

Lake Macquarie Family Day Care  
**A Quality Education and Care Option for Our Community**  
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TRIM NO: <b>FDC/</b> /     /     / <b>03</b>
Reviewed: ____/____/____ Staff: _____
<input type="checkbox"/> Educator has signed
<input type="checkbox"/> copy to Educator: _____
<input type="checkbox"/> entered in to Risk Assessment register
<input type="checkbox"/> TRIM Document number: _____

## EDUCATOR EMERGENCY RISK ASSESSMENT

**A risk assessment must be conducted to identify potential emergencies that are relevant to the service. This must be reviewed at least every 12 months and as soon as practicable after becoming aware of any circumstance that may affect the safe evacuation of children from the service and updated accordingly (Regulation 97).**

**Your Emergency Risk Assessment will include typically recognised emergency situations, as well as particular threats or hazards that may be specific to your educator service.**

**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 particular advice for your context - [list of national and NSW relevant authorities](#) - resource.**

<b>EDUCATOR</b>			<b>Address</b>			<b>DATE</b>	
ACTIVITY	RISK	RISK RATING	CONTROLS				RESIDUAL RISK RATING
Emergency preparedness	Fire safety equipment is not present or maintained	Likelihood: Consequence: Rating:	<input type="checkbox"/> Educator has smoke alarms, fire blanket, and fire extinguishers readily available and checked by an approved professional 6 monthly. <input type="checkbox"/> Evidence of fire safety equipment checks is supplied to FDC to comply with regulation and policy. <input type="checkbox"/> Equipment checks are monitored and verified by LMFDC on annual registration, and on an ad-hoc basis during home visits				Likelihood: Consequence: Rating:
	Educator is not qualified or equipped to administer first aid if necessary	Likelihood: Consequence: Rating:	<input type="checkbox"/> Educator holds approved first aid, asthma and anaphylaxis qualification at all times (completed within the previous 3 years – <i>Regulation 136 (4A)</i> ) <input type="checkbox"/> Educator holds current approved CPR qualification at all times (completed within the previous year/12 months – <i>Regulation 136(4A)</i> ) <input type="checkbox"/> First Aid certificate is displayed in the registered FDC environment or is readily available <input type="checkbox"/> Educator monitors qualification due date to ensure it is renewed <i>before</i> expiry <input type="checkbox"/> Educator does not operate if their qualification is not current				Likelihood: Consequence: Rating:

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<p>Emergency preparedness (continued)</p>			<p><input type="checkbox"/> Educator maintains a suitably equipped first aid kit that is easily recognisable and readily accessible at all times (<i>Regulation 89</i>)</p> <p>(location) _____</p> <p><input type="checkbox"/> Educator checks kit contents at least every 3 months with emergency rehearsal</p> <p><input type="checkbox"/> Medication needed for emergency treatment of child medical conditions is readily available</p> <p>_____</p>	
	<p>Educator does not have evacuation and lockdown/shelter-in-place plans prepared – including safe evacuation in multi-storey premises/buildings</p>	<p>Likelihood:</p> <p>Consequence:</p> <p>Rating:</p>	<p><input type="checkbox"/> Educator prepares and displays evacuation diagram and the Emergency Response (evacuation / shelter-in-place) procedure/plan in a prominent position near each exit as required by Regulation (<a href="#">Images for Evacuation diagrams</a> – resource) (<a href="#">Evacuation diagram checklist template</a> – resource)</p> <p><input type="checkbox"/> Exits are indicated on evacuation diagram in green</p> <p><input type="checkbox"/> Educator has identified two ways out of each room used for FDC, and from the premises/venue site.</p> <p><input type="checkbox"/> Educator has identified strategies for evacuating multiple children (including non-ambulatory children) if necessary – to on-site, off-site and relocation assembly points:</p> <p>_____</p> <p><input type="checkbox"/> if located in a multi-storey building shared with other occupants, Educator has identified direct egress from each storey (including each level if split-level) to an assembly area to allow safe evacuation of children (<i>Regulation 116 – see requirements for evacuation procedure Regulation 97c</i>):</p> <p>_____</p> <p><input type="checkbox"/> Educator has identified a safe ‘shelter-in-place’ area at the residence or venue for short-term protection (30minutes-2/3 hours) from external hazards - (access to kitchen, water, toilet/nappy change, more than one entry + exit point): _____</p> <p><input type="checkbox"/> Educator has identified at least 1 safe emergency meeting/assembly point <b>at-the-site</b> for if it becomes unsafe to remain in the premises/building:</p> <p>_____</p> <p><input type="checkbox"/> Educator has identified at least 1 safe <b>off-site</b> location outside the grounds if it is unsafe to remain at the site (access to shelter, water, toilet/nappy change facilities, safe evacuation route, sited away from the most likely approach of threat): _____</p> <p>_____</p> <p><input type="checkbox"/> Educator has identified a <b>relocation</b> option/s if unable to remain at the premises or off-site emergency location for any extended period of time (eg, due to severe weather event, flood or bushfire emergency): _____</p>	<p>Likelihood:</p> <p>Consequence:</p> <p>Rating:</p>

