



Sleep and Rest Risk Assessment

Regulations 84A, 84B, 84C, 84D

Service Name: Essential Early Learning

Date Completed: 11/01/2026

Review Date: Annually or when circumstances change

Completed By: Alex Mai, Centre Director

Regulation 84A - Individual Child Assessment

Assessment Area	Considerations	Controls in Place
Age & Development	Different sleep needs for 18mo-24mo vs 24-36mo vs 3+ years	Individual sleep plans for each child noting sleep duration, patterns, and developmental needs
Health Needs	Medical conditions, allergies, medications affecting sleep	Medical management plans on file, educators trained, individual health needs documented in sleep plan
Family Preferences	Sleep position, comfort items, settling techniques, cultural practices	Family consultation at enrolment and ongoing, preferences documented and followed where safe
Individual Patterns	Some children need longer/shorter sleep, different times	Flexible sleep schedules, quiet activities for non-sleepers, daily sleep records maintained

Regulation 84B - Environmental Risk Assessment

Hazard	Risk	Control Measures	Risk Level
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Temperature too hot/cold	Overheating, discomfort, poor sleep	Maintain 18-24°C, air conditioning/heating, temperature checks, adjust bedding	Low
Poor ventilation	Stuffy air, illness transmission	Windows/doors provide fresh air, air purifier if needed, regular air quality checks	Low
Excessive light	Difficulty falling asleep	Block-out curtains/blinds, dim lighting during sleep time, natural light when awake	Low
Noise disturbance	Sleep disruption, stress	Sleep room separate from active play areas, soft music/white noise if appropriate, quiet policy during sleep time	Low
Furniture placement	Falls, entrapment, blocked supervision	Beds spaced adequately, no furniture near windows, clear pathways, furniture secured to walls where needed	Low
Emergency access	Delayed evacuation in emergency	Clear exit paths maintained, emergency procedures practiced, evacuation equipment accessible	Low
Bed/cot safety	Falls, entrapment, injury	All beds/cots meet Australian Standards, regular safety checks, appropriate for child age/size, mattresses firm and fitted	Low

Regulation 84C - Monitoring and Supervision Procedures

Monitoring Element	Procedure
Check Frequency	Visual checks every 10-15 minutes for all sleeping children. More frequent checks for children under 2 years or with health needs.
Educator Positioning	Educators positioned to maintain sight and sound of all sleeping children at all times. Minimum [insert number] educators present during sleep time to maintain ratios and supervision.

What to Observe	Breathing patterns, skin colour, body temperature (not sweating/cold), sleep position, comfort level, any signs of distress.
Documentation	Sleep times recorded daily on OWNA for each child including: time put down, time woken, any observations during sleep, name of educator monitoring.
Response Procedures	If child appears unwell, breathing abnormally, or in distress: wake child gently, assess condition, notify supervisor/parents, administer first aid if needed, call emergency services if required.
Transition Management	Staggered sleep times where possible, adequate staffing maintained during transitions, ratios never compromised during sleep/wake transitions.

Regulation 84D - Safe Sleep Practices

For children 12 months and over:

- Appropriate bedding for age (may include pillow, light blanket)
- Beds/stretchers appropriate to size and development
- Individual bedding, labelled and stored hygienically
- Comfort items (if family approved) kept safe and clean
- Safe sleep environment maintained for all ages

Risk Assessment Review Schedule

This risk assessment will be reviewed:

- Annually as a minimum
- When circumstances change (new age groups, room changes, incidents)
- Following any sleep-related incident or near miss
- When new children with specific sleep needs enrol
- When updated safe sleep guidance is released

Alex Mai
Approved Provider

Date: 29/01/2026