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| **Risk assessment and management for Reset/Rest Time** | |
| **Service Name** | **Eltham Woods Preschool** |
| **Eltham Woods Preschool Assoc Inc**  **Risk Assessment / Mitigation of Risks**  **Procedures and Responsibilities**  **Communication and Ongoing Review**  **Future Proposed Extra Support**  **Purchases** | This Risk Assessment is for all Children and Staff attending Eltham Woods Preschool  Reset/rest time occurs in the kindergarten room on the carpeted or rug areas, using cushion with the child’s individual pillowcase. The Pillowcases are stored in clearly labelled pillowcase bags. (hygiene)  During Reset time the children are actively involved in preparing their area and themselves. (autonomy)  They are supported to put on their own pillowcase in 4 YO groups, and place and tuck their pillow case over their cushion in 3 YO Group.  Children can bring in a comfort toy to be used during reset time.  Children have the opportunity to look through a book or have a fiddle toy – ie: Lava bottle.  Reset time lasts about 30mins, during this time children have relaxing music, some guided relaxation on how to reset your body, and a story. Oral story / Books read at this time.  If children fall asleep we endeavour to wake them after 30mins, unless the family has requested longer.  All sleeping children are monitored for safety and wellbeing.  Staff will consult families at the beginning of the year, and review this as required, (parent request) around their child’s sleep and rest needs.  Notes:  Proposal: Service to purchase more carpet pieces to enable increased space for children. |

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| Risk assessment | | | | | |
| **Activity** | **Hazard identified** | **Risk assessment** | **Elimination/control measures** | **Who** | **When** |
| A sleeping child | Child stops breathing | Med | A Staff member to monitor all sleeping children every 10 to 15 mins checking for signs of wellness. ie:  •sleeping position,  •skin and lip colour,  •breathing  •body temperature  •head position  •airway  •head and face, ensuring they remain uncovered | All Staff  In Team | Duration of reset until all children are awake. |
| A sleeping child | Other children playing in room, tripping over or disturbing sleeping child  Space doesn’t allow us to keep this empty of activity. | L | Awake children to use table areas of the room for quiet experiences.  If playing in carpeted areas staff monitor sleeping children and active children in this area.  Space doesn’t allow us to keep this empty of activity.  Discussion with awake children about respecting sleeping children.  We endeavour to wake all children after 30 mins of Sleep. | All Staff and Children | During and After rest time until all children are awake |
| A Resting Child  Not Asleep | Feeling Separation, Anxiety or  Just Unwell | M | Staff support children at these times and we know this can be a time where children experience anxiety.  Unwell children are monitored, families contacted, and children sent home as soon as practicable.  Extra support in 3 YO Group at these times. (scheduling) | Staff  Allocated  Supervising Teacher | During Rest  Period |
| Younger children  Ability Level | Needing more support at Reset Time | H | Proposal to have Lunch Reliever on these days to work with children at  Rest / Reset time to support 22 x 3YO to Use Pillow Cases and Relax.  Above Minimum Standards for Staff: Ratio.  Staff to Lunch either side of these times. | Team  3 YO  Group | Rest Period |
| Pillow case storage | Cross contamination | L | Pillows cases stored in clearly labelled individual pillowcase bags.  A basket for each group  Washed each term. (staff allocate) | Parent Provides  Pillow case  Children  and staff | End of rest time |
| Toys from home | Injury from toy, | M | Parents to monitor the toys ensuring they are not broken, have any cords or sharp edges. Staff remove these if inappropriate for reset time. | Parents,  Staff | Home  At Reset Time |
| Electrical Cords from tv, computer and light box | Cord choking | L | All electrical appliances are checked and tagged yearly,  Staff monitor all electrical items when using and setting up the room.  Monitor that children’s pillows are not placed near these spaces and that the cords are out of children’s way, TV cord is up high, computer and light box cord are tucked behind computer and light box | All Staff | Before rest time |
| Kinder made Fiddle toy and Lava Bottle | Injury or swallowing of non drinkable items | L | These items are to be made with the children to support the expression of their voice and understanding of their purpose. (autonomy)  They will be made with safety in mind. Liquid is non-toxic.  Staff to Monitor over the year to ensure they are not broken and repair if necessary | All Staff and Children | During the making of these items.  At the beginning and end of reset time. |
| Children too close to each other at sleep | Passing of items,  lack of reset / rest | L | Discuss with children the importance of safe resting distances.  Remind them during set up and support them to move over when necessary | All Staff and Children | Before reset and during reset |

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| **Plan and Review** | | | | |
| Plan prepared by:  Carly Colbert / Margaret Burke | Role/Position: Educational Leader/ Teacher  Checked / Amended by Margaret Burke – Nom. Supervisor. | Date: 19/10/23  Date 19.10.23 |  | |
| Prepared in consultation with  COM Members  Elloise Cooper : President  Kate McKay: Policies: | Full name:  Signature:  Role/Position: | | | |
| Communicated to Staff: We have read the Risk Assessment Policy and Management Plan of Associated Risks and sign accordingly.  Name: Sign:  Lisa Booton  Michelle Hsieh  Dharshanie Fernando | | | |  |

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| Risks identified from this risk assessment have been addressed within policy and procedure (regulation 84C) as well as other matters required under regulation 84C, including:  • the number, ages, and development stages of children being educated and cared for, including at each education and care service and FDC residence or approved FDC venue of the service.  • the sleep and rest needs of children at the service (including specific health care needs, cultural preferences, sleep and rest needs of individual children and requests from families about a child’s sleep and rest) including at each education and care service and FDC residence or approved FDC venue of the service.  • the suitability of staffing arrangements required to adequately supervise and monitor children during sleep and rest periods.  • the level of knowledge and training of the staff supervising children during sleep and rest periods.  • the location of the sleep and rest areas, including the arrangement of cots and beds within the sleep and rest areas, including at each education and care service.  • the safety and suitability of any cots, beds, and bedding equipment and having regard to the ages and developmental stages of the children who will use them.  • any potential hazards in sleep and rest areas or on a child during sleep and rest periods.  • the physical safety and suitability of sleep and rest environments, including temperature, lighting and ventilation at each education and care service | Yes ☐  No ☐  Comment if needed: |

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| Next sleep and rest risk assessment to be conducted before Date: \_\_\_\_19/10/24\_\_\_\_\_\_\_\_\_\_\_\_\_  \***AND / OR as soon as practicable after becoming aware of any circumstance that may affect the safety, health and wellbeing of children during sleep and rest** |