

**Risk Assessment Pro-forma - Sleep & Rest**

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| Service: |  |
| Room: |  |
| Staff Responsible for Risk Assessment |  |
| Date |  |
| ***This risk assessment has considered the following:***  ***Staff will also assess risks/hazards within their individual service*** | ***Notes:*** |
| Number, ages, and developmental stages of the children | 0-12mnths - |
| 1-2 years - |
| 2-3 years - |
| 3-5 years - |
| Sleep and rest needs of children (including health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child's sleep and rest) |  |
| Suitability of staffing arrangements to adequately supervise and monitor children during sleep and rest periods; |  |
| Level of knowledge and training of staff supervising children during sleep and rest periods; |  |
| Location of sleep and rest areas, including the arrangement of cots and beds within the sleep and rest areas |  |
| Safety and suitability of any cots, beds and bedding equipment, having regard to the ages and developmental stages of the children who will use the cots, bed and bedding equipment; |  |
| any potential hazards   * in sleep and rest areas; or * on a child during sleep and rest periods |  |
| Physical safety and suitability of sleep and rest environments (including temperature, lighting and ventilation) |  |
| Do you have any children who have additional needs  Or Medical Management Plans?  How will you minimise the risks for these child/ren? |  |
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**IDENFICATION OF RISKS & HAZARDS AND HOW THESE ARE TO BE MANAGED**

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| **Identify any Hazards or Risks associated with Sleep and Rest** | **How will the risks be minimized and Managed and who is responsible?** | **Are the risks; Very likely, likely, unlikely or very unlikely.** | **Are the risks; Extreme, major, moderate, minor** |
| **1.**  **Babies/toddlers 0-18mnths do not remain in sleeping position recommended by Red Nose Australia** |  |  |  |
| **2.**  **Staff are not appropriately trained to comply with the recommendations of Red Nose Australia in relation to safe sleeping practices for children** |  |  |  |
| **3.**  **Staff Ratios are not being met at all times e.g. during lunch or toilet breaks** |  |  |  |
| **4.**  **Sleep and rest furniture and equipment do not meet regulations, policy or National Quality Standards (*Standard 2*) guidelines** |  |  |  |
| **5.**  **Sleep and rest furniture and equipment are not in an area conducive to sleep e.g. too noisy, bright or other children can interfere with sleeping children** |  |  |  |
| **6.**  **Sleep and rest environment does not have adequate ventilation or temperature control** |  |  |  |
| **7.**  **Cots, beds and rest areas are not used for appropriate ages e.g. children might roll, climb out of a cot, are over the recommended weight limit for sleeping surfaces, or if children’s breathing might become impeded from weighted sleep products or pillows** |  |  |  |
| **8.**  **Bedding is not kept clean** |  |  |  |
| **9.**  **Child’s clothing or accessories are not appropriate for sleep e.g. bibs or loose clothing, neck laces etc.** |  |  |  |
| **10.**  **Toys, other play equipment, hanging cords, blinds and curtains are in the Cots, beds and rest areas** |  |  |  |
| **11.**  **Children with special needs, medical management plans or are unwell are not appropriately monitored** |  |  |  |
| **12.**  **Bassinets, hammocks, prams and strollers are being used for children to sleep in** |  |  |  |
| **13.**  **Cots do not have wheels or are in bad condition and the paths of travel are impeded in case of Emergency Evacuation** |  |  |  |
| **14.**  **Request from family does not meet regulations, policy or National Quality Standards (*Standard 2*) guidelines** |  |  |  |
| **15.** |  |  |  |
| **16.** |  |  |  |
| **17.** |  |  |  |
| **18.** |  |  |  |

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| **Has the risk assessment been communicated to all staff** | YES NO  COMMENTS: |

**ENDORSEMENTS**

**NAME:……………………………………………………………………………………………………**

**DATE:………………………………………..**