Emergency preparedness (continued)			<hr/> <input type="checkbox"/> Area Map (Emergency diagram) identifies location of the service, and routes to and locations of off-site assembly points <input type="checkbox"/> All visitors to residence or venue during day care hours receive induction to evacuation and lockdown/shelter-in-place emergency plans. <hr/>	
	Educator is not prepared for emergency evacuation, or relocation	Likelihood: Consequence: Rating:	<input type="checkbox"/> Educator has an emergency kit prepared that is readily accessible ( <a href="#">SES emergency kit suggestions</a> – resource) Location <hr/> <input type="checkbox"/> Educator regularly checks the emergency kit with 3 monthly emergency rehearsals <input type="checkbox"/> Educator has identified strategy/s for transporting children if relocation is needed: <hr/> <input type="checkbox"/> Educator has considered any additional assistance particular children may need in an emergency (eg, with medical condition, disability/impairment, health-care need): <hr/>	Likelihood: Consequence: Rating:
	Educator is not able to contact emergency services or parents in an emergency	Likelihood: Consequence: Rating:	<input type="checkbox"/> Educator has access to an operating telephone or similar means of communication to enable immediate communication to and from parents and emergency services ( <i>Regulation 98</i> ) <input type="checkbox"/> fixed-line telephone <input type="checkbox"/> mobile phone – charged <input type="checkbox"/> satellite phone <input type="checkbox"/> 2-way radio <input type="checkbox"/> other? <hr/> <input type="checkbox"/> Numbers of all families are accessible (while maintaining personal information securely): <hr/> <input type="checkbox"/> Educator keeps mobile emergency contact numbers of LMFDC staff in their mobile. LMFDC staff have access to parent emergency contact details off-site.	Likelihood: Consequence: Rating:
	Educator does not know who to contact in an emergency	Likelihood: Consequence: Rating:	<input type="checkbox"/> Educator has identified potential relevant emergency telephone numbers <input type="checkbox"/> Educator has relevant emergency telephone numbers readily available location <hr/> <input type="checkbox"/> Educator has downloaded Emergency+ app <a href="#">Emergency+ for iOS</a> / <a href="#">Emergency+ for Android</a> – national app developed by Australia's emergency services and their Government industry partners, helping people call the right number at the right time	Likelihood: Consequence: Rating:

<b>Emergency preparedness</b> (continued)	Educator has not prepared others for emergency response	Likelihood: Consequence: Rating:	<input type="checkbox"/> Educator communicates Evacuation/Lockdown/shelter in place plans and procedures with all families and when there are any changes  <input type="checkbox"/> Educator rehearses emergency procedures with children (and any visitors) in care at least every 3 months ( <i>Regulation 97</i> ) <input type="checkbox"/> Emergency rehearsals include responses to different types of emergencies <input type="checkbox"/> Educator communicates and shares information with families when emergency rehearsals are conducted:  <input type="checkbox"/> Emergency rehearsals are documented and evaluated ( <i>Regulation 97</i> ) <input type="checkbox"/> Emergency diagrams and/or plans are amended if necessary after evaluation ( <i>Regulation 97</i> ) <input type="checkbox"/> Educator informs their own family of the emergency plans and requirements.	Likelihood: Consequence: Rating:
<b>Educator has identified reasonably foreseeable possible emergencies that could be relevant to their FDC premises / venue –</b>	Accident / serious injury / trauma requiring medical attention or hospitalisation of child / fatality	Likelihood: Consequence: Rating:	<input type="checkbox"/> Educator maintains furniture and equipment in safe and well-maintained condition <input type="checkbox"/> Educator takes precautions to prevent child access to non-registered areas and potentially dangerous items / equipment  <input type="checkbox"/> Educator supervises children at all times according to their ages, ability, activity and any specific care needs <input type="checkbox"/> Educator prepares and implements a safe-sleep management plan <input type="checkbox"/> Educator maintains a pet-retreat area that is inaccessible by children	Likelihood: Consequence: Rating:

considering both at their premises <b>AND in the immediate vicinity</b> Educator has identified reasonably foreseeable possible emergencies that could be relevant to their FDC premises / venue – considering both at their premises <b>AND in the immediate vicinity</b> (continued)	Accident / serious injury / trauma requiring medical attention or hospitalisation of educator or educator family member	Likelihood: Consequence: Rating:	<input type="checkbox"/> Educator has identified a person who may be alternately able to <b>attend to their own family</b> members, according to the nature of the emergency (at least until they are able to attend personally) <input type="checkbox"/> Educator has identified a responsible adult who may be <b>able to assist</b> and look after children at short notice in an emergency (after consulting with FDC staff at the time, if FDC staff are not available)	Likelihood: Consequence: Rating:
	Child medical emergency <hr/> <hr/>	Likelihood: Consequence: Rating:	<input type="checkbox"/> Educator obtains medical management plan and medical emergency plan for children with identified medical conditions, and seeks updates regularly. <input type="checkbox"/> Medical condition and emergency plans are located in a prominent location <input type="checkbox"/> Educator advises any Relief Educator of relevant medical plans for children <hr/>	Likelihood: Consequence: Rating:
	Incident involving water hazard – pool, water feature or other potential water hazard <hr/> <hr/>	Likelihood: Consequence: Rating:	<input type="checkbox"/> Educator has identified potential water hazards on or near the premises and completed management plan <input type="checkbox"/> Potential water hazards are identified on the Evacuation (or other) diagram and displayed in a prominent position so visible from the entry to the FDC premises <input type="checkbox"/> Pools are fenced in accordance with applicable NSW requirements ( <i>Regulation 116C</i> ), and current compliance certification provided to LMFDC – certificate expires: <hr/> <input type="checkbox"/> LMFDC ensures inspection is conducted each month of swimming pools, water features or other potential water hazards ( <i>by nominated person either in person or remotely, as allowed by regulation – 116A</i> ) <input type="checkbox"/> LMFDC prepares, supplies the educator a copy, and keeps written report of inspections conducted ( <i>Regulation 116B</i> )	Likelihood: Consequence: Rating:
	Child not collected from care	Likelihood: Consequence: Rating:	<input type="checkbox"/> Parent nominates authorised emergency contacts on enrolment – Educator is able to access emergency contact details for each child: <hr/>	Likelihood: Consequence: Rating:
	Child goes missing or is unaccounted for	Likelihood: Consequence: Rating:	<input type="checkbox"/> Entry / exit points to the premises are secured to impede children leaving unsupervised (keys are immediately adjacent to exit and inaccessible to children): <hr/> <input type="checkbox"/> Gates to the premises are secured to impede children leaving unsupervised: <hr/> <input type="checkbox"/> Items are kept away from fencing to impeded children scaling fencing and leaving unsupervised	Likelihood: Consequence: Rating:

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<b>Educator has identified reasonably foreseeable possible emergencies that could be relevant to their FDC premises / venue – considering both at their premises AND in the immediate vicinity</b> (continued)			<input type="checkbox"/> Risk assessment is conducted for maintaining supervision when children are on outings away from the registered FDC premises: (excursions) _____	
	Personal threat - Intruder / unauthorised person / intoxicated person etc attempts access _____	Likelihood: Consequence: Rating:	<input type="checkbox"/> Entry / exit points to premises are secured to impede access by unauthorised person: _____ <input type="checkbox"/> Educator obtains copy of any court orders restricting or prohibiting access to a child, and follows these as far as is safe to do so	Likelihood: Consequence: Rating:
	Unplanned Power outage _____	Likelihood: Consequence: Rating:	<input type="checkbox"/> Emergency response is planned to minimise impact	Likelihood: Consequence: Rating:
	Water shutdown – contamination / burst water main _____	Likelihood: Consequence: Rating:	<input type="checkbox"/> Emergency response is planned to minimise impact	Likelihood: Consequence: Rating:
	Severe weather conditions – heat, storm, dust storm, unsafe air quality _____	Likelihood: Consequence: Rating:	<input type="checkbox"/> Educator subscribes to early warning weather / air quality / fire alerts: <input type="checkbox"/> <a href="#">Severe weather and thunderstorm warnings</a> <input type="checkbox"/> <a href="#">BOM Weather for iOS</a> / <a href="#">BOM Weather for Android</a> – Bureau of Meteorology weather app, giving current conditions, forecasts, warnings and radar. <input type="checkbox"/> <a href="#">Readi app for iOS</a> / <a href="#">Readi app for Android</a> - all-hazards app <input type="checkbox"/> other _____ <input type="checkbox"/> Emergency response is planned to minimise impact	Likelihood: Consequence: Rating:
Traffic incident _____	Likelihood: Consequence: Rating:	<input type="checkbox"/> Risk assessment is conducted when children are being transported as part of the service: (transport occasions) _____ <input type="checkbox"/> educator has downloaded Live Traffic app to be able to check incidents <a href="#">Live Traffic for iOS</a> / <a href="#">Live Traffic for Android</a> – incidents and conditions on NSW roads 24/7 from the Transport Management Centre <input type="checkbox"/> Emergency response is planned to minimise impact	Likelihood: Consequence: Rating:	

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<b>Educator has identified reasonably foreseeable possible emergencies that could be relevant to their FDC premises / venue – considering both at their premises AND in the immediate vicinity</b> (continued)	Dangerous animal / reptile / snake / insect  	Likelihood: Consequence: Rating:	<input type="checkbox"/> Yard/ gardens and area around premises is kept clear of debris, and cleared regularly <input type="checkbox"/> Educator conducts pest control regularly when children are not present  <input type="checkbox"/> Additional snake kit is available with First Aid Kit	Likelihood: Consequence: Rating:
	Fire	Likelihood: Consequence: Rating:	<input type="checkbox"/> Educator maintain buildings and premises in clean, well maintained condition <input type="checkbox"/> Fire safety equipment is checked at least every 6 months, and after use <input type="checkbox"/> Installation of electrical safety cut-out switch is inspected at least every 2 years, and after any incident <input type="checkbox"/> Equipment controls (fire hazard) are made inaccessible to children, unless under direct supervision: (items) _____ <input type="checkbox"/> Items / furnishings etc are kept away from any heating units <input type="checkbox"/> Matches / lighters etc are stored so they are inaccessible to children	Likelihood: Consequence: Rating:
	Bush-fire Identify/describe if residence is in bush fire prone zone:   	Likelihood: Consequence: Rating:	<input type="checkbox"/> Educator FDC premises are not in an identified Bush Fire zone <input type="checkbox"/> Educator consults with their local Council to seek advice and meets requirements for operating in bush-fire prone land <input type="checkbox"/> Educator has developed an emergency bush fire plan and this is reviewed by the Educator at least every 12 months ( <a href="#">NSW RFS Bushfire emergency responses fact sheets</a> – resource) Located: _____ <input type="checkbox"/> Educator completes a bushfire readiness review to prepare for bushfire season and reviews this at least annually with annual inspection ( <a href="#">prepare your property - NSW RFS</a> – resource) <input type="checkbox"/> Educator maintains buildings and premises in clean, well maintained condition – ‘clear and clean-up’ on a regular basis - gutters cleared, vegetation managed around home <input type="checkbox"/> Fire safety equipment is checked at least every 6 months, and after use <input type="checkbox"/> Educator has downloaded ‘Fires near me’ app and monitors fire activity and alerts <input type="checkbox"/> <a href="#">Fires Near Me NSW smartphone app - for iOS devices</a> <input type="checkbox"/> <a href="#">Fires Near Me NSW smartphone app - for Android devices</a> <input type="checkbox"/> Educator has a radio available to listen to updates in the event of alert <input type="checkbox"/> Educator will close service if risk is too great (eg catastrophic fire danger) ( <a href="#">Fire danger ratings</a> – resource)	Likelihood: Consequence: Rating:

