



<b>Office use Only:</b>	<b>Entered Date:</b>	<b>Initial:</b>
<b>Occupants Name:</b>		
<b>Home Address:</b>		
<b>Contact Number:</b>		
<b>Coordinators name:</b>		
<b>Date completed:</b>		

### Safety check and Risk Assessment

#### AREAS OF THE HOME NOT LICENCED FOR FAMILY DAY CARE

Rooms/Areas	
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	Hazard	Risk	Risk Management			Risk
			Yes	To be completed	N/A	
<b>Building, Facilities and Equipment</b>						
Is there operational telephone or other communication equipment Example: Fixed-line telephone, mobile phone, satellite phone, 2-way radio, video conferencing equipment.	Division 5 Emergencies and communication – R 98 Telephone or other communication equipment Penalty: \$1000.	Moderate				Low
Is the environment Tobacco, drug and alcohol-free Is Alcohol locked up or inaccessible to children	Division 1 Health, safety and wellbeing of children – R 82 Tobacco, drug and alcohol-free environment Penalty: \$2000	Moderate				Low
Are there first aid kits that are suitably equipped, easily recognisable and readily accessible to adults ( but out of reach of children)	Division 2 Incidents, injury, trauma and illness –R 89 First aid kits Penalty: \$2000	Moderate				Low
Is there a Fire blanket or fire extinguisher and is it easily recognisable and readily accessible to adults	Burns Burns Multiple injuries	Moderate				Low
Smoke detectors installed in the home and are they in good working order? (test if required)	Burns Multiple injuries	Moderate				Low
Is there an evacuation plan displayed in a prominent position near each emergency exit	Division 5 Emergencies and communication- R 97 Emergency and evacuation procedures Penalty: \$2000.	Moderate				Low
Are fire places and heaters inaccessible to children while in use or still hot	Burns	Moderate				Low
Are all guns stored separately from ammunition? Are all guns and ammunition stored out of reach of children?	Multiple injuries Death	Moderate				Low
An anti-scald device is installed to lower the temperature of water to 50 degrees If not are child resistant tap covers are installed	Burns	Moderate				Low
Are all Plastics bag/ wrap products inaccessible to children Eg- bin linnners, glad wrap, nappy bags, shopping bags, zip lock bags ect	Choking suffication	Moderate				Low
Is any glass less than 7500mm/0.75m safety glass, or treated with a product that prevents glass from shattering if broken or guarded by barriers that prevent a child from striking or	Division 3 Additional provisions for family day care services – R 117 Glass	Moderate				Low

falling against the glass.					
Are all blind cords hooked up out off rech of children or secured	Strangulation	Moderate			Low
Is the front door or screen door locked If not is there a front area that meets fencing requirements with a locked gate or gate lattach out of reach of children Are the front door or gate keys readily accessable, but out of reach of children	Multiple injuries Run away children	Moderate			Low
Do all unsued power point inside and out have Safety plugs installed	Electrocution	Moderate			Low
Are internal doors with locking devices (i.e. toilet) are able to be opened from the outside at all times	Intrapment	Moderate			Low
Is there a safety switch/ earth leakage circuit breaker fitted.	Electrocution	Moderate			Low
Are barriers/gates installed at the top or bottom of stairs if more than four stairs or 1 metre in height	Falls Multiple injuries	Moderate			Low
Is balustrading on a stairway, ramp or corridor, hallway or external balcony 1 meter in height and have no more than 100 mm between vertical rails If not is it covered to prevent a child falling through, over or scaling.	Falls Multiple injuries	Moderate			Low
Are all windows or other openings more than 1.5 metres above the ground fixed so they cannot be opened more than 100 mm If not are they security screened, locked or fixed to ensure they are unable to be opened more than 100mm	Falls Multiple injuries	Moderate			Low
Are gates secured with a latch so that Pre school age children can not open	Multiple injuries Run away children	Moderate			Low
Is there laundry arrangements either on the premises or through another facilities, service or arrangement	Division 1 Centre-based services and family day care services- R 106 Laundry and hygiene facilities	Low			Low
Is there adequate toilet, washing and drying facilities	Division 1 Centre-based services and family day care services- R 109 Toilet and hygiene facilities	Low			Low
Are indoor spaces well ventilated, have adequate natural light and are maintained at a temperature that ensures the safety and wellbeing of children.	Division 1 Centre-based services and family day care services- R 110 Ventilation and natural light	Moderate			Low
Do rooms with no child access have a latch/ bolt up high out of reach of children or have door knob covers fitted.	Poisoning Multiple injuries Strangulation Suffercation	High			Moderate
Are heavy pieces of furniture secured eg.bookshelves, stove, TV, cabinets	Multiple injuries	Moderate			Low
Are floor coverings sound with no tripping hazards	Multiple injuries Falls	Moderate			Low
Are fans inaccessible to children	Multiple injuries	Moderate			Low
Are long electrical cords shortened or hidden	Electrocution Strangulation	Moderate			Low
Is exercise and other equipment with moveable parts locked or secured while children are in care	Electrocution Multiple injuries	Moderate			Low

