

# Risk Assessment for Contractors

Reviewed by:

Date:

Context

**Operation title**

**Description**

**Location of activity**

Risk assessment team		Consultation	
Name	Position title	Name	Position title
Amber Calder	WHS Coordinator	Steven Sizer	General Manager

Highest level of residual risk:  EXTREME  HIGH  MEDIUM  LOW  VERY LOW

Consultation & Exercise Director's declaration			
Exercise Director	Name	Signature	Date
As the Exercise Director, I have been made aware of the safety risk(s) contained in this document. I accept the level of residual risk(s) and the way these risks are being controlled.	Steven Sizer		07/04/2026

No.	Hazards	Associated risks	Known / Existing risk controls	Risk rating with existing controls			Additional risk controls required	Risk rating with additional controls		
				C	L	R		C	L	R
<b>Inside</b>										
1	Plugs, Wires and Cords	Plugs not being installed properly and posing a risk when plugging things in. Wires and cords can pose a risk of tripping over them if not securely fastened to the wall.	Maintenance work is routinely conducted within all services to ensure power points and cords are up to the standards. REED also has all the REED services and head office tested and tagged by a qualified contractor to ensure the plugs, wires and cords are fit for use.	C3	L3	M				
2	Small Resources Marbles, Beads, Magnets, natural pieces, Small Lego, plastic bolts and nuts.	Small resources can pose a tripping hazard when left on the floor by educators and children.	Educators clean the rooms at rest times and at the beginning and end of the day to ensure this risk is minimised as far as reasonably practicable. REED also has a Physical Environment Policy ensuring upkeep is maintained.	C2	L3	L				
3	Tables, Chairs and Furniture	Tables, chairs and furniture can pose a risk if not fit for purpose and in good condition.	Furniture is routinely inspected when doing Opening Checklists to ensure that it is fit for purpose. The element of furniture being fit for purpose is also addressed within REEDs Physical Environment Policy.	C2	L2	L				
4	Large Resources	Large resources can pose a tripping hazard when left on the floor by educators and children.	Educators clean the rooms at rest times and at the beginning and end of the day to ensure this risk is minimised as far as reasonably practicable. REED also has a Physical Environment Policy ensuring upkeep is maintained.	C2	L3	L				

No.	Hazards	Associated risks	Known / Existing risk controls	Risk rating with existing controls			Additional risk controls required	Risk rating with additional controls		
				C	L	R		C	L	R
5	Slips, Trips and Falls	Can be caused by water spills from water play or drink bottles/cups at mealtimes. They can also be caused by toys being left on the floor by children posing a risk.	Spills are quickly cleaned up when identified by educators. REED also has a Water Safety Policy in place to minimise risk. As well as the Physical Environment Policy which states upkeep requirements.	C3	L3	M				
6	Manual Handling Injuries	Musculoskeletal Injury	Manual handling is addressed within the Contractor's Induction PowerPoint/ Video to minimise risk to contractors.	C3	L3	M				
7	Working at Low Levels	Straining of joints and muscles.	Contractors will be encouraged to use knee pads and low stools to maintain neutral posture. Manual Handling requirements are also addressed within the contractor induction PowerPoint/ Video.	C2	L2	L				
8	Electrical Hazards	Risk of electrical shock injury during maintenance, during operational activities and installation.	All cords are tested and tagged by a qualified professional at regular intervals.	C3	L2	L				
9	Chemical Hazards	Exposure to cleaning agents, disinfectants, or other hazardous substances used in childcare facilities.	Chemicals are in a locked cupboard with SDS sheets with them alongside a Hazardous Chemical Register.	C3	L3	M				
<b>Outside</b>										

No.	Hazards	Associated risks	Known / Existing risk controls	Risk rating with existing controls			Additional risk controls required	Risk rating with additional controls		
				C	L	R		C	L	R
1	Wet or Slippery Surfaces	A risk of slipping and falling is present if surfaces are wet from weather or water play, watering of gardens etc.	REED has a Water Safety policy in place to minimise risk. As well as the Physical Environment Policy which states upkeep requirements.	C3	L3	M				
2	Weather Exposure	Risk of sunburn, heat exhaustion or injury from extreme weather.	Sunscreen is provided for staff within the childcare environment on request. The Contractor Induction PowerPoint/ Video also outlines the requirement for contractors to use appropriate PPE for the works they are completing.	C3	L3	M				
3	Bushfire Smoke or Air Pollution	Risk to respiratory health.	Bushfire or air pollution risk is detailed within REEDs Bush fire Policy.	C3	L3	M				
4	Uneven or Damaged Surfaces	Risk of injury from tripping or cutting themselves on damaged or uneven surfaces.	Routine maintenance is done in services and head office to ensure hazards with uneven or damaged surfaces are identified and managed with risk controls.	C3	L3	M				
5	Insects or Animals	Risk of bites or stings from insects or animals in the environment.	REED has a Snake Awareness Policy for animals that could be present within the childcare environment. The consideration for PPE is addressed within the Contractor Induction video and Contractor Management Procedure.	C3	L3	M				
6	Slips Trips and Falls	Risk of injury to contractors	Maintenance is done routinely and regularly to ensure that areas within the head office and services are free from hazards as far as	C3	L3	M				

