



# Sleep and Rest Risk Assessment

## RISK MATRIX

A risk matrix is a useful tool to use during the risk assessment process. It helps in identifying the level of risk by looking at the likelihood that a negative event may occur, and the severity of the consequence should it occur.

The Guide to the NQF defines likelihood and consequences in a risk matrix in Section 5: Regulatory Authority power.

Risk		Matrix				
		Likelihood				
		Rare	Unlikely	Possible	Likely	Almost certain
Consequences	Major	Moderate	High	High	Critical	Critical
	Significant	Moderate	Moderate	High	High	Critical
	Moderate	Low	Moderate	Moderate	High	High
	Minor	Very low	Low	Moderate	Moderate	Moderate
	Insignificant	Very low	Very low	Low	Moderate	Moderate

## LIKELIHOOD

The risk matrix includes five levels of likelihood:

- Rare
- Unlikely
- Possible
- Likely
- Almost Certain.

When thinking about likelihood, the approved provider and service leaders should prioritise actions based on ensuring compliance with the minimum legislative standards, particularly those standards relating to the safety, health and wellbeing of children. The following table is a useful guide.

Likelihood	
Rare	Very unlikely – the event may occur only in exceptional circumstances
Unlikely	Improbable – the event is not likely to occur in normal circumstances
Possible	Potential – the event could occur at some time
Likely	Probable – the event will probably occur in most circumstances
Almost certain	Very likely – the event is expected to occur in most circumstances

## CONSEQUENCE

The risk matrix also includes five levels of consequences:

- Insignificant
- Minor
- Moderate
- Significant
- Major

This considers the potential impact and how it might affect the safety and wellbeing of children, families, staff and the wider community.

## RISK ASSESSMENT TEMPLATE

### Risk assessment

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who?	When?

### Plan and review

Plan prepared by

Full name:

Signature:

Role/position:

Date:

Prepared in consultation with

Full name:

Signature:

Role/position:

Communicated to all relevant staff

Yes

No

Comment (if needed)

## Plan and Review

Risks identified from this risk assessment have been addressed within policy and procedure (regulation 84C) as well as other matters required under regulation 84C, including:

- The number, ages and development stages of children being educated and cared for, including at each education and care service and FDC residence or approved FDC venue of the service
- The sleep and rest needs of children at the service (including specific health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child's sleep and rest) including at each education and care service and FDC residence or approved FDC venue of the service
- The suitability of staffing arrangements required to adequately supervise and monitor children during sleep and rest periods
- The level of knowledge and training of the staff supervising children during sleep and rest periods
- The location of the sleep and rest areas, including the arrangements of cots and beds within the sleep and rest areas, including at each education and care service and FDC residence or approved FDC venue of the service
- The safety and suitability of any cots, beds and bedding equipment and having regard to the ages and developmental stages of the children who will use them
- Any potential hazards in sleep and rest areas or on a child during sleep and rest periods
- the physical safety and suitability of sleep and rest environments, including temperature, lighting and ventilation at each education and care service and FDC residence or approved FDC venue of the service
- for FDC services, that provide overnight care to a child, any risks that the overnight care provided at the family day care residence or approved venue may pose to the safety, health or wellbeing of the child.

Yes

No

Comment if needed

Next sleep and rest risk assessment to be conducted before \_\_\_\_\_

\*AND as soon as practicable after becoming aware of any circumstance that may affect the safety, health and wellbeing of children during sleep and rest