

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:	16/01/2026
Title of assessment:	Safe sleep and rest requirements for children in preschool	Name of person conducting assessment:	Imogen McIlwaine

Risk identified	Risk assessment (use matrix)	Elimination or control measures	Who	When
<i>Supervision – Inadequate supervision of the children.</i>	<i>Significant – Possible (HIGH)</i>	<ul style="list-style-type: none"> <i>educators are in sight and hearing distance of sleeping children.</i> <i>A staff member must be monitoring sleeping and resting children</i> <i>Child’s breathing and skin colour must be checked</i> 	<i>All educators – ratio 1:11</i>	<i>While children are sleeping and resting.</i>
<i>Harm and Hazard - bedding, bedding equipment, temperature, lighting and ventilation.</i>	<i>Significant – Possible (HIGH)</i>	<ul style="list-style-type: none"> <i>Safety check of sleeping and resting children is undertaken prior to use.</i> <i>Sleeping equipment and bedding is clean, safe and in good repair.</i> <i>Staff member must remove bedding from the child’s face and prevent further hazards from occurring</i> 	<i>All educators</i>	<i>Prior to use</i>

Smoke free environment	Moderate – Possible (MODERATE)	<ul style="list-style-type: none"> • Monitor environmental air quality. Withdraw from outside if needed. • Check smoke in area • Staff members follow whole school staff handbook and department policy of having a smoke free environment. • Provide inside opportunities for children when it is outside play. 	All educators – safety check	Daily
Age – meeting the needs for child’s development and age.	Moderate – Unlikely (MODERATE)	<ul style="list-style-type: none"> • Developmental milestones are aligned. • Discussions with parents on sleep and rest for individual children. 	All educators	On enrolment and continuous.
Medical conditions and history of health – increase risk during periods of illness.	Moderate – Possible (MODERATE)	<ul style="list-style-type: none"> • discussion during enrolment process • supervision while sleeping and resting – Message on seesaw • discussion daily with parents around possible illnesses 	All educators	On enrolment and continuous.
Culture – aligning to family / workplace culture	Minor – Unlikely (LOW)	<ul style="list-style-type: none"> • discussion around cultural needs with individual families • aligning to preschool philosophy 	All educators and Families	On enrolment and continuous.
Laundry – cross contamination.	Moderate – Possible (MODERATE)	<ul style="list-style-type: none"> • washing and cleaning between groups • washing immediately when soiled 	All educators	Between preschool groups
Location of rest areas - sleeping out of doorways, sufficient space per child, quiet and natural light.	Minor – Unlikely (LOW)	<ul style="list-style-type: none"> • space requirements are met • children relocated out of walkways or access points • allocated areas to rest and sleep 	All educators	While children are sleeping and resting

	Ventilation and natural light - decrease illness, limit visual stimulation, temperature controlled.	Minor – Unlikely (LOW)	<ul style="list-style-type: none"> • free flowing air (fans) and natural • aircon set at comfortable temperature • lights off and lamp on for natural light • room has windows for natural light 	All educators	While children are sleeping and resting
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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

