**Step 1. What is the hazard?**

Risk of hazard for: Educators

Children

Families

Others

## Step 2. What is the risk?

Kill, Permanent

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | ++ very likely | + likely | - unlikely rare | -- very unlikely |
|  | 1 | 1 | 2 | 3 |
|  | 1 | 2 | 3 | 4 |
|  | 2 | 3 | 4 | 5 |
|  | 3 | 4 | 5 | 6 |

Disability

Long term illness Serious Injury

Medical Attention Several Days Off

First Aid Needed

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  |  |  |

The numbers show how important it is to do something

From

1 - it is extremely important to do something about this hazard as soon as possible

To

6 - this hazard may not need your immediate attention

Remember the risk may be different for educators, children, families etc.

Use this template to consider the risks to everyone at the service

## Step 3. What can we do to protect everybody? Step 4. List the step by step procedure we need to make it safe.

Eliminate risk Yes No

Substitute for a

lesser risk

Yes No

Isolate the hazard from the person at risk

Yes No

Minimise the risk through engineering means (eg change equipment or

environment)

Yes No

Implement change through

administrative means Yes No

Use personal protective

equipment Yes No

Next Step

Procedures

Do we need to make a new procedure or add an item to a checklist?