

My Place Family Day Care Service/ Educator Emergency and Risk Minimisation Plan

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Educator's Name: _____ Educator's Contact Number: _____

Educator's Address: _____

A risk assessment must be conducted to identify potential emergencies that are relevant to the service (Reg 97). This must be reviewed at least every 12 months. Your Emergency Risk Assessment will include typically recognised emergency situations, as well as threats or hazards that may be specific to your FDC environment. Consider where your premises are located, any possible threats or hazards in the vicinity and surrounding community, and any incidents that may have occurred before. Liaise with relevant emergency authorities if needing advice for your context.

Activity	Risk	Risk Rating	Controls
Emergency Preparedness	Fire safety equipment is not present/accessible or maintained.	Unlikely	<ul style="list-style-type: none"> - Educator has smoke alarms, a fire blanket or extinguisher readily available in the main space used for Family Day Care children. - Equipment is checked annually by coordinators during home safety prior to renewing contracts and schedules.
	Educator not qualified or equipped to administer first aid if necessary.	Unlikely	<ul style="list-style-type: none"> -All educators must have current first aid, CPR and anaphylaxis certificates. - All educational assistants must have current first aid, CPR and anaphylaxis training.

Emergency Preparedness

<p>Emergency Preparedness</p>	<p>Educator does not have evacuation and lockdown/shelter-in place plans prepared.</p>	<p>Unlikely</p>	<ul style="list-style-type: none"> -Educator has prepared and displays an Evacuation diagram in a prominent position near each exit as required by regulation 97 -Exits and meeting points are indicated on evacuation diagrams - Educators have identified strategies for evacuating multiple children -if necessary and practice meeting at their designated meeting point with the children. -Educators have noted more than one emergency exit from their home
	<p>Educator is not prepared for emergency, evacuation, or relocation or prepared others including children in care.</p>	<p>Unlikely</p>	<ul style="list-style-type: none"> - Educators practices emergency drills x2 with children every 3 months. - Additional drill if a new child starts care. - -Educators take children medications during practice drills and reflect on their drill to ensure safety is an embedded practice.
	<p>Accident / serious injury / trauma requiring medical attention or hospitalisation of educator or educator family member.</p>	<p>Unlikely</p>	<ul style="list-style-type: none"> - Educators have identified a person who may be alternately able to attend to their own child according to the nature of the emergency and until parents are able to collect their children from the FDC residence. (Own child management) - Completion of Injury, illness, incident, and trauma form training
	<p>Child medical emergency</p>	<p>Unlikely</p>	<ul style="list-style-type: none"> -Educators obtain medical management plans for children with medical conditions (these are also available if an educator is on an excursion -Educators undergo extra training when needed
	<p>Child not collected from care.</p>	<p>Likely</p>	<ul style="list-style-type: none"> -Educators have access to a service mobile phone number for support -Educators have access to authorised pick up adults including phone numbers
	<p>Child goes missing or is</p>	<p>Unlikely</p>	<ul style="list-style-type: none"> -Entry and exit points to the premises are secured and impede children leaving unsupervised.

Emergency Preparedness

Emergency Preparedness	<p>unaccounted for</p> <p>Unplanned Power outage</p> <p>Severe weather conditions – heat, storm, dust storm, unsafe air quality</p> <p>Traffic incident</p> <p>SIDS/SUDI</p> <p>Drowning</p>	<p>Likely</p> <p>Likely</p> <p>Likely</p> <p>Unlikely</p> <p>Unlikely</p>	<p>-Individual Risk management are in place for active supervision when required.</p> <p>-during excursions, head counts are documented within the logbook.</p> <p>-Individual active supervision plans in place when needed</p> <p>-Emergency response is planned to minimise risk and Individual risk management forms are completed</p> <ul style="list-style-type: none"> - Educators are to track weather events with the use of BOM apps, radio or call office and or emergency services. - Follow lock down and emergency procedures. (As rehearsed regularly) <ul style="list-style-type: none"> - Risk Management forms are completed for each outings including route and map. - Emergency identification details are kept on hand when outside the home. - Educators Txt service phone prior to all excursions (except daily schools runs) - All parents give written consent to routes and destinations. <p>-Compulsory training for educators and educational assistants</p> <p>- Coordinator training and support to educators</p> <p>-regular monitoring visits from coordinators</p> <p>- Individual overnight risk management forms in place for children sleeping over night</p> <ul style="list-style-type: none"> - Compulsory Pool safety certificates - Swimming pool training
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			<ul style="list-style-type: none"> - Risk minimisation plans for each individual as required - Training via coordinator monitoring visits regarding any water vessels. - Home safety checklist - Daily Environment checklists - Individual bathing a child Risk management plans in place for children who are bathed in care.
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I have read and understand the policies and procedures and agree to conduct Emergency evacuations and lock down procedures every 3 months and when a new child starts in care.

I understand and agree to adhere to all requirements to ensure safety.

I have received sufficient training regarding the above risk and understand my responsibilities.

I would like further training regarding the above potential risks.

Additional training requested: _____

Educator Signature: _____ Date: _____

Coordinator Name: _____ Coordinator Signature: _____ Date: _____