Are all sharp knives, razors, scissors, other sharp utensils, other hazardous items out of reach of children or in a locked cabinet/draw/cupboard or gated	Burns Poisoning Multiple injuries	Moderate				Low
Are stove dials removed or covered with childproof caps or turned off at the wall.	Burns Multiple injuries	Moderate				Low
Is the dishwasher locked or turned off at the wall	Burns Multiple injuries	Moderate				Low
Are medications, detergents, cleaning products, garden chemicals, first aid equipment and other dangerous, flammable and hazardous substances and other dangerous products inaccessible to children	Burns Poisoning Multiple injuries	Moderate				Low
Are all surfaces safe and hygienic including the food preparation facilities Eg. benches, sinks, refrigerators, bins and shelving						
Are all sink plugs stored out of reach of children	Drowning	Moderate				Low
Is the dryer or front-loading washing machine out of reach of children or locked/turned off at the wall	Multiple injuries	Moderate				Low
Is the ironing board and iron securely stored in a stable position	Multiple injuries	Moderate				Low
Is there a changing bench or mat with an impervious washable surface is available for nappy changing						
Are toys, equipment and play materials regularly cleaned and maintained and provided in areas so that they may be used safely.						
Is there storage for each child's personal belongings						
Are the toys and equipment stored at the children's level so that each child can independently access Are toys and equipment suitable to their development and needs and which are culturally appropriate						
Is there appropriate bedding and bed linen <u>Definition of appropriate bedding during the day care</u> —cots, beds (wet proof cover fitted), trundles/portable beds (wet proof cover fitted), and vinyl rest mats (or old cot mattresses with wet proof cover fitted). <u>Definition of appropriate bedding</u> – cots, porta cots, and beds (wet proof cover fitted), sofa bed (wet proof cover fitted), and trundles/portable beds (wet proof cover fitted). <u>Couches, cushions, fold out kids couches, bean bags are not appropriate bedding.</u>						
Are air conditioning units with any moving part/s inaccessible to children If so then is a barrier installed	Finger intrapments – multiple injuries	Moderate				Low
Are outdoor electrical power boards inaccessible to children or locked	Electrocution	Moderate				Low
Are hot water valve and hot water pipes inaccessible to children or covered to make them safe and secure.	Burns	Moderate				Low
Is the play area is separate from the driveway	Multiple injuries	Moderate				Low
Does the outdoor area/s have adequate shade (adequate shade can be of a natural kind)						
Are outdoor space used by children enclosed by a fence or barrier of 1.2 meters high and design that children preschool age or under cannot go through, over or under it and have no more than 100 mm between vertical panels If foot holds are present are the supports no more than 80 cm between. if not are the foot holds covered	Division 1 Centre-based services and family day care services – R 104 Fencing Penalty: \$2000.	Moderate				Low

Are there any water hazards eg Pool Is this fenced and locked to be inaccessible to children				Drowning	Moderate				Low
Are pool filters must be inaccessible to children				Multiple injuries	Moderate				Low
Water containers must be safely covered, emptied or inaccessible to children E.g. fish ponds/fountains				Drowning	Moderate				Low
Is there any built in outdoor equipment If so does it have soft fall of 30cmin depth to cushion falls				Multiple injuries Falls	Moderate				Low
Are the grounds, equipment maintained in a safe, clean condition and in good repair Eg. kept free of rubbish, grass kept short and removal of hazardous materials				Multiple injuries	Moderate				Low
Are the premises and grounds vermin and pest free									
Are branches pruned above eye level to avoid eye injury?				Multiple injuries	Moderate				Low
Are pathways clear of tripping hazards?				Multiple injuries	Moderate				Low
Are garden statues and birdbaths cemented in to prevent a crushing hazard?				Multiple injuries	Moderate				Low
Are hoses wound up or stored appropriately out of reach of children. Are they not stored close to a fence to allow a chilmbing hazard				Strangulation Climbing hazard	Moderate				Low
Is there any poisonous vegetation identified on the premises If so has it been removed				Multiple injuries Posioning	Moderate				Low
Does the trampoline have protective padding covering the frame and the springs?				Multiple injuries	Moderate				Low
Is the swing set or other equipment secure and in good condition?				Multiple injuries	Moderate				Low
Are all barbecues gas bottles out of reach of children or covered				Burns Posionng	Moderate				Low
<b>Animals</b>									
Are all animals inaccessible to children unless during a supervised activity				See individual environment educator risk assessment	Moderate				Low
Are any animals kept at the home is in a clean and healthy condition and do not constitute a health or safety risk to children									
Are animals feed and water containers, beds/etc are kept separate from children Are all areas used by animals while not caring for children cleaned before care comences each day									
<b>Car</b>									
Is there a first aid kit that are suitably equipped, easily recognisable and readily accessible to adults				Division 2 Incidents, injury, trauma and illness -R 89 First aid kits Penalty: \$2000	Moderate				Low
Are child restraints correctly fitted and being used corectly – has a restraint check been completed				Multiple injuries	Moderate				Low
Is the inside of the car free of dangerous objects				Multiple injuries	Moderate				Low
Make:	Model:	Year of manufacture:	Registration Number:	Licensed to carry number of passengers:					

Additional Comments or summary of additional safety issues: