

Preschool risk assessment

This risk assessment can be used by preschools to identify any risks to the safety, health or wellbeing of children while being educated and cared for at a preschool and specify how they will be managed and minimised.

This risk assessment must be completed for maintain compliance with the following preschool-specific policy documents:

- [Managing water hazards in preschool policy and procedures](#)¹
- [Delivery, collection and transportation of children in preschool procedure](#)^{2 3}
- [Safe sleep and rest requirements for children in preschool procedure](#)⁴

Background information			
Preschool name:		Date:	
Title of assessment:		Name of person conducting assessment:	

Risk identified	Risk assessment (use matrix)	Elimination or control measures	Who	When
<i>E.g. Water play activities using water troughs</i>	<i>High - Extreme</i>	<ul style="list-style-type: none"> • <i>A staff member must be in a position to respond or intervene immediately if required</i> • <i>Water containers must be emptied after water play</i> • <i>Children must be instructed not to drink water used in water play activities</i> 	<i>All educators</i>	<i>During water play activities</i>

^{1,2,4} <https://education.nt.gov.au/policies/early-childhood-education-and-care/preschool-specific-policy>

³ Please note there is a separate risk assessment template where a preschool transports children, other then as part of excursions: <https://www.acecqa.gov.au/resources/applications/sample-forms-and-templates>

	<i>E.g. Lack of awareness of child's transfer between child-related services</i>	<i>High - High</i>	<ul style="list-style-type: none"> <i>A staff member must communicate with the other service, parents, families and carers to ensure it is understood what service a child is leaving from and arriving at</i> 	<i>All educators</i>	<i>During the child's enrolment process</i>
	<i>E.g. Bedding is covering a child's face during sleep and rest</i>	<i>High - High</i>	<ul style="list-style-type: none"> <i>A staff member must be monitoring sleeping and resting children</i> <i>Staff member must remove bedding from the child's face and prevent further hazards from occurring</i> <i>Child's breathing and skin colour must be checked</i> 	<i>All educators</i>	<i>During children's sleep and rest</i>

The risk matrix is used to assess the level of the risk by considering the likelihood of the risk against the severity of the consequence. The mitigation strategy should be commensurate with the level of the risk.

Risk Matrix						
		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	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

Likelihood

Descriptor	Definition
Rare	May occur somewhere, sometime, for example, once in a lifetime or once in 100 years
Unlikely	May occur somewhere within the Department of Education over an extended period of time
Possible	May occur several times across the Department of Education or in a region over a period of time
Likely	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Almost certain	Prone to occur regularly It is anticipated for each repetition of the activity or event

Consequence

Descriptor	Definition
Insignificant	No injury
Minor	No injury
Moderate	Injury or ill health requiring medical attention
Major	Injury or ill health requiring hospital admission
Catastrophic	Fatality