

Educator name:	Date:
Signature	Signature:
Prepared in consultation with:	Signature
Date Safe Sleep training to be renewed:	

Address:

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 the 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"/> Bedding	Rating:
<input type="checkbox"/> Visitors to the home	Rating:
<input type="checkbox"/> Environment	Rating:
<input type="checkbox"/> Sleeping of children	Rating:
<input type="checkbox"/> Cots	Rating:
<input type="checkbox"/> Supervision	Rating:
<input type="checkbox"/> Room temperature	Rating:
<input type="checkbox"/> Ventilation	Rating:
<input type="checkbox"/> lighting	Rating:

RISK CONTROL MEASURES

SUPERVISION

- ☐ Discussion around staying within sight of the Educator at all times
- ☐ Educator to be actively supervising and engaged in the activities with children
- ☐ Educators are to be responsible for the children at all times and, no other adults to be left alone with children
- ☐ Educators will position themselves to be able to view all children when outside
- ☐ Regular visual checks occurring for sleeping children
- ☐ Complete 10 minute sleep check

VISITORS

- ☐ Discussing stranger danger
- ☐ 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
- ☐ Visitor logs are to be completed for all visitors on every visit

COMMUNICATION

- ☐ Ensure access to a 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

KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS

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

SLEEPING OF CHILDREN

- ☐ Relevant equipment meets Australian Safety Standards
- ☐ Equipment usage meets the recommended guidelines of manufacturers
- ☐ SIDS guidelines are implemented
- ☐ Sleep checks are regular and documented as per FDC policy
- ☐ Children are dressed appropriately for sleep – in consideration to room temperature
- ☐ No necklaces or any other items that may cause strangulation worn during sleep time

VENTILATION /COOLING

- ☐ Fresh air used such as windows
- ☐ Fans used when windows are unable to be used
- ☐ Air conditioning used where possible when needed to maintain a comfortable room temperature

LIGHTING

- ☐ Sufficient light to allow for supervision

BEDDING

- ☐ Soft toys and comforters removed
- ☐ Bumpers, infant positioners and pillows are not used for children under 2 years of age
- ☐ Porta cots regularly checked for signs of damage and to make sure that the folding and locking mechanisms work correctly.

OTHER



RISK BENEFITS

Identify how the children in your care will benefit from this activity and/or exposure to this risk:

The safety and appropriateness of cots, bedding, and related equipment should consider the ages and developmental stages of the children using them. Cots must comply with the Australian Standard (AS/NZS 2172:2003), while porta cots must meet Australian Standards (AS/NZS 2195). Additionally, they should be set up correctly, placed in a safe location, and maintained in good condition. bassinets are not permitted on the service premises at any time that children are being educated and cared for by the service

A sleep and rest risk assessments must be conducted at least once every 12 months, and as soon as practicable after becoming aware of any circumstance that may affect the safety, health or wellbeing of children during sleep and rest

CHILDREN'S DETAILS AND SLEEPING ARRANGEMENTS	
PLEASE PROVIDE A PHOTO OF YOUR SLEEP AREAS/ AND EACH CHILD'S BEDDING	
Name of Child	Name of Child
Age	Age
Development	Development
Sleep or rest	Sleep or rest
Type of Bedding	Type of Bedding
Location of sleep	Location of sleep
Days of attendance	Days of attendance
Specific health care needs, cultural preferences, sleep and rest need from family	Specific health care needs, cultural preferences, sleep and rest need from family

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