

# Preschool risk assessment

This risk assessment can be used by preschools to identify any risks to the safety, health or wellbeing of children while being educated and cared for at a preschool and specify how they will be managed and minimised.

Background information			
Preschool name:	Rosebery Preschool	Date:	26/01/2026
Title of assessment:	<a href="#">Delivery, collection and transportation of children in preschool procedure</a>	Name of person conducting assessment:	Imogen McIlwaine

Risk identified	Risk assessment (use matrix)	Elimination or control measures	Who	When
Delivery to Rosebery Preschool from parent or guardian	Unlikely - Moderate (MODERATE)	<ul style="list-style-type: none"> <li>Parents / guardians to park in allocated spaces.</li> <li>Parents / guardians walk with preschool child and cross at indicated crossing</li> <li>Parents / guardians are to sign children into preschool</li> <li>Educators monitor classroom door</li> <li>Classroom door is closed at 8.20am.</li> </ul>	Parents and Educators	In mornings, in afternoons and late deliveries.
Collection of children from Rosebery Preschool from parent or guardian	Possible - Moderate (HIGH)	<ul style="list-style-type: none"> <li>Parents / guardians to park in allocated spaces.</li> <li>Parents / guardians walk with preschool child and cross at indicated crossing</li> <li>Parents / guardians are to sign children out of preschool</li> <li>Educators monitor classroom door</li> <li>Classroom door is open at 3.20pm.</li> </ul>	Parents and Educators	In mornings, in afternoons and early collection.

Delivery to Rosebery Preschool from outside school hours care	Possible - Moderate (HIGH)	<ul style="list-style-type: none"> <li>OSHC walk preschool children to Preschool from the preschool playground area door.</li> <li>OSHC staff sign preschool children into preschool</li> <li>Educators settle preschool children into activities</li> </ul>	OSHC and Educator	In morning and afternoons.
Collection of children from Rosebery Preschool from outside school hours care	Unlikely - Moderate (MODERATE)	<ul style="list-style-type: none"> <li>OSHC walk preschool children to OSHC from the preschool playground area door.</li> <li>OSHC staff sign preschool children out of preschool</li> <li>Educators help to pack bags and gather belongings</li> <li>Educators check children leave with OSHC</li> </ul>	OSHC and Educator	In morning and afternoons.
Uncollected children at the end of the day	Unlikely - Moderate (MODERATE)	<ul style="list-style-type: none"> <li>At 3.40pm a phone call is made to each emergency contact until call is answered.</li> <li>An arrangement is made on how child will be picked up. From preschool or school reception or by an alternate pick-up person.</li> <li>Educator ensures that sign out sheet is filled out.</li> </ul>	Parents and Educator	Upon 10 minutes of late collection.
Missing or unaccounted for children	Possible - Moderate (HIGH)	<ul style="list-style-type: none"> <li>Head counts occur every time we exit or enter a gate / door.</li> <li>Educators to gather children to recount.</li> <li>Educators to notify check areas vacated.</li> <li>Educators to notify Principal.</li> <li>School policy and procedure followed</li> </ul>	Educators	ASAP
Injuries, accidents or incidents when moving from one space to another.	Likely - Moderate (HIGH)	<ul style="list-style-type: none"> <li>Injury, accident and incident forms are filled out</li> <li>Parents are to read and sign</li> <li>Educators to inspect areas before accessing as a group</li> </ul>	Educators	Within 24 hours.
Supervision - 1:11 ratio.	Possible - Minor (Moderate)	<ul style="list-style-type: none"> <li>Head count and rolls to be completed by 8.20am and 1.30pm.</li> <li>Checking ratios throughout the day</li> </ul>	Educators, OSHC, Parents.	At all times

	<i>Transportation delay</i>	<i>Unlikely - Minor (LOW)</i>	<ul style="list-style-type: none"> <li>• <i>Clarifying what is causing delay and researching expected times of arrival.</i></li> <li>• <i>Contacting parents to communicate changes</i></li> </ul>	<i>Educators</i>	<i>When delay is noticed</i>
	<i>Seatbelt and safety restraints</i>	<i>Unlikely - Minor (LOW)</i>	<ul style="list-style-type: none"> <li>• <i>Ensure transport companies are following guidelines</i></li> <li>• <i>Inspecting transport before travelling</i></li> <li>• <i>Reporting any concerns immediately</i></li> </ul>	<i>Educators and Transport companies.</i>	<i>Before travelling</i>

The risk matrix is used to assess the level of the risk by considering the likelihood of the risk against the severity of the consequence. The mitigation strategy should be commensurate with the level of the risk.

Risk Matrix						
		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain	Moderate	High	High	Extreme	Extreme
	Likely	Moderate	Moderate	High	Extreme	Extreme
	Possible	Low	Moderate	High	High	Extreme
	Unlikely	Low	Low	Moderate	High	High
	Rare	Low	Low	Low	Moderate	High

#### Likelihood

Descriptor	Definition
Rare	May occur somewhere, sometime, for example, once in a lifetime or once in 100 years
Unlikely	May occur somewhere within the Department of Education over an extended period of time
Possible	May occur several times across the Department of Education or in a region over a period of time
Likely	May be anticipated multiple times over a period of time May occur once every few repetitions of the activity or event
Almost certain	Prone to occur regularly It is anticipated for each repetition of the activity or event

#### Consequence

Descriptor	Definition
Insignificant	No injury
Minor	No injury
Moderate	Injury or ill health requiring medical attention
Major	Injury or ill health requiring hospital admission
Catastrophic	Fatality