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<b>Educator</b> has identified reasonably foreseeable possible emergencies that could be relevant to their FDC premises / venue – considering both at their premises <b>AND in the  immediate  vicinity</b> (continued)			<a href="#">(Fire Alert levels - resource)</a> Trigger/s for closure: _____	
	Flood  Identify/describe if residence is in identified flood zone  _____ _____	Likelihood:  Consequence:  Rating:	<a href="#">(SES flood, storm and tsunami safety resources)</a> <input type="checkbox"/> Educator subscribes to early warning weather / flood alerts: <input type="checkbox"/> <a href="#">Floods Near Me app</a> <input type="checkbox"/> <a href="#">Readi app</a> – all-hazards app <input type="checkbox"/> Educator will close service if risk is too great (eg, evacuation warning is issued) <a href="#">(SES Flood warning products/alerts – resource)</a> Trigger/s for closure: _____	Likelihood:  Consequence:  Rating:
	Other/s? (describe)  _____ _____	Likelihood:  Consequence:  Rating:		Likelihood:  Consequence:  Rating:

<b>Provision of  FDC  service  following  incident</b>	Educator unable to operate service due to trauma following significant incident.	Likelihood:  Consequence:  Rating:	<input type="checkbox"/> Educator debriefs following an emergency. <input type="checkbox"/> LMFDC offers Educators EAP services for counselling and professional debriefing. <input type="checkbox"/> LMFDC offers information and resources to support educator wellbeing	Likelihood:  Consequence:  Rating:
	Educators home damaged and unable to operate service	Likelihood:  Consequence:  Rating:	<input type="checkbox"/> LMFDC assists educator to investigate alternative options to continue service provision to families <input type="checkbox"/> LMFDC shares available information on relevant government supports and assistance	Likelihood:  Consequence:  Rating:

	Children are distressed /traumatised by event or local event media coverage	Likelihood: Consequence: Rating:	<input type="checkbox"/> LMFDC provides information and resources to assist in supporting child and family wellbeing Resource - <a href="#">Be You</a> – national mental health in education initiative	Likelihood: Consequence: Rating:
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LIKELIHOOD RATING	CONSEQUENCE RATING			
	<b>Catastrophic</b> - Death or permanent disability; - legal action/ national media / extensive damage to reputation; - Extensive disruption to service delivery	<b>Major</b> - Illness or injury with long-term effect; - significant compliance action / prosecution or penalty; - adverse state media coverage / service reputation / serious complaint; - major disruption to service delivery	<b>Moderate</b> - Off-site medical attention / short-term lost time injury; - significant Non-compliance / breach - significant customer / public criticism; limited regional media coverage	<b>Minor</b> -First aid treatment, minimal lost time, no long-term effects; - contained/isolated non-compliance; - minor loss of credibility with key stakeholders, minor localised public concern/media interest
<b>Almost certain</b> (expected to occur, virtually guaranteed to occur)	Extreme (E)	Extreme (E)	High (H)	Medium (M)
<b>Likely</b> (will probably occur, common occurrence)	Extreme (E)	High (H)	Medium (M)	Low (L)
<b>Possible</b> (might occur at some time, some history of occurrence)	High (H)	Medium (M)	Low (L)	Very Low (VL)
<b>Unlikely</b> (not likely to occur, remote chance)	Medium (M)	Low (L)	Very Low (VL)	Very Low (VL)

Educator signature

date