

# RAINBOW BRIDGE FAMILY DAY CARE PTY LTD

## S1 RESIDENCE OR VENUE ASSESSMENT FORM

Hazard Risk Assessment for Registration – Workplace Health & Safety WPHS Audit Document  
 This information is being collected with the principles of Privacy and Personal Information Protection Act 1998 and accordingly will only be used for the purpose of which it is being collected.

|                        |  |
|------------------------|--|
| Educator:              |  |
| Initial Interview Date |  |
| Address of Home/Venue  |  |

This document is to be completed to ensure educators are maintaining compliance with the National Regulations, National Laws, Rainbow Bridge Family Day Care Pty Ltd policies, The *Work Health and Safety Act 2011*, and the National Quality Framework.

To ensure children's safety at all times and to maintain compliance with the Regulations, Laws and service policies and procedures, I (educator named above) acknowledge that I have identified potential areas of risk in my residence or venue and have developed appropriate ways to manage these risks

### Continued registration is subject to the following conditions

1. That I ensure ongoing adherence to service policies and procedures, the National Regulations and Law, National Quality Framework and Standards, and the EYLF requirements
2. That I ensure ongoing maintenance of the safety standards identified in the residence and venue assessment form
3. That any risks identified by Rainbow Bridge Family Day Care Pty Ltd coordination unit service staff (eg field coordinators) will be addressed and rectified as soon as practical. Failure to address risk will result in a grievance procedure being followed and possible deregistration or suspension of service, as deemed necessary by management
4. That I notify the coordination unit office in writing at least 6 weeks before any alteration or demolition to the home (including outside fence area) commences or before the consent of any local authority is sought (whichever is earlier)
5. That I notify the coordination unit in writing of any change to the contents or conditions of my home that may compromise the safety of children in my care (including potential new residents, and/or pets)
6. That I ensure ongoing adherence to the Educator Code of Conduct contract agreement I signed with Rainbow Bridge Family Day Care Pty Ltd

As the educator named above, I acknowledge it is my responsibility to manage all risks to ensure my premises is maintained as a safe and suitable environment for all persons, including children in care, during my hours of service operation.

|                                    |  |
|------------------------------------|--|
| <b>Educator signature</b>          |  |
| <b>Field coordinator signature</b> |  |
| <b>Field Coordinator name</b>      |  |
| <b>Date of signatures</b>          |  |

### HOME SAFETY CHECK

#### Kitchen/Food preparation area

| No. | Educator:<br>Address:<br>FC:                           | Reg.<br>Part.<br>Clause | Ed.<br>check | Control measure | FO<br>initial |
|-----|--|-------------------------|--------------|-----------------|---------------|
| 1   | Electrical cords<br>(secured out of reach)             | 4.3,<br>103             |              |                 |               |
| 2   | Safety covers on exposed electrical points             | 4.3<br>103              |              |                 |               |
| 3   | Curtains and blind cords<br>(secured and out of reach) | 4.2,<br>103             |              |                 |               |

| No. | Educator:<br>Address:<br>FC:   | Reg.<br>Part.<br>Clause | Ed.<br>check | Control measure        | FO<br>initial |
|-----|--|-------------------------|--------------|------------------------|---------------|
| 4   | Food preparation area (designated for food only) - food stored appropriately?<br>Eg perishables in fridge.   | 4.3<br>77, 78           |              |                        |               |
| 5   | Do children have access to fresh drinking water or their drink bottles are available at all times?   | 4.3<br>77, 78           |              |                        |               |
| 6   | Stove/cooktop/oven (inoperable by child, and anchored/secured safely or guarded from children)   | 4.3,<br>103             |              | *must have stove –reg. |               |
| 7   | Microwave (out of reach of children)   | 4.3,<br>103             |              |                        |               |
| 8   | Sink (food related use only)   | 4.2,<br>77-79           |              |                        |               |
| 9   | Refrigerator available and in good repair, no rust or damaged seals.<br><b>Temperature check?</b>  | 4.3<br>103              |              |                        |               |
| 10  | Alcohol and hazardous substances require secure storage (eg fridge lock)   | 4.3                     |              |                        |               |
| 11  | Suitable rubbish disposal facilities   | 4.2, 4.3                |              |                        |               |
| 12  | Garbage (emptied regularly and container cleaned)  | 4.2, 4.3                |              |                        |               |
| 13  | Detergents, cleaners, poisons, chemicals, and dangerous substances (secure storage)  | 4.3,<br>77              |              |                        |               |
| 14  | Benches/sinks/tables<br>(Clean/free of hazardous items)  | 4.3,<br>77              |              |                        |               |
| 15  | Hot water supply - adequately guarded. <b>Check temperature?</b>   | 4.3,<br>77              |              |                        |               |
| 16  | Plastic bags (secure storage)  | 4.3,<br>77              |              |                        |               |
| 17  | Scissors, sharp knives, implements and other hazardous equipment (secure storage? )  | 4.3,<br>77              |              |                        |               |
| 18  | Medications, vitamins (secure storage, child-proof containers in fridge, correctly labelled? Including panadol, dymadon, dimetapp etc)                 | 4.3,<br>77              |              |                        |               |
| 19  | Dishwashers (locked and secured)<br>Dishwasher granules/detergent (secure Storage)   | 4.3,<br>77              |              |                        |               |
| 20  | Tablecloths (do not hang over edge)  | 4.3,<br>77              |              |                        |               |
| 21  | Glassware (secure storage)   | 4.3                     |              |                        |               |
| 22  | Electrical appliances (cleaned, maintained, and inoperable by children)  | 4.3                     |              |                        |               |
| 23  | Fire blanket and extinguisher attached (adjacent to cooking facilities or otherwise elsewhere in the house as directed by fire prevention specialists) | 4.2,<br>97              |              |                        |               |
| 24  | Cooking experiences- food curriculum<br>Awareness of supervision, safety and hygiene issues.<br><i>Food safety certificate?</i>                        | 4.2<br>77-79            |              |                        |               |

