

TALLYGAROPNA PRIMARY SCHOOL OSHC

SLEEP AND REST RISK ASSESSMENT



RISK ASSESSMENT – MULI PURPOSE ROOM (TALLY OSH CARE)

Risk assessment					
Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures	Who?	When?
Child becomes excessively tired during OSHC	Reduced concentration, emotional distress, increased likelihood of injury	Moderate	Educators monitor children's wellbeing and behaviour. Children may access quiet activities and a suitable supervised area for rest and relaxation.	Low	At all times
Child falls asleep unexpectedly	Child may be left unsupervised or sleep in an unsuitable location	Moderate	Educators maintain active supervision. If a child falls asleep, an educator assesses the child's wellbeing and provides a safe, quiet and supervised location. Parent/carer is contacted where appropriate.	Low	At all times.
No beds or cots available	Child may attempt to rest on unsuitable furniture or flooring	Moderate	Children are not routinely provided with sleep facilities. If a child needs to rest, educators identify a suitable supervised area using safe, age-appropriate furniture and existing service resources.	Low	At all times.
Child rests on a couch, cushion, beanbag or similar item	Child could become trapped, fall or access an unsuitable sleeping environment	Moderate	Furniture and soft furnishings are checked for safety. Children are supervised. Items are used only for their intended purpose. Sleeping arrangements are reassessed if a child falls asleep.	Low	At all times.
Inadequate supervision of a resting child	Child's health or safety needs may not be identified	High	Normal OSHC supervision requirements continue. The child remains within the educator's line of sight or	Low	At all times.

			effective supervision area. Educators communicate responsibility for monitoring the child.		
Child has an individual medical or health need affecting rest	Health condition may worsen or not be recognised	Moderate	Relevant medical management plans, risk assessments and family information are followed. Educators communicate with parents/carers and seek medical assistance when required.	Low	At all times.
Child is unwell and wants to sleep	Illness may require medical attention or exclusion	Moderate	Educator assesses the child's condition in accordance with the service's illness and medical procedures. Parents/carers are contacted where required. The child is not simply allowed to sleep without appropriate monitoring.	Low	At all times.
Child requests quiet time but does not want to sleep	Emotional distress or sensory overload may increase	Moderate	Children are offered appropriate quiet activities such as reading, drawing, puzzles or calm individual activities. Children's preferences are respected.	Low	At all times.
Rest area cannot be adequately supervised	Child may be isolated or exposed to hazards	Moderate	Rest areas are located where educators can maintain effective supervision. Children are not placed in isolated or inaccessible locations.	Low	At all times.
Environmental temperature unsuitable	Child may become uncomfortable or unwell	Moderate	Indoor temperature and ventilation are monitored. Children are moved to a more suitable location where necessary.	Low	At all times.

Inadequate lighting in rest area	Increased risk of trips, falls or reduced supervision	Low	Rest areas have sufficient lighting for safe supervision and movement.	Low	At all times.
Poor ventilation	Discomfort or potential health effects	Low	Areas used for quiet rest have adequate ventilation and access to fresh air where appropriate.	Low	At all times.
Electrical cords or other hazards near rest area	Trips, falls or injury	Moderate	Environment is inspected before use. Cords and hazardous items are secured or removed.	Low	At all times.
PowerPoints in the room	Electrocution	Moderate	Ensure all PowerPoints are covered with safety caps. If installing new ones – ensure they are at a high point on the wall and not low. Ensure beds are not near PowerPoints.	Nominated Supervisor and all educators	Opening and Closing Checks At all times
Blinds, cords or hanging items accessible to child	Potential entanglement or injury	Moderate	Rest areas are checked for accessible cords and other hazards before use. Children are positioned away from identified hazards.	Low	At all times.
Other children disturb a resting child	Child may become distressed or unable to rest	Low	Educators establish clear expectations that children respect others' need for quiet time.	Low	At all times.
Child leaves rest area while tired	Child may enter an unsafe area or become difficult to supervise	Moderate	Rest area remains within the supervised OSHC environment. Educators monitor the child and maintain normal attendance and supervision procedures.	Low	At all times.
Family requests that a child rest	Family expectations may not align with child's needs or service environment	Low	Family requests are considered alongside the child's age, developmental needs, wellbeing, preferences and service capacity. Families	Low	At all times.

			are informed about the service's arrangements.		
Cultural preferences regarding rest are not considered	Child or family may feel excluded or unsupported	Low	Educators communicate respectfully with families and consider cultural preferences and individual circumstances.	Low	At all times.
Child has a disability or additional need affecting rest	Child may require different environmental or supervision arrangements	Moderate	Individual needs are considered in consultation with the family and relevant professionals. Reasonable adjustments are implemented where appropriate.	Low	At all times.
Child sleeps during an emergency or unusual circumstance	Child may not be adequately monitored	Moderate	Educators continue to follow emergency, evacuation and supervision procedures. A sleeping child receives appropriate assistance and supervision.	Low	At all times.
Staff assume that no sleep risk assessment is required because children do not normally sleep	Regulatory non-compliance or failure to identify occasional rest/sleep risks	Moderate	This documented risk assessment is maintained and reviewed at least annually and following relevant changes or incidents.	Low	At all times.
Bassinet or unsuitable sleep equipment is brought onto the premises	Unsafe sleeping environment or regulatory non-compliance	Moderate	The service does not provide bassinets, cots or beds. Staff do not introduce sleep equipment without appropriate assessment and approval.		At all times.
Trolleys in the room	<p>This is a climbing and tripping hazard in the room while children are resting/ sleeping.</p> <p>Children could push or climb onto the trolley.</p>	Moderate	<p>Ensure all furniture is 30cm apart from the trolley.</p> <p>Ensure all educators educate the children in rules around the trolley.</p> <p>Remove the trolley after lunch to ensure it is not in the room at this time of day.</p>	Nominated Supervisor and all educators	At all times.

Furniture and large square pillows are not regularly cleaned	Regular cleaning of environmental surfaces help to prevent people getting sick from germs, preventing and controlling germs.	Moderate	Clean furniture and pillows with an approved neutral cleaner and stack safely at the end of rest time	Nominated Supervisor and all educators	Everyday monitoring Clean the furniture weekly
		Make selection			
		Make selection			

Plan and review			
Plan prepared by	Full name		Date
	Signature		
	Role/position		
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 arrangement 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

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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

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					
Consequences		Rare	Unlikely	Possible	Likely	Almost certain
	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 commune

