

Evidence of one our Risk Assessments and out Employee Induction – where we discuss risk assessments

Risk assessment					
Activity/Task	Hazard or Risk that could be involved	Elimination/control measures	Risk assessment Likelihood (after control measures are in place)	Risk assessment Consequence (after control measures are in place)	Rating
Children Anaphylactic to Dairy, Eggs and Sunflowers.	That child consuming Dairy or Eggs	Ensure Dietary Requirement charts are up to date Educators communicate anaphylactic children to new employees/ relief Kitchen to prepare separate meal Kitchen to clearly label/ communicate if meals include or are without dairy/eggs	Unlikely	Major	High
			Possible	Major	High
			Unlikely	Major	High
	Cross Contamination/Consumption - Surrounding Children eating Eggs and/or Dairy	Having the anaphylactic child seated at another table/mat with children who cannot have dairy/eggs or an educator. The anaphylactic child having their own plate prepared prior to serving others. Clearly label alternate food for child with dietary requirement	Possible	Major	High
			Unlikely	Major	High
			Unlikely	Major	High
	That child touching a sunflower plant	Don't have sunflower seeds/plants accessible in the anaphylactic child's room. Use other plants or seeds where possible.	Unlikely	Major	High
			Unlikely	Major	High
	Cross Contamination	Clean bathroom handwashing area for children after each mealtime and supervise anaphylactic child washing hands cleaning his top before using (if containing Dairy, Eggs, Sunflower) Prepare the individual child's meal separately to other children if containing Dairy, Eggs, Sunflower Disinfect surfaces prior and after in kitchen/kitchenette's if Dairy/Eggs/Sunflowers were prepared, if child is in attendance on that day. Changing children's clothes if listed foods are on their clothes and using smocks in younger rooms when necessary.	Possible	Major	High
			Unlikely	Major	High
			Unlikely	Major	High
			Unlikely	Major	High

Plan prepared by:		Emily Burton				
Prepared in consultation with:		All Staff				
Communicated to:		Management and All Staff				
Risk Matrix						
		Consequence				
Likelihood	Almost certain	Insignificant	Minor	Moderate	Major	Catastrophic
	Likely	Moderate	High	High	Extreme	Extreme
	Possible	Moderate	Moderate	High	Extreme	Extreme
	Unlikely	Low	Moderate	High	High	Extreme
	Rare	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

Date: October 2023

Evidence of one our Risk Assessments and out Employee Induction – where we discuss risk assessments

EMPLOYEE INDUCTION – BEFORE COMMENCEMENT

- o Management will conduct this part of the induction process prior to commencement.
- o A copy of these inductions' lists can be given on request.
- o All Contracts, Payroll, Policies and HR documents are all accessible through ChildHR
- o You will receive an email with our centre philosophy,



INDUCTION ITEMS	Inductor Initials	Employee Initials	INDUCTION ITEMS	Inductor Initials	Employee Initials
Welcome <input checked="" type="checkbox"/> Introduce Management <input checked="" type="checkbox"/> Operations of the Service <input checked="" type="checkbox"/> Access Building/Parking <input checked="" type="checkbox"/> Closing of Doors <input checked="" type="checkbox"/> Equipment & Resources <input checked="" type="checkbox"/> Relationships with families, customer service and greeting prospective families <input checked="" type="checkbox"/> Use of Mobile Phones <input checked="" type="checkbox"/> Expectations <input checked="" type="checkbox"/> Location of Policies & Procedures	EB	DM	Health and Safety <input checked="" type="checkbox"/> Risk Assessments <input checked="" type="checkbox"/> Reporting Hazards <input checked="" type="checkbox"/> Maintenance Issues <input checked="" type="checkbox"/> Emergency Procedures	EB	DM
Deputy <input checked="" type="checkbox"/> Rostering <input checked="" type="checkbox"/> Signing in and Out <input checked="" type="checkbox"/> Applying for Leave <input checked="" type="checkbox"/> Noting Unavailability <input checked="" type="checkbox"/> Newsfeed (Confirming Posts)	EB	DM	Governance Structure and Contacts <input checked="" type="checkbox"/> Grievance Procedure <input checked="" type="checkbox"/> Communication between Staff and Families <input checked="" type="checkbox"/> Staff Contacts	EB	DM
Centre Policies and Procedures <input checked="" type="checkbox"/> Sick Procedure for Staff	EB	DM	Collaboration with the Community ✓	EB	DM
Court Orders ✓	EB	DM	Tour of Service <input checked="" type="checkbox"/> Staff Facilitates <input checked="" type="checkbox"/> Introduce to Staff <input checked="" type="checkbox"/> Dietary Requirement Charts (Anaphylaxis Children) <input checked="" type="checkbox"/> Location of First Aid Kits <input checked="" type="checkbox"/> Service 'Checks' and Expectation <input checked="" type="checkbox"/> Laundry – MSDS, Dilution of Chemicals and Storing Safely, Coloured Cloths and Mops. <input checked="" type="checkbox"/> Locate Emergency Equipment <input checked="" type="checkbox"/> Locate Emergency Exits	EB	DM
Storypark ✓	EB	DM	Professional Standards ✓	EB	DM
Shift Duties <input checked="" type="checkbox"/> Lunch Breaks <input checked="" type="checkbox"/> Length of Shift <input checked="" type="checkbox"/> Block Days	EB	DM	Job Description ✓	EB	DM
			Watch Chemello Group's 'How To' videos on Programming ✓	EB	DM

CONDUCTED BY:	Emily Bunton	SIGNATURE:		DATE CONDUCTED:	
EMPLOYEE NAME:	Danare Milentis	SIGNATURE:			2/11/22