| No.             | Educator:<br>Address:<br>FC:  | Reg.<br>Part.<br>Clause | Ed.<br>check | Control measure | FO<br>initial |
|-----------------|---|-------------------------|--------------|-----------------|---------------|
| 25              | Glassed areas under 100cm meet National Regulations (safety glass, safety film, glazed glass, barrier?) | 4.3,<br>117             |              |                 |               |
|                 |   |                         |              |                 |               |
|                 |   |                         |              |                 |               |
| Comments/Other: |   |                         |              |                 |               |

### Indoor Play areas and locations

|    |  |             |  |  |  |
|----|--|-------------|--|--|--|
| 26 | Glassed areas under 100cm meet National Regulations (safety glass, safety film, glazed glass, barrier?)    | 4.3,<br>117 |  |  |  |
| 27 | Electrical cords (secured out of reach, inaccessible to children)  | 4.3,<br>103 |  |  |  |
| 28 | Safety covers on exposed electrical points   | 4.3,<br>103 |  |  |  |
| 29 | Curtains and blind cords (secured and out of reach)  | 4.3,<br>103 |  |  |  |
| 30 | Children's tables, chairs and stools (safe, clean, hygienic, in good repair, and appropriate for children) | 4.3,<br>103 |  |  |  |
| 31 | Toy boxes (no entrapment issues)   | 4.3,<br>105 |  |  |  |
| 32 | Toys safe and in good repair.<br><b>All broken, rusted equipment and toys to be removed Immediately.</b>   | 4.3,<br>105 |  |  |  |
| 33 | Toys and books (independent access for children. Care taken in display to reflect beauty)                  | 4.3,<br>105 |  |  |  |
| 34 | Toys, furniture and equipment inside and out - adequate amount and suitable for children's development?    | 4.3,<br>105 |  |  |  |
| 35 | Toys- represents diverse cultures  | 4.3,<br>105 |  |  |  |
| 36 | Toys-small items inaccessible to children under 3 years  | 4.3,<br>105 |  |  |  |
| 37 | Toys- natural, handmade, eco-friendly, timber where possible.<br>(Aim is 70% or more)                      | 4.3,<br>105 |  |  |  |
| 38 | Safe play space (floor space free from hazards)  | 4.3,<br>105 |  |  |  |
| 39 | Toys and equipment (cleaned regularly as per service policy)   | 4.3,<br>106 |  |  |  |

| No.             | Educator:<br>Address:<br>FC:                                      | Reg.<br>Part.<br>Clause | Ed.<br>check | Control measure | FO<br>initial |
|-----------------|---|-------------------------|--------------|-----------------|---------------|
| 40              | Pull-along toys (no strangulation issues, cord etc)               | 4.3,<br>103             |              |                 |               |
| 41              | Nature table display (small parts etc)                            | 4.3,<br>105             |              |                 |               |
| 42              | Timber play stands, planks, benches etc in good repair            | 4.3,<br>105             |              |                 |               |
| 43              | Suitable temperature, light and ventilation for children's needs? | 4.3<br>110              |              |                 |               |
|                 |   |                         |              |                 |               |
|                 |   |                         |              |                 |               |
| Comments/Other: |   |                         |              |                 |               |

### Bathroom/Hand washing/Bathing Area and Location

|    |   |              |  |  |  |
|----|---|--------------|--|--|--|
| 44 | Bathing facilities (safe and age appropriate)   | 4.3,<br>109  |  |  |  |
| 45 | Products and equipment for cleaning toilets, washing, bathing facilities (secure storage)<br>Paper towel accessible for children.   | 4.3,<br>109  |  |  |  |
| 46 | Cosmetics/toiletries/razors/hazardous equipment and substances (secure storage)   | 4.3,<br>109  |  |  |  |
| 47 | Mats – non slip   | 4.3,<br>109  |  |  |  |
| 48 | Door (can be unlocked from outside)   | 4.3,<br>109  |  |  |  |
| 49 | Door closed when not in use   | 4.3,<br>109  |  |  |  |
| 50 | Chemicals, dangerous substances (including medicines and vitamins) and equipment (secure storage? )   | 4.3,<br>109  |  |  |  |
| 51 | Plugs out of reach of children  | 4.3 ,<br>109 |  |  |  |
| 52 | Glassed areas under 100cm meet National Regulations (safety glass, safety film, glazed glass, barrier?)   | 4.3,<br>117  |  |  |  |
| 53 | Hot water supply -adequately guarded? <b>Check temperature?</b>   | 4.3,<br>109  |  |  |  |
| 54 | Correct procedure followed for hand washing from policy (Staying Healthy in Childcare book)   | 4.3,<br>106  |  |  |  |
|    | Hand basin for hand washing?<br>Procedure visible on wall?  |              |  |  |  |
|    | Are all children's medications correctly labelled as per policy? Is all medication, including homeo-pathic remedies, panadol and vitamins, stored in a childproof container inaccessible to children? |              |  |  |  |

| No.             | Educator:<br>Address:<br>FC: | Reg.<br>Part.<br>Clause | Ed.<br>check | Control measure | FO<br>initial |
|-----------------|------------------------------|-------------------------|--------------|-----------------|---------------|
|                 |                              |                         |              |                 |               |
|                 |                              |                         |              |                 |               |
| Comments/Other: |                              |                         |              |                 |               |

## Laundry

|                 |   |                   |  |  |  |
|-----------------|---|-------------------|--|--|--|
| 55              | Laundry available (on or off premises)  | 4.3, 106          |  |  |  |
| 56              | Hot water supply -adequately guarded. <b>Check temperature?</b>   | 4.3, 106          |  |  |  |
| 57              | Electrical cords (inaccessible to children)   | 4.3, 106          |  |  |  |
| 58              | Curtains and blind cords (secured out of reach)   | 4.3, 106          |  |  |  |
| 59              | Chemicals, detergents, poisons spray cans, bleach and other hazardous substances and equipment (secure storage) | 4.3, 106          |  |  |  |
| 60              | Cleaning equipment (inaccessible to children)   | 4.3, 106          |  |  |  |
| 61              | Plugs out of reach of children  | 4.3, 106          |  |  |  |
| 62              | Door closed when not in use   | 4.2, 4.3, 77, 106 |  |  |  |
| 63              | Glassed areas under 100cm meet National Regulations (safety glass, safety film, glazed glass, barrier?)         | 4.3, 106          |  |  |  |
| 64              | Are safety devices in place on washing machines and dryers, and in good working order?                          | 4.2, 4.3, 77, 106 |  |  |  |
|                 |   |                   |  |  |  |
|                 |   |                   |  |  |  |
| Comments/other: |   |                   |  |  |  |

## Toilet

|    |   |          |  |  |  |
|----|---|----------|--|--|--|
| 65 | Toilet cleaner/bowl deodoriser (secure storage)                                       | 4.3, 109 |  |  |  |
| 66 | Hand washing facility (safe, age appropriate, and in close proximity)                 | 4.3, 109 |  |  |  |
| 67 | Facilities age appropriate (step stool & non-slip surface, potty, junior toilet seat) | 4.3, 109 |  |  |  |

| No.             | Educator:<br>Address:<br>FC:  | Reg.<br>Part.<br>Clause | Ed.<br>check | Control measure | FO<br>initial |
|-----------------|---|-------------------------|--------------|-----------------|---------------|
| 68              | Cleaning items (inaccessible to children, available to use)   | 4.3,<br>109             |              |                 |               |
| 69              | Glassed areas under 100cm meet National Regulations (safety glass, safety film, glazed glass, barrier?) | 4.3,<br>109             |              |                 |               |
| 70              | Are there any supervision concerns or difficulties relating to toileting?                               | 4.3,<br>109,115         |              |                 |               |
|                 |   |                         |              |                 |               |
|                 |   |                         |              |                 |               |
| Comments/other: |   |                         |              |                 |               |

### Nappy Change facility

|                 |   |            |  |  |  |
|-----------------|---|------------|--|--|--|
| 71              | Nappy change area (designated location, and no unsupervised access)   | 4.3<br>112 |  |  |  |
| 72              | Latex free gloves, wipes, plastic bags, paper towel, and cleaning solution available but inaccessible to children | 4.3<br>112 |  |  |  |
| 73              | Storage facility for clean nappies (close to change area, labelled)   | 4.3<br>112 |  |  |  |
| 74              | Stable and washable surface cleaned after each use  | 4.3<br>112 |  |  |  |
| 75              | Cloth nappy disposal (bucket with firm lid, stored high, inaccessible to children)                                | 4.3<br>112 |  |  |  |
| 76              | Used disposal nappy storage (as per service policy- pedal bin preferred)  | 4.3<br>112 |  |  |  |
| 77              | Hand washing facility in immediate vicinity   | 4.3<br>112 |  |  |  |
| 78              | Glassed areas under 100cm meet National Regulations (safety glass, safety film, glazed glass, barrier?)           | 4.3<br>112 |  |  |  |
| 79              | Laundry area available when needed? Eg storage of wet/soiled clothing, Inaccessible by children                   | 4.3<br>112 |  |  |  |
|                 |   |            |  |  |  |
|                 |   |            |  |  |  |
| Comments/other: |   |            |  |  |  |

| No. | Educator:<br>Address:<br>FC: | Reg.<br>Part.<br>Clause | Ed<br>check | Control measure | FO<br>initial |
|-----|------------------------------|-------------------------|-------------|-----------------|---------------|
|-----|------------------------------|-------------------------|-------------|-----------------|---------------|

**Bedroom/sleeping areas - List location: .....**

|     |  |             |  |  |  |
|-----|--|-------------|--|--|--|
| 80  | Glassed areas under 100cm meet National Regulations (safety glass, safety film, glazed glass, barrier?)                  | 4.3,<br>116 |  |  |  |
| 81  | Cooling (available, type, secured, guarded)  | 4.3,<br>116 |  |  |  |
| 82  | Equipment controls (controls and moving parts must be guarded)   | 4.3,<br>116 |  |  |  |
| 83  | Natural light and ventilation available  | 4.3,<br>116 |  |  |  |
| 84  | Heating (available, type, secured, guarded)  | 4.3,<br>116 |  |  |  |
| 85  | Electrical cords- secured and out of reach   | 4.3,<br>116 |  |  |  |
| 86  | Safety covers on exposed power points  | 4.3,<br>116 |  |  |  |
| 87  | Curtains and blind cords- secured and out of reach   | 4.3,<br>116 |  |  |  |
| 88  | Jewellery, make up, perfumes, toiletries etc (secure storage)  | 4.3,<br>116 |  |  |  |
| 89  | Small items (inaccessible to children under 3)   | 4.3,<br>116 |  |  |  |
| 90  | Sleeping arrangements (protective strategies) including regular checking every 15 minutes)                               | 4.3,<br>116 |  |  |  |
| 91  | Beds/cots – clean and in good repair<br>Cot free of soft toys, bumpers etc?  | 4.3,<br>116 |  |  |  |
| 92  | Cots –AS approved for family day care<br>Are cot rails 50 to 85mm apart? In line<br>With current Aust. safety standards? | 4.3,<br>116 |  |  |  |
| 93  | Bunks- top bunk accessible   | 4.3,<br>116 |  |  |  |
| 94  | One bed/cot, mattress, for each child<br>-original mattress fits snugly in cot?  | 4.3,<br>116 |  |  |  |
| 95  | Clean bed linen for each child   | 4.3,<br>116 |  |  |  |
| 96  | Suitable for climate   | 4.3,<br>116 |  |  |  |
| 97  | Mattress protectors (waterproof cover)   | 4.3,<br>116 |  |  |  |
| 98  | Beds/cots- arranged for easy access to children  | 4.3,<br>116 |  |  |  |
| 99  | Beds/cots-not near unsecured windows   | 4.3,<br>116 |  |  |  |
| 100 | Beds/cots –reduce cross infection  | 4.3,<br>116 |  |  |  |
| 101 | Are there any supervision concerns or difficulties relating to rest-time?  | 4.3,<br>115 |  |  |  |
|     |  |             |  |  |  |

Comments/other:

| No. | Educator:<br>Address:<br>FC: | Reg.<br>Part.<br>Clause | Ed<br>check | Control measure | FO<br>initial |
|-----|------------------------------|-------------------------|-------------|-----------------|---------------|
|-----|------------------------------|-------------------------|-------------|-----------------|---------------|

**Fire protection –List location: .....**

|     |   |  |  |  |  |
|-----|---|--|--|--|--|
| 102 | Emergency evacuation with ALL children in care –every 1 <sup>st</sup> day/week of season.<br>When was the last round of fire evac. practice held? Documented and copy to to office. |  |  |  |  |
| 103 | Smoke detectors – appropriately placed, batteries changed/checked 1 <sup>st</sup> April , 1 <sup>st</sup> October each year   |  |  |  |  |
| 104 | Matches and lighters (secure storage)   |  |  |  |  |
| 105 | Fire blanket (adjacent to cooking facilities or otherwise elsewhere in the house as directed by fire prevention speciali  |  |  |  |  |
| 106 | Fire extinguisher AS tested and tagged every 6 months (appropriately located and maintained in accordance with AS)  |  |  |  |  |
|     |   |  |  |  |  |
|     |   |  |  |  |  |

Comments/other:

**Outdoor Garden & Play Equipment**

|     |  |             |  |  |  |
|-----|--|-------------|--|--|--|
| 107 | Maintained in good order (remove deteriorating and cracked equipment)  | 4.3,<br>103 |  |  |  |
| 108 | Remove equipment with sharp/rough/ rusted parts  | 4.3,<br>103 |  |  |  |
| 109 | No parts that could trap/pinch/crush or strike   | 4.3,<br>103 |  |  |  |
| 110 | Stable   | 4.3,<br>103 |  |  |  |
| 111 | <b>Less than</b> 50 cm high (positioned on mats, grass)  | 4.3,<br>103 |  |  |  |
| 112 | <b>More than</b> 50 cm high- <b>accredited soft fall surface)</b><br><b>Check boundaries of soft fall.</b><br>KIDSAFE recommendations            | 4.3,<br>103 |  |  |  |
| 113 | Sandpits (covered and cleaned regularly)   | 4.3,<br>103 |  |  |  |
| 114 | Trampolines –under 50 cm, in good Working order.<br>-over 50 cm, to be used only under strict adult one-to-one supervision as per service policy | 4.3,<br>103 |  |  |  |
| 115 | Cubby houses- safely constructed and cleaned regularly   | 4.3,<br>103 |  |  |  |
| 116 | Trikes and ride-on toys (safe and in good repair)  | 4.3,<br>103 |  |  |  |

