

Lake Macquarie Family Day Care  
A Quality Education and Care Option for Our Community  
Ph: 4921 0156



**Annual Service Approval RESIDENCE OR VENUE RISK ASSESSMENT**

Educator name

Trim File  / / /06

Educator address

Date

This document assists you to identify areas or procedures in the operation of your service that may be a potential hazard to children, and other persons who enter your work environment. It also relates to the standards required to operate a quality early education and care service

**Reference documents:**

- **WHS Act 2011**
- **WHS Regulations 2011**
- **Education and Care Services National Law**
- **Education and Care Services National Regulations**
- **National Quality Standards 2018**
- **Lake Macquarie Family Day Care Policies and Procedures**
- **Kidsafe – Family Day Care Safety Guidelines 6<sup>th</sup> edition 2014**
- **Staying Healthy in Childcare 5<sup>th</sup> edition**
- **Australian Competition and Consumer Commission – Product Safety Guide [www.productsafety.gov.au](http://www.productsafety.gov.au)**

Date	Check #	Educator signature	Co-ordinator

This is a controlled document. Before using this document, check it is the latest version by checking it on Council's intranet. Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.

### EDUCATOR ACKNOWLEDGEMENT

- I,  acknowledge that:
- (i) I am responsible for maintaining a safe and suitable education and care area, and safe entry and exits, for all persons attending my service during all operating hours.
  - (ii) I will at all times, manage the potential risks identified by me in my education and care areas, as recorded on this document.
  - (iii) My continued registration as a service provider with Lake Macquarie Family Day Care is subject to compliance with The National Quality Framework, Lake Macquarie Family Day Care policies and procedures and I agree to:
    - notify Family Day Care staff in writing at least 6 weeks before the commencement of any changes or building works & renovations on my residence or venue (including outside fenced areas) **or** before the consent of any local authority is sought (**whichever is earlier**)
    - notify Family Day Care staff of any change in the contents of my residence or venue, or routine excursion, which may compromise the safety of children in care
    - notify Family Day Care staff of any changes to the persons residing at my residence or venue, and any person regularly present during care hours
    - rectify as soon as possible, any risk identified by Family Day Care staff during residence or venue inspections or visits

Signed:

Date:

### ANNUAL ACCEPTANCE OF REGISTRATION

I,  Hereby accept registration as an educator with Lake Macquarie Day Care and agree:

1 To provide Family Day Care education and care services, as an independent contractor, to Lake Macquarie Family Day Care on the following days (please circle)

Day	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
Times							

- 
- and to advise the Nominated Supervisor of Lake Macquarie Family Day Care and any person using my education and care service with written notice of any alteration to my availability to provide education and care services as above, including notification of service closure i.e. holidays, illness etc.
- 2 At all times during the term of my registration, to provide education and care services in accordance with the conditions of my Registration Agreement including :
- The National Quality Framework and relevant Standards
  - Policies and Procedures of Lake Macquarie Family Day Care
  - Commonwealth and State legislative requirements relating to the provision of a Family Day Care service in New South Wales
  - Any amendment to these regulations, policies, procedures, or regulatory requirements from time to time during the term of my registration
- 3 To participate fully in continuous quality improvement of my education and care service with Lake Macquarie Family Day Care in accordance with National Standards and the National Quality Framework
- 4 To ensure all fees and charges relating to my education and care service comply with the requirements of the Child Care Service's Handbook in force at the time, (and any subsequent amendment during the term of my registration) produced by the Commonwealth Department of Education and Lake Macquarie Family Day Care Fees and Charges Procedure, and to:
- Provide Lake Macquarie Family Day Care with a Schedule of all fees and charges applicable to my education and care service, and
  - Charge only those fees and charges listed on that Schedule of Fees and Charges
- 5 To participate fully in discussions and negotiations with staff of Lake Macquarie Family Day Care and parents of children in my care, relating to proposed changes to care arrangements and any concerns, disputes or difficulties relating thereto
- 6 Provide to Lake Macquarie Family Day Care a copy of written parental consents and risk assessment for any proposed excursion a minimum of 5 days prior to the excursion being conducted
- 7 That my registration as an educator with Lake Macquarie Family Day Care may be subject to review, suspension, variation or termination in accordance with Lake Macquarie Family Day Care, as a result of:
- Failure to comply with regulatory requirements, policies, procedures, National Quality Standards or The National Quality Framework
  - Concerns, difficulties or complaints received relating to my performance of education and care duties
  - Changes to my residence or venue, personal health, family composition or circumstances that may compromise the safety and well-being of children in care

