



Family Day Care Risk Management Plan

The Risk Management Form is completed by the Coordination Unit staff in collaboration with the educator whenever a risk or hazard is identified in the educator’s registered care environment.

A copy of the completed form should be retained both at the educator’s premises and in their file at the Coordination Unit for record-keeping and ongoing reference.

Coordination Unit staff:	Educator:
Date:	Address:

Identified Risk:																													
Location of Risk:																													
Risk Matrix rating:	Photo:																												
<p>Risk Matrix A risk matrix is a way to assess the hazard and potential risk. You can work out the importance and priority prior to managing the risk.</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr> <th style="width: 15%;"></th> <th colspan="3" style="text-align: left; font-weight: normal;">If this happens, what are the consequences?</th> </tr> <tr> <th style="font-weight: normal;">Will this happen?</th> <th style="font-weight: normal;">Minor risk</th> <th style="font-weight: normal;">Moderate risk</th> <th style="font-weight: normal;">Significant risk</th> </tr> </thead> <tbody> <tr> <td></td> <td style="font-size: small;"><i>Unlikely to cause long-term problems – just fix it.</i></td> <td style="font-size: small;"><i>Complete a risk assessment and go ahead if risk is worth accepting.</i></td> <td style="font-size: small;"><i>Risk that needs careful planning and consideration before going ahead. Involve others in decision-making, follow policy guidance and practice, identify roles and responsibilities.</i></td> </tr> <tr> <td>Unlikely</td> <td style="background-color: #d9ead3;">Low</td> <td style="background-color: #fcf8e3;">Moderate</td> <td style="background-color: #f4cccc;">High</td> </tr> <tr> <td>Possible</td> <td style="background-color: #d9ead3;">Low</td> <td style="background-color: #fcf8e3;">High</td> <td style="background-color: #e74c3c;">Extreme</td> </tr> <tr> <td>Likely</td> <td style="background-color: #fcf8e3;">Moderate</td> <td style="background-color: #fcf8e3;">High</td> <td style="background-color: #e74c3c;">Extreme</td> </tr> <tr> <td>Almost certain</td> <td style="background-color: #fcf8e3;">Moderate</td> <td style="background-color: #fcf8e3;">High</td> <td style="background-color: #e74c3c;">Extreme</td> </tr> </tbody> </table>		If this happens, what are the consequences?			Will this happen?	Minor risk	Moderate risk	Significant risk		<i>Unlikely to cause long-term problems – just fix it.</i>	<i>Complete a risk assessment and go ahead if risk is worth accepting.</i>	<i>Risk that needs careful planning and consideration before going ahead. Involve others in decision-making, follow policy guidance and practice, identify roles and responsibilities.</i>	Unlikely	Low	Moderate	High	Possible	Low	High	Extreme	Likely	Moderate	High	Extreme	Almost certain	Moderate	High	Extreme	
	If this happens, what are the consequences?																												
Will this happen?	Minor risk	Moderate risk	Significant risk																										
	<i>Unlikely to cause long-term problems – just fix it.</i>	<i>Complete a risk assessment and go ahead if risk is worth accepting.</i>	<i>Risk that needs careful planning and consideration before going ahead. Involve others in decision-making, follow policy guidance and practice, identify roles and responsibilities.</i>																										
Unlikely	Low	Moderate	High																										
Possible	Low	High	Extreme																										
Likely	Moderate	High	Extreme																										
Almost certain	Moderate	High	Extreme																										
Control Measures and Plan:																													
Date for next review:																													



Family Day Care Risk Management Plan

The Education and Care Services National Law requires you to 'ensure that every reasonable precaution is taken to protect children... from harm and from any hazard likely to cause injury' (Section 167). Taking precautions involves carrying out risk assessments within your service to assess the risks and plan how to manage them. This resource offers a simplified guide to the process.

- Identify the hazard or potential hazard.
- A hazard is anything that could cause harm or have a negative impact, such as broken or dangerous equipment, a poor practice or systems (e.g. not keeping track of WWCC / training requirements).
- Be vigilant in monitoring your whole service environment - if you see anything that may be dangerous now or in the future, assess it.
- In practice: This can be done with a watchful eye, being aware of possible risks in the service environment, through your daily checklists, and making it a regular topic at team meetings.

Once you have identified the hazard you need to assess the risk of harm or potential harm.

- Your assessment should look at:
 - How likely is it to happen?
 - How often might it happen?
 - How serious is the outcome?
- In practice: You can use the risk matrix overleaf to help you.
- Manage the risk by eliminating it or minimising the impact using control measures.
- See overleaf for explanations and examples of control measures.
- In practice: Your service procedures, hazard control log (risk assessment register) for documenting, and WHS inspections will help with your control measures.
- Once you have managed the risk you need to evaluate the current risk or potential harm - how well is it eliminated or managed?
- If not, look at an alternative control measure. Is this the best possible outcome?
- In practice: Evaluate using your safety checklist and the risk matrix overleaf whether the risk has been reduced.
- Reviewing and ongoing monitoring of the risk or potential harm is needed to ensure it continues to be managed as a low risk.
- Through this process you need to be vigilant in scanning and assessing the risk within your service.
- In practice: This can be done in daily safety checks, your regular WHS inspection, and making it a regular topic at team meetings.

Reference:

(Risk assessment and management, ACECQA, 2020)