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| |  |  | | --- | --- | | **Bright Futures Family Day Care**  **Service ABN 13890277321**  **Risk Assessment and Management for the Registered Premises** | | | **The Risk Assessment and Management Risk Plan can be used to assess general types of risk including, but not limited to – play equipment; environments including features in the environment or changes to the environment; specific activities etc so you can ensure you have done everything possible to protect the safety of the children.** | | | **Educator Name** | Regina Arlan | | **Description of the risk to be assessed** | **To assess and manage the risk of a child-**  **Escaping from the premises,**  **Getting injured within the premises.** | | **This plan is used in** |  | | | | **Risk Assessment plan for the Registered Premises**.................................................... |  | |  | | --- | | **Proposed Activities:** list the activities and the benefits for the children in providing this activity R.101(2) (g), R.102(4) (b), R.102(4) (f) | |  |  |  |  |  | | --- | --- | --- | | **Items That Should Be On The Premises** | | | | First Aid Kit | ✔ | Other Items – please list;  Sun hats and sunsmart/ weather smart clothing/ sensible footwear  Insect Repellent | | | Mobile Phone (with reliable coverage) | ✔ | | If applicable, medical information for each child (medical action plans). | ✔ | |  |  | |  |  |  |  |  | | --- | --- | | **Implementation Date of this Risk Management :** | | | **Risk Assessment Review Dates:** Saftey check list carried out on a daily basis and reviewed if significant changes occur | | | Date: …………………… Signature: ……………………………………….  Date: …………………… Signature: ……………………………………….  Date: …………………… Signature: ………………………………………. | Date: …………………… Signature: ……………………………………….  Date: …………………… Signature: ……………………………………….  Date: …………………… Signature: ………………………………………. | | **Reminder: Monitor the effectiveness of controls and change if necessary.**  **Review the risk assessment if an incident or significant change occurs.** | | | | | | | | | |
| **Risk Assessment and Risk Management Plan**  Identify and assess risks that may pose to the safety, health or wellbeing of any child taken and specify how the risks will be managed and minimised | | | | | | | | | | | | | |
| **Risk** | **Possible Cause** | **Existing Controls** | | | | **Possible Consequence** | **Existing Control Rating** | **Risk Rating** | | | **Additional Controls** | **Final Risk**  **Rating** | |
| **Likelihood** | **Consequence** | **Risk** |
| What are the risks involved in this activity?  Include any risks associated with water based activity | What could occur to cause or create these risks | What practices do you have in place to create a safe activity and to minimise the risks that you have identified? | | | | **Refer to Consequence Table:-**  Which of the following consequence apply:-  Physical  Psychological  Business  Reputation  Compliance  Financial  If so at what level:-  1 - Insignificant  2 - Minor  3 - Moderate  4 - Major  5 - Catastrophic | **Refer to Control Rating Table:-**  E - Excellent  A – Adequate  I - Inadequate | **Refer to Likelihood Table:-**  5 - Almost Certain  4 - Likely  3 - Possible  2 - Unlikely  1 - Rare | **Refer to Consequence Table**:-  1 - Insignificant  2 - Minor  3 - Moderate  4 - Major  5 - Catastrophic  (Take highest number from  Possible Consequence Table) | **Refer to Risk Matrix**  Multiply the ‘Likelihood’ and ‘Consequence’ number to determine if :-  Very high  High  Medium  Low | What if any additional controls need to be put into place to further reduce the risk to lower than Medium?  i.e. Consider ages of children. | **Refer to Risk Matrix**  Multiply the ‘Likelihood’ and ‘Consequence’ number to determine if :-  20+ Very high  10+ High  5 + Medium  1 + Low | |
| Child escaping from the registered indoor and/or outdoor environment  Child Injured | Inadequate supervision of children  Safety of house and outside area  Doors not locked and keys accessible to children  Contact with unsafe water ie water collected in a pot plant, sand pit container or on play equipment  Poisonous/ Hazardous plants  Insect Bites, spiders, mosquitos, bees etc  Contact with animals – swooping magpies, snakes, outdoor mice or feral cats  Interactions with visitors  Unsafe equipment and dangers of using play equipment such as falls  Equipment used as aids to climb over the fence  Sunburn  Choking on food or drink  Educator distracted when children arriving/ leaving the premises  Safe Glass  Cleaning/ household chemicals  Water Play | 1) Direct supervision of all children. Children should be in sight or hearing distance at all times.  2) Safety checks are carried out each morning prior to opening  3) Check all gates and doors are locked and rooms are not accessible if they’re not a registered area, including sheds and garage. Ensure keys are out of reach.  4) Removing water hazards by emptying containers and draining area that water may have gathered.  5) Poisonous plants have been removed. Children to be educated about the dangers of eating berries from trees and plants and to avoid trees with sharp thorns eg lemon tree.  6) Pest control management, including ensure webs are removed and the areas are cleaned to avoid pests from moving in. Children are educated about the dangers of touching animals, insect repellent worn and children redirected to other area if insects become problematic.  7) The area is checked each morning to ensure animals haven’t ventured onto the property. Also checked for any animal soil from neighbours’ cats; Sandpit raked each morning.  8) Visitors are supervised and must sign in.  9) Equipment checked daily, looking for damaged equipment and potential hazards, including tripping hazards. Effective supervision of children on play equipment. Ensure children play on age appropriate equipment and are supported to use unfamiliar equipment safely and wear appropriate footwear so they don’t slip etc.  10) Equipment is placed away from the fence line to ensure children can’t use it to climb  11) Sun safe practices are adhered to  13) Children sit when eating and drinking  14) Everything prepared for a smooth transition at delivery and collection times, ie attendance sheets and belongings all ready  15) Glazed windows (below 1 metre) are either safety glass or have a barrier.  16) Chemicals are stored out of reach and inaccessible to children  17) Children are directly supervised when engaged in water play. Water is removed or emptied when play is completed or when direct supervision can’t be maintained. | | | | Physical  1  Psychological  1  Business  1  Reputation  1  Compliance  1  Financial  1 | A  Adequate | 2  Unlikely | 1  Insignificant | 2  Low | Parents may want to attend the sessions, reducing adult to child ratios will further the risks. | 2  LOW | |