| 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 |
| 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 |
| 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 |
| 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 |

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| <input type="checkbox"/> No necklaces or any other items that may cause strangulation worn during sleep time |
| <input type="checkbox"/> Placing infants on their backs to sleep, using firm and flat mattresses, avoiding loose bedding, and ensuring adequate supervision |
| <input type="checkbox"/> Conduct regular checks on sleeping children, ensuring they are in a safe sleeping position, and appropriately dressed, and monitor the sleeping environment for hazards |
| <input type="checkbox"/> Maintain open and clear communication with parents or guardians about sleep schedules, any concerns, or specific instructions for their child's sleep routines. |
| <input type="checkbox"/> Maintain accurate records of sleeping routines, any incidents, checks performed, and any unusual occurrences during sleep times |
| <input type="checkbox"/> Bassinets are not in the FDC premises while providing care. |
| 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 wellbeing arrangements meet KDFC policy |
| <input type="checkbox"/> Children are to sleep in a bed or cot, no porta cots used for overnight care |
| <input type="checkbox"/> The Dignity and privacy of older is respected during showering, toileting and bathing. |
| 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: |