| No.   | Educator:<br>Address:<br>FC:  | Reg.<br>Part.<br>Clause | Ed<br>check | Control measure | FO<br>initial |
|---|---|-------------------------|-------------|-----------------|---------------|
| 117   | Equipment stored at the end of a day  | 4.3,<br>103             |             |                 |               |
| 118   | Glassed areas under 100cm meet National Regulations (safety glass, safety film, glazed glass, barrier?)                         | 4.3,<br>103             |             |                 |               |
|   | Fenced play area – fenced on all sides<br>No object to aid climbing out of play area.<br>Childproof latch? Do fences meet regs? | 4.3, 104                |             |                 |               |
|   | Any stairs in area? Appropriately safe?   |                         |             |                 |               |
|   | Any open water sources? Eg buckets, dog bowls, ponds, play equipment with water in it?  |                         |             |                 |               |
| Comments/other:<br>Access to natural outdoor environment? |   |                         |             |                 |               |

### Other Outside Areas eg Veranda. Balcony, Carport, Patio

|     |   |             |  |  |  |
|-----|---|-------------|--|--|--|
| 119 | Glassed areas under 100cm meet National Regulations (safety glass, safety film, glazed glass, barrier?)   | 4.3,<br>117 |  |  |  |
| 120 | Fencing for play area (prevents scaling or crawling under) Do fences meet safety standard requirements? (gaps, scaling, height etc)   | 4.3,<br>104 |  |  |  |
| 121 | Fenced on all sides   | 4.3.<br>104 |  |  |  |
| 122 | No object to aid climbing out of play area  | 4.3.<br>104 |  |  |  |
| 123 | Child proof latch on gates (or Inaccessible to children)  | 4.3.<br>104 |  |  |  |
| 124 | Stairs (over 60cm) child proof barriers at top and bottom of stairs, appropriate to age of children?  | 4.3.<br>104 |  |  |  |
| 125 | Stairway, ramp, balcony, corridor, hall -enclosed to prevent a child falling through or trapped?  | 4.3.<br>104 |  |  |  |
| 126 | Veranda/balcony – if used as a play area: any veranda or balcony 1 metre or more above ground is to have railings 1 metre in height enclosing the area. No climbing aids – eg boxes, chairs, etc. A railing needs to be installed if the balcony/veranda is more than 36cm above ground level. Railings must not allow children to be able to climb or scale. | 4.3.<br>104 |  |  |  |
| 127 | BBQ/gas cylinders (inoperable by child)   | 4.3.<br>103 |  |  |  |

| No.             | Educator:<br>Address:<br>FC:  | Reg.<br>Part.<br>Clause | Ed<br>check | Control measure | FO<br>initial |
|-----------------|---|-------------------------|-------------|-----------------|---------------|
| 128             | Trailer, caravan, boat – firmly secured, inaccessible   | 4.3.<br>103             |             |                 |               |
| 129             | Garbage (kept out of play area)   | 4.3.<br>103             |             |                 |               |
| 130             | Poisonous and thorny plants (made Inaccessible)   | 4.3.<br>103             |             |                 |               |
| 131             | Tree branches (remove at child eye level)   | 4.3.<br>103             |             |                 |               |
| 132             | Under house (no access)   | 4.3.<br>103             |             |                 |               |
| 133             | Shade (shade available in play area)<br>Type available? Are sun safe protection methods being employed- eg sun safe clothing, broad brimmed hats? | 4.3.<br>114             |             |                 |               |
| 134             | Clothes line (position not a hazard, no dangling cords or wires)  | 4.3.<br>103             |             |                 |               |
| 135             | Landscaping (not hazardous – terracing, uneven paving)  | 4.3.<br>113             |             |                 |               |
| 136             | Terraced areas are to be evaluated  | 4.3.<br>113             |             |                 |               |
| 137             | No bindies or clover  | 4.3,<br>113             |             |                 |               |
|                 |   |                         |             |                 |               |
|                 |   |                         |             |                 |               |
| Comments/other: |   |                         |             |                 |               |

