



## Safety check and Risk Assessment

Perspective educator:	Perspective educator address:
AREAS OF THE HOME NOT LICENCED FOR FAMILY DAY CARE	
Rooms/Areas for limited use only are	

	Regulations Standards Framework	Hazard	Risk	Risk Management				Risk
				Yes	To be completed	Date Com	N/A	
<b>Children's Health and Safety</b>								
Is there an 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?	Division 5 Emergencies and communication R 97 Emergency and evacuation procedures. National Quality Area 2 Health and Safety  Penalty: \$2000.	Burns Multiple injuries	Moderate					Low
Are Smoke detectors installed in the home and are they in good working order? (test if required)								
Is there an evacuation plan displayed in a prominent position near each emergency exit								
Are fire places and heaters inaccessible to children while in use or still hot								
Do you have any guns? 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/ plastic wrap products inaccessible to children? E.g.- bin liners, glad wrap, nappy bags, shopping bags, zip lock bags etc		Choking suffocation	Moderate						Low
Is any glass less than 750mm/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 falling against the glass.	Division 3 Additional provisions for family day care services – R 117 Glass		Moderate						Low
Is there a changing bench or mat with an impervious washable surface available for nappy changing?	National Quality Standards. Quality Area 2 Children’s Health and Safety 2.1.3		Moderate						

<b>Physical environment - Indoors</b>									
Are all blind cords hooked up out of reach 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 latch out of reach of children?	Part 4.3 Physical environment – Division 1 Fencing	Multiple injuries Falls Runaway children	Moderate						Low
Are gates secured with a latch so that Preschool age children cannot open them?									
Is the front door or gate keys readily accessible, but out of reach of children									
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?									
Does all unused power point inside and out have Safety plugs installed?	Division 3 Additional provision for Family Day care. R 116 Assessments of Family Day care residence	Electrocution Entrapment Falls Multiple injuries	Moderate						Low
Are internal doors with locking devices (i.e. toilet) able to be opened from the outside always?									
Is there a safety switch/ earth leakage circuit breaker fitted?									
Are barriers/gates installed at the top or bottom of stairs if more than four stairs or 1 metre in height?									
Is balustrading on a stairway, ramp or corridor, hallway or external balcony 1 metre in height and have no more than 10 cm between vertical rails? If not, is it covered to prevent a child falling through, over or scaling?									
Is there laundry arrangements either on the premises or through other 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								
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						