No.	Hazards	Associated risks	Known / Existing risk controls	Risk rating with existing controls			Additional risk controls required	Risk rating with additional controls		
				C	L	R		C	L	R
			reasonably practicable. When identified they will be rectified and added to the maintenance records to be fixed.							
<b>General</b>										
1	Noise	High noise levels from children may cause a distraction or hearing issues over time. High noise levels from tools may cause hearing loss over time.	Educators where possible will remove children from areas that works are being completed within the services to reduce distraction for contractors where possible. Contractor's use of PPE for noise reduction is addressed within the contractor's induction PowerPoint with the requirement to use appropriate PPE for the works they are completing.	C2	L2	L				
2.	Psychosocial Hazards	Working in busy, noisy environments or under time pressure can contribute to psychological stress which poses a risk to health. As well as the risk of bullying and harassment.	Contractors will be allocated adequate time to do works within the services and head office.	C2	L2	L				
3	Biological Hazards- Communicable diseases	There is a risk to contractors when working in a childcare setting of infectious and communicable disease	Risk controls that REED has in place for communicable diseases includes a Hand Washing policy, Immunisation Policy, Dealing with Infectious Diseases Policy and an Incident, Injury, Trauma and Illness Policy. These policies minimise the risk of contractors contracting communicable diseases as far as reasonably practicable.	C2	L2	L				

No.	Hazards	Associated risks	Known / Existing risk controls	Risk rating with existing controls			Additional risk controls required	Risk rating with additional controls		
				C	L	R		C	L	R
4	Access to environments with children present	There is a potential risk to children's safety if contractors go unsupervised with no WWCC.	Risk controls include contractors being supervised for works being completed. As well as within the induction for contractors it is addressed that REED is a child safe organisation.	C2	L3	M				
5	Asbestos	Respiratory illness or disease.	REED has a contractor induction PowerPoint that provides information on Asbestos safety, REED also has an Asbestos register, risk assessment and management plan in the services containing Asbestos. REEDs Contractor Management Procedure that addresses Asbestos safety and prohibited work.	C4 or C5	L3	H	An updated ACM survey is to be completed every 5 years to update registers, risk assessments and management plans to ensure that the management of ACM is up to the legislative requirements in the WHS regulations (General) 2022.	C4 or C5	L2	M
6	Use of Digital Technology on site	<p>Unauthorised access to sensitive data (e.g. staff, children, families, internal systems).</p> <p>Data leakage through photos, recordings, USBs, cloud apps or unsecured Wi-Fi.</p> <p>Unauthorised photography or recording of children</p> <p>Devices used inappropriately around children.</p> <p>Loss or theft of devices that contain images or data</p> <p>Contractors not aware of child-safe requirements.</p>	<p>Contractors are made aware of the child safe requirements that apply when working on site as per this risk assessment, PowerPoint and the form acknowledgment.</p> <p>There are signs at each service notifying visitors to not use their personal mobile devices.</p> <p>Contractors will be supervised at all times.</p>	C4	L3					



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## Risk rating matrix (Based on AS/ANZ 31000:2009)

Likelihood →		L1 Rare	L2 Unlikely	L3 Possible	L4 Likely	L5 Almost Certain
Probability →		< 2%	2% - 30%	30% - 70%	70% - 95%	95% - 100%
Consequence ↓		The event is highly unlikely to occur, although it may occur in exceptional circumstances	The event is not expected to occur although there is a slight possibility that it may occur	The event might occur during an operational task	There is a strong possibility that the event will occur on most occasions	Expected to occur in most circumstances
<b>C5</b> Severe	Death of one or more persons	<b>MEDIUM</b>	<b>MEDIUM</b>	<b>HIGH</b>	<b>EXTREME</b>	<b>EXTREME</b>
<b>C4</b> Major	Serious injuries requiring hospitalisation	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>	<b>HIGH</b>	<b>EXTREME</b>
<b>C3</b> Moderate	Injuries requiring medical treatment at a hospital	<b>LOW</b>	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>	<b>HIGH</b>
<b>C2</b> Minor	Minor injuries requiring only first aid treatment	<b>VERY LOW</b>	<b>LOW</b>	<b>LOW</b>	<b>MEDIUM</b>	<b>HIGH</b>
<b>C1</b> Insignificant	No Injuries NOT APPLICABLE	<b>VERY LOW</b>	<b>VERY LOW</b>	<b>LOW</b>	<b>LOW</b>	<b>MEDIUM</b>

# Health & Safety Risk Assessment Form

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## Risk escalation process

The five levels of risks are detailed in the table below. If you believe you have exhausted your options for managing a particular level of risk, then you must escalate it to the person responsible for resolution.

Risk Ranking	Action Required
<b>EXTREME</b>	<p><b>Existing risks:</b> Use all risk control options to manage the hazard/risk or stop the activity. <b>A Director / CEO / Manager</b> may provide an exemption to continue the activity.</p> <p><b>Newly identified risks:</b> Any new activity with this risk ranking will not be implemented unless a <b>Director / CEO</b> gives approval.</p> <p><b>(Any exigent operational circumstances, where newly identified risks are encountered will still rely on a field risk assessment. However, this risk activity will require appropriate approval if it is to become an accepted procedure)</b></p>
<b>HIGH</b>	<p>This level of risk is considered borderline unacceptable and must be given immediate priority. Investigate and apply additional risk control options and assess their 'reasonable practicability' before proceeding with the activity. If extra control measures are not viable, then a review must be undertaken by a <b>Manager</b> to accept the risk.</p>
<b>MEDIUM</b>	<p>Risk is generally regarded as being tolerable but should be further mitigated if a net benefit in doing so can be demonstrated and / or there is an additional control measure which is recognised as 'best practice'.</p>
<b>LOW</b>	<p>The level of risk is acceptable but should be monitored continuously.</p>
<b>VERY LOW</b>	<p>No action required at present, however review the risk as determined by the schedule.</p>

# Health & Safety Risk Assessment Form

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<b>Approval &amp; revision history</b>	
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