### Swimming pool/water hazards

|     |   |             |  |  |  |
|-----|---|-------------|--|--|--|
| 138 | Fence (council approved, swimming Pool act 1992) Fence 1.2 m high, no footholds or objects to aid climbing, including shrubs or plants        | 4.3,<br>104 |  |  |  |
| 139 | Spa- lockable cover/isolation barrier   | 4.3,<br>104 |  |  |  |
| 140 | Gates- self closing, self latching, childlock   | 4.3,<br>104 |  |  |  |
| 141 | Pool filter- inaccessible to children   | 4.3,<br>104 |  |  |  |
| 142 | No access to neighbour's pool   | 4.3,<br>104 |  |  |  |
| 143 | Resuscitation guide visible (within pool area)  | 4.3,<br>104 |  |  |  |
| 144 | Pool chemicals (secure storage, away from petroleum products)   | 4.3,<br>104 |  |  |  |
| 145 | Bores, wells, enviro-cycles, water tanks (secure and inaccessible to children at all times <b>incl. play</b> )                                | 4.3,<br>104 |  |  |  |
| 146 | Pond and water features (securely covered, enclosed by barrier or fence)  | 4.3,<br>104 |  |  |  |
| 147 | Wading pools (constant supervision, emptied after each use, stored to prevent water collection, <b>children to remain within arms reach</b> ) | 4.3,<br>115 |  |  |  |

| No.             | Educator:<br>Address:<br>FC:   | Reg.<br>Part.<br>Clause | Ed<br>check | Control measure | FO<br>initial |
|-----------------|--|-------------------------|-------------|-----------------|---------------|
| 148             | Open drains- covered, barrier, fence   | 4.3,<br>104             |             |                 |               |
| 149             | Creeks, dams, rivers (barrier, fence?<br>distance from house?)<br><b>Details of access: eg during play</b> | 4.3,<br>104             |             |                 |               |
| 150             | Store or enclose moveable water<br>containers (nappy bucket, pet bowl)                                     | 4.3,<br>115             |             |                 |               |
|                 | Copy of current pool fence safety<br>Certificate. Renewed yearly.  |                         |             |                 |               |
|                 |  |                         |             |                 |               |
|                 |  |                         |             |                 |               |
| Comments/other: |  |                         |             |                 |               |

### Shed/Garage/Storage areas

|           |  |     |  |  |  |
|-----------|--|-----|--|--|--|
| 151       | Petrol, paint, poisons and hazardous<br>substances (secure storage?) | 4.3 |  |  |  |
| 152       | Machines including lawn mowers<br>(secure storage?)                  | 4.3 |  |  |  |
| 153       | Lawn mowing (children indoors and<br>supervised)                     | 4.3 |  |  |  |
| 154       | Tools/sharp implements (secure<br>storage)                           | 4.3 |  |  |  |
| 155       | Car not in play area (inaccessible to<br>Children?)                  | 4.3 |  |  |  |
| 156       | Garage doors –closed and locked?                                     | 4.3 |  |  |  |
| 157       | Garden shed (locked at all times) ?                                  | 4.3 |  |  |  |
|           |  |     |  |  |  |
| Comments: |  |     |  |  |  |

### Vehicle Access

|           |   |     |  |  |  |
|-----------|---|-----|--|--|--|
| 158       | Are vehicles secured so children can<br>only access under supervision?<br>(including motorbikes, tractors, and<br>ride on mowers) | 4.3 |  |  |  |
| 159       | Are children restricted from the<br>driveway?   | 4.3 |  |  |  |
|           |   |     |  |  |  |
| Comments: |   |     |  |  |  |

| No. | Educator:<br>Address:<br>FC: | Reg.<br>Part.<br>Clause | Ed<br>check | Control measure | FO<br>initial |
|-----|------------------------------|-------------------------|-------------|-----------------|---------------|
|-----|------------------------------|-------------------------|-------------|-----------------|---------------|

## Excursions & Outings

|           |  |            |  |  |  |
|-----------|--|------------|--|--|--|
| 160       | Restraint fitting inspection (annually)<br>Date:   | 4.3,<br>99 |  |  |  |
| 161       | Children's car seats (RTA approved, & comply with AS for children's weight/heights/ages) Copy to office? | 4.3,<br>99 |  |  |  |
| 162       | Seat belts for all passengers. (no frays or tears)   | 4.3,<br>99 |  |  |  |
| 163       | Current car registration<br>Due date:<br>Rego number:<br>Drivers licence:                                | 4.3,<br>99 |  |  |  |
| 164       | Appropriately insured? (Business rate of rego, insurance) Documents?<br>Copy to office:                  | 4.3,<br>99 |  |  |  |
| 165       | First aid kit in car (fully stocked, check)<br>Expiry:   | 4.3,<br>99 |  |  |  |
| 166       | Fire extinguisher in car- in working order<br>Date of expiry:  | 4.3,<br>99 |  |  |  |
|           |  |            |  |  |  |
|           |  |            |  |  |  |
| Comments: |  |            |  |  |  |