Do rooms with no child access have a latch/ bolt up high out of reach of children or have door knob covers fitted?	Division 3 Additional provision for Family Day Care. 116 Assessments of Family Day care	Multiple injuries Strangulation Suffocation Falls Electrocution	Moderate					Low	
Are heavy pieces of furniture secured e.g. .bookshelves, stove, TV, cabinets?									
Are floor coverings sound with no tripping hazards?									
Are fans inaccessible to children?									
Are long electrical cords shortened or hidden?									
Is exercise and other equipment with moveable parts locked or secured while children are in care?									
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?	Division 3 Additional provision for Family Day Care. 116 Assessments of Family Day care	Burns Poisoning Multiple injuries	Moderate					Low	
Are stove dials removed or covered with childproof caps or turned off at the wall.									
Is the dishwasher locked or turned off at the wall?									
Are medications, detergents, cleaning products, garden chemicals, first aid equipment and other dangerous, flammable and hazardous substances and other dangerous products inaccessible to children?		Division 3 Additional provision for Family Day Care. 116 Assessments of Family Day care	Burns Poisoning Multiple injuries	Moderate					Low
Are all surfaces safe and hygienic including the food preparation facilities E.g... benches, sinks, refrigerators, bins and shelving?									
Are all sink plugs stored out of reach of children?									
Is the dryer or front-loading washing machine out of reach of children or locked/turned off at the wall?									
Is the ironing board and iron securely stored in a stable position?									
Are toys, equipment and play materials regularly cleaned and maintained and provided in areas so that they may be used safely.?		Division 3 Additional provision for Family Day Care. 116 Assessments of Family Day care	Safe clean maintained	Moderate					Low
Is there appropriate bedding and bed linen? <u>Definition of appropriate beds during the day for 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>Appropriate beds for overnight care</u> – a bed in a bedroom. <u>Definition of appropriate bedding includes</u> – (wet proof cover fitted, fitted sheet for cots. Individual sheets per child. A flat sheet can be used on floor mats.									
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<u>Couches, cushions, fold out kid's couches, bean bags are <b>not</b> appropriate bedding.</u>								
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Physical Environment - Outdoors								
Are air conditioning units with any moving part/s inaccessible to children? If gaps on unit are more than 1 cm , unit needs to be covered or made inaccessible. If so then is a barrier installed?	Division 3 Additional provision for Family Day Care. 116 Assessments of Family Day care	Finger entrapments – 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 separate from the driveway?		Multiple injuries	Moderate					Low
Does the outdoor area/s have adequate shade (adequate shade can be of a natural kind)	Division 2 Additional requirements for services. R114 Shade Penalty \$1000 National Quality Standards. Quality Area 2 Every reasonable precaution is taken to protect children from harm and any hazard likely to cause injury	Burns	Moderate					Low
Is the outdoor space used by children enclosed by a fence or barrier of 1.2 metres high and design that children preschool age or under cannot go through, over or under it and have no more than 10 cm between vertical panels? If foot holds are present are the support, 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.	Runaway children	Moderate					Low
Are there any water hazards? - This must be inaccessible to children	Division 3 Additional provision for Family Day Care. 116 Assessments of Family Day care Penalty \$2000	Drowning Multiple injuries Falls Strangulation Climbing hazard	Moderate					Low
Are pool filters inaccessible to children?								
Are there any climbing hazards next to pool fence? All items must be 1mtr away from fence								
Is a pool compliance letter on file?								
Is the pool gate locked, key removed, Key accessible to adults only?								

Are water containers safely covered, emptied or inaccessible to children? E.g. fish ponds/fountains									
Is there any built in outdoor equipment? If so does it have soft fall of 30cm in depth to cushion falls, or access to cushioned mats?									
Are the premises and grounds vermin and pest free?									
Are branches pruned above eye level to avoid eye injury?									
Are pathways clear of tripping hazards?									
Are garden statues and birdbaths cemented in to prevent a crushing hazard?									
Are hoses wound up or stored appropriately out of reach of children. Are they stored close to a fence to allow a climbing hazard?									
Are the grounds, equipment maintained in a safe, clean condition and in good repair E.g.. kept free of rubbish, grass kept short and removal of hazardous materials?	National Quality Standards. Quality Area 2 Children's Health and Safety	Multiple injuries Poisoning Burns	Moderate						Low
Is there any poisonous vegetation identified on the premises? If so has it been removed?									
Does the trampoline have protective padding covering the frame and the springs? Any trampoline higher than 50 cm must have a well-maintained net and working zip.									
Is the swing set or other equipment secure and in good condition?									
Are all barbecue gas bottles out of reach of children or covered?									
<b>Additional needs for Venue care</b>									
Is there enough indoor space for children? - 3.25 square metres of unencumbered indoor space?	Division 1 Centre based and Family day care services. R 109 indoor space								
Is there enough outdoor space for children? - 7 square metres of unencumbered outdoor space?	Division 1 Centre based and Family Day Care services R110								
Does the venue meet local planning, development and building laws?	Division 3 Additional needs for Family Day Care R 116								
<b>Additional needs for environment</b>									
Is there storage for each child's personal belongings	National Quality Standards. Quality Area 3 Physical Environment 3.2.1								
Are the toys and equipment stored at the children's level so that each child can independently access them?	Division 2 Additional requirements for Services R 115 Premises designed to facilitate supervision National Quality Standards. Quality Area 3 Physical Environment. 3.1.3								

Are toys and equipment suitable to their development and needs and which are culturally appropriate?											
<b>Car</b>											
Is there a first aid kit that is 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 correctly – has a restraint check been completed					Multiple injuries	Moderate					Low
Is the inside of the car free of dangerous objects?											
Make:	Model:	Year of manufacture:	Registration Number:		Licensed to carry number of passengers:						

Additional Comments or summary of additional safety issues: