

SAFE ARRIVAL & DEPARTURE RISK MINIMISATION PLAN

This form is to be completed when a supervision issue may occur, or a potential hazard has been noted within the arrival and departures to ensure reasonable precautions are taken to prevent accident/ injury. This form will be made available to parents/guardians, department staff if requested.

(07) 3372 1711
FDCadmin@ich.org.au
38 Sittella Street, Inala QLD 4077
ich.org.au/my-place-family-daycare
facebook.com/ICHAustralia



Educator name

Educator contact number

Educator address

What is the unforeseen Risk/ Hazard? (including environmental concerns)	Where in the arrival and departure areas has the risk/ hazard been identified?	Strategies to minimise risks and who is responsible for supervision

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Please identify the likelihood of risk (please circle on the table below)

Is it safe for children to arrive and depart?

What are the consequences of someone being injured, exposed, or potential death?	How likely is it to occur?			
	Could happen at anytime	Could happen sometime	Could happen but very rare	Could happen but probably never will
Death or permanent disability	H	H	H	M
Severe injury or illness	H	H	M	M
Medical attention required	H	M	M	L
Pain, the discomfort experienced, first aid required	M	M	L	L

H = High Risk M = Medium Risk L = Low Risk

The level of risk is the combination of the consequences and the likelihood of a specific risk.

Examples of Low Risks include: An event that is likely to occur but has minimal consequences or an event that is extraordinarily unlikely to occur but has moderately severe consequences.

Examples of Medium Risk include: An event that is likely to occur but has moderate consequences or an event that is extraordinarily unlikely to occur but has highly severe consequences.

Examples of High Risks (Catastrophic) include: An event that is likely to occur and has highly severe consequences. An event that is extraordinarily unlikely to occur but has catastrophic consequences.

Where the risk is High Risk unless the control applied reduces the risk to Medium or Low this activity will not be approved by the Nominated Supervisor.

Educator signature

Educator name

Date

Coordinator signature

Coordinator name

Date