## Pets and animals

|     |  |             |  |  |  |
|-----|--|-------------|--|--|--|
| 167 | Separate area (home) from children   | 4.3,<br>116 |  |  |  |
| 168 | Kept separate from children's sleeping and eating areas  | 4.3,<br>116 |  |  |  |
| 169 | No access to food preparation areas, eating utensils or eating surfaces, or during mealtimes   | 4.3,<br>116 |  |  |  |
| 170 | Pets- clean and healthy  | 4.3,<br>116 |  |  |  |
| 171 | Bedding, toys, litter tray, food, feeding container and water container used or consumed by animals separate from areas used by children                     | 4.3,<br>116 |  |  |  |
| 172 | Open pet food tin (inaccessible to children and not stored near children's food)   | 4.3,<br>116 |  |  |  |
| 173 | Pet droppings & litter tray (cleaned regularly, inaccessible to children)  | 4.3,<br>116 |  |  |  |
| 174 | Inaccessible unless under direct supervision (see pets policy)   | 4.3,<br>116 |  |  |  |
| 175 | No bones, holes in yard  | 4.3,<br>116 |  |  |  |
| 176 | Is copy of paperwork for special supervised activities, pet Interactions in child's file?<br>Do parents allow? Yes No<br>Note on allergies/tolerances sheet? | 4.3,<br>116 |  |  |  |

| No.       | Educator:<br>Address:<br>FC: | Reg.<br>Part.<br>Clause | Ed<br>check | Control measure | FO<br>initial |
|-----------|------------------------------|-------------------------|-------------|-----------------|---------------|
|           |                              |                         |             |                 |               |
|           |                              |                         |             |                 |               |
| Comments: |                              |                         |             |                 |               |

## General

|     |   |             |  |  |  |
|-----|---|-------------|--|--|--|
| 177 | Clean, safe, hygienic residence or venue?   | 4.3<br>103  |  |  |  |
| 178 | Buildings, fittings, equipment, floor coverings, and furnishings safe, clean and in good repair   | 4.3<br>103  |  |  |  |
| 179 | No cracked or broken tiles  | 4.3<br>103  |  |  |  |
| 180 | Smoke free environment during service hours   | 4.3<br>103  |  |  |  |
| 181 | Free of vermin (rats, mice etc)   | 4.3<br>103  |  |  |  |
| 182 | Natural lighting and ventilation  | 4.3<br>110  |  |  |  |
| 183 | Gym equipment (inaccessible to children)  | 4.3<br>103  |  |  |  |
| 184 | Fish tanks –safely covered. Safety glass or approved glaze applied if necess?   | 4.3<br>103  |  |  |  |
| 185 | Indoor poisonous/thorny plants (inaccessible to children)   | 4.3<br>103  |  |  |  |
| 186 | Alcohol (no consumption during service hours, and kept in secure storage)   | 4.4<br>118  |  |  |  |
| 187 | Adult only material – inaccessible to children  | 4.4<br>118  |  |  |  |
| 188 | Firearms, ammunition and other weapons (in separate locked cupboards/licence number for guns and copy of documentation as per state laws to office) | 4.4<br>118  |  |  |  |
| 189 | First aid kit – readily available and fully stocked- see list at the end. Check expiry date. Is it WPHS approved?                                   | 4.2         |  |  |  |
| 190 | Flyscreens (exterior doors and windows)   | 4.3,<br>103 |  |  |  |
| 191 | Bottle feeding – supervised, not left unattended  | 4.2<br>77   |  |  |  |
| 192 | Pram, stroller complies with AS (5 point harness when in use, and tether strap)   | 4.3,<br>103 |  |  |  |
| 193 | High chair is in good repair, has 5 point harness   | 4.3,<br>103 |  |  |  |
| 194 | Can all internal doors be opened by an educator at all times?   | 4.3,<br>103 |  |  |  |

| No. | Educator:<br>Address:<br>FC:   | Reg.<br>Part.<br>Clause     | Ed<br>check | Control measure | FO<br>initial |
|-----|--|-----------------------------|-------------|-----------------|---------------|
| 195 | Are large objects (tv, bookcase, units) secured to wall to prevent them from falling?  | 4.3,<br>103                 |             |                 |               |
| 196 | Parent contact numbers- available, but kept confidentially in personal folder. Last updated:   | 4.2,<br>98                  |             |                 |               |
| 197 | Telephone (available and operational at all times. Mobile for excursions also)   | 4.3,<br>98                  |             |                 |               |
| 198 | CPR charts (1 indoors, 1 outdoors)   | 4.2,<br>97                  |             |                 |               |
| 199 | Supervision (sight, sound at all times Indoors and outdoors, including rest times and toileting)   | 4.3,<br>115                 |             |                 |               |
| 200 | Ironing equipment inaccessible unless during adult-supervised activity   | 4.3,<br>115                 |             |                 |               |
| 201 | Sewing equipment- inaccessible unless during adult supervised activity   | 4.3,<br>115                 |             |                 |               |
| 202 | Rugs- secured or removed to prevent Trip hazards   | 4.3,<br>103                 |             |                 |               |
| 203 | Coffee tables/tables –corner protectors as required  | 4.3,<br>103                 |             |                 |               |
| 204 | Handbags- inaccessible to children   | 4.3,<br>115                 |             |                 |               |
| 205 | Bean bags- inaccessible to children  | 4.3,<br>103                 |             |                 |               |
| 206 | Front door /screen (locked, key in proximity, latch inaccessible)  | 4.3,<br>103                 |             |                 |               |
| 207 | Visiting other homes/environments (aware of preceding safety issues)   | 4.3,<br>103                 |             |                 |               |
| 208 | Circuit breaker  | 4.3,<br>103                 |             |                 |               |
| 209 | TV/DVD viewing – screens out of sight (RBFDC Family Day Care Pty Ltd children will NOT have access to television, computers and video games during care hours. Human interaction during care is our baseline and commitment to families) | 4.1<br>73, 75,<br>76        |             |                 |               |
| 210 | Essential oils, burners, incense (inaccessible to children and used sparingly) RBFDC prefers educators to refrain from using incense at all due to the sensitivity of young children   | 4.3<br>103                  |             |                 |               |
| 211 | Recliner chairs (stability, entrapment)  | 4.3<br>103                  |             |                 |               |
| 212 | Dummies (pacifiers) no cords during sleep or rest time   | 4.3<br>103                  |             |                 |               |
| 213 | Are there correct adult/child ratios present when visiting near or in the vicinity of a body of water incl. beachside, lake, river, ponds etc  | 4.2<br>99-102<br>4.4<br>124 |             |                 |               |
|     |  |                             |             |                 |               |
|     |  |                             |             |                 |               |

## General

Comments/other:

## Hazard Identification (matrix – risk before minimisation plan at time of home safety check)

Please identify any potential hazards that are above and beyond 'normal' risks where the level of risk to the children must be ascertained to determine the risk and whether or not control measures will be sufficient. These may include bodies of water, animals and pets, excursions and regular outings (eg attending playgroup via educator's car) or poison control.

1. Assess the level of risk of the hazard
2. Please see below for **Risk Assessment Matrix**, and choose level of possible risk.

## Risk Assessment Matrix

| LIKELIHOOD     | CONSEQUENCE   |          |          |          |              |
|----------------|---------------|----------|----------|----------|--------------|
|                | Insignificant | Minor    | Moderate | Major    | Catastrophic |
| Almost certain | Moderate      | High     | High     | Extreme  | Extreme      |
| Likely         | Moderate      | Moderate | High     | Extreme  | Extreme      |
| Possible       | Low           | Moderate | High     | High     | Extreme      |
| Unlikely       | Low           | Low      | Moderate | High     | High         |
| Rare           | Low           | Low      | Low      | Moderate | High         |

## Risk Minimisation Plan

Eliminate or control the risk and reassess risk level

| Potential Hazard  | Matrix risk level | Eliminate or control by what measure? | Matrix risk level after control |
|---|-------------------|---------------------------------------|---------------------------------|
| Poisoning by chemical   |                   |                                       |                                 |
| Poisoning by plant or fungi   |                   |                                       |                                 |
| Choking on foreign body<br>Eg craft material, toy, food, seed/nut/popcorn |                   |                                       |                                 |
| Medical emergency<br>Asthma/Diabetes                                      |                   |                                       |                                 |

|  |  |  |  |
|--|--|--|--|
| Medical emergency<br>Acute allergy/<br>Anaphylaxis attack                  |  |  |  |
| Medical emergency<br>Seizures/other  |  |  |  |
| Fire threat, Evacuation,<br>Lockdown emergency                             |  |  |  |
| Water hazard   |  |  |  |
| Animal bite/attack/<br>Injury/incident (eg snakes,<br>pets, other animals) |  |  |  |
| Glass injury   |  |  |  |

### Other potential hazard/s identification

|  |  |  |  |
|--|--|--|--|
| Natural disaster/flood                 |  |  |  |
| Bomb threat                            |  |  |  |
| Violence/Robbery                       |  |  |  |
| Domestic violence (eg ex-<br>partners) |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Suitability of home/venue re: number of children, ages, abilities to attend?**

Comments/other:

**Residence/Venue Approval Action Plan List**

The following items need to be actioned or completed by ..... (date) in order to make your residence or venue able for approval, or to retain current registration with Rainbow Bridge Family Day Care Pty Ltd.

| Item to be addressed | Action/s to be undertaken by educator | Date completed.<br>Observed by FC and signed off. (initial) |  |
|----------------------|---------------------------------------|---|--|
|                      |                                       |   |  |
|                      |                                       |   |  |
|                      |                                       |   |  |
|                      |                                       |   |  |
|                      |                                       |   |  |
|                      |                                       |   |  |
|                      |                                       |   |  |

**Verification Part 1**

|  |  |
|--|--|
| Follow up of actions -<br>Assessment check<br>date/notes |  |
| Name of field coordinator<br>following up                |  |
| Signature of field coordinator<br>following up           |  |

## Verification Part 2

|  |   |
|--|---|
| RTA seat belt & car seat check – copy in ed. File?   | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| RTA vehicle safety check – copy in ed. File?         | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Glass safety certificate provided. Copy in ed. File? | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |
| Pool safety certificate provided. Copy in ed. File?  | <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

## Validation

**On this date below, the home /venue safety check was completed satisfactorily and the home/venue is now ready for family day care.**

|   |  |
|---|--|
| <b>Date assessment finalised &amp; residence/venue approval given</b> |  |
| Signed by the educator  |  |
| Signed by the Service Representative                                  |  |
| Name of Service Representative  |  |

## Date of Next Home Safety Check

|   |  |
|---|--|
| <b>Next home/venue safety check due: (date)</b> |  |
|---|--|