Signed:

Date

**AREAS INACCESSIBLE FOR USE BY FAMILY DAY CARE CHILDREN**

Area	Risk minimisation recommendation

---

--	--

COMPLIANCE DOCUMENTATION							
Information to be displayed in care area	20_	20_	20__	Evidence to be provided to FDC	20_	20__	20__
Emergency services contact numbers available				<b>2 YEARLY</b> Electrical safety switch certification			
Emergency evacuation plan and written procedure is displayed in a prominent position near each exit; this includes if the exit is in an area of the residence or venue that is not used for FDC and Risk Assessment for emergency evacuation is current and accessible				Emergency evacuation plan, risk assessment for emergency evacuation and written procedure including lockdown			
CPR chart <b>indoors and outdoors</b>				Glass audit			
Work Cover Approved First Aid and CPR certificate Approved asthma and anaphylaxis management training certificate				A Guide to Cot Safety Checklist			
Educator's current Certificate of Registration				Routine excursions including risk management, approved risk assessment and signed parental consent			
Daily routine of the service				Written programme, evaluation and critical reflections			
Daily W H & S checklist				Daily W H & S Checklist (provide example)			
Written program and evaluation of activities				<b>ANNUAL</b> professional development training			
Routine excursions including risk management and assessment				<b>3 YEARLY</b> – Educator's First Aid, CPR ( <b>recommended annually</b> ) Asthma and Anaphylaxis work cover approved qualification			
Glass audit/compliance certification				<b>ANNUAL</b> – Public liability insurance renewal			
Current Council Compliance Certificate for swimming pools, spa, body of water				<b>ANNUAL</b> – Registration of vehicle used for care and drivers licence if transporting children			
Copy of The National Quality Standards including Education and Care Law and Regulations, and Lake Macquarie Family Day Care Policy and Procedures available on site (can be electronic)				<b>CURRENT</b> – Pool/ spa compliance inspection certificate to ensure fences/gates is approved/certified by relevant authority. Any other significant water hazard risk is removed or minimised via risk assessment			
Visitor's book				<b>ANNUAL</b> – Inspection of car safety seats /equipment			
Relevant and current <b>prescribed information form</b> on display as required by the approved provider				<b>6 MONTHLY</b> -evidence of Fire equipment- fire blanket, fire extinguisher and smoke detector check every 6 months			
				<b>3 MONTHLY</b> – Record of emergency evacuation practice and evaluation			
				Spa, covered/locked			
				Daily routine			

This is a controlled document. Before using this document, check it is the latest version by checking it on Council's intranet. Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.

GENERAL SAFETY							
Item	How risk is minimised	Y/N	20____ How risk is managed	Y/N	20____ How risk is managed	Y/N	20____ How risk is managed
<b>First impressions - all buildings and surrounds-</b>	All care areas including entry, structures, furnishings, and floor coverings are safe, clean, tidy & in good repair						
	All areas of premises free of vermin and pests (e.g. rats, mice, spiders, flies, fleas)						
	All indoor and outdoor areas free of garbage, rubbish and rubble						
<b>Are any buildings or structures identified as asbestos?</b>	All built structures are in good condition- no breaks, holes or visible signs of deterioration?  <i>(Note- if damaged specialist advice may need to be obtained)</i>						
<b>Smoke / Alcohol free environment</b>	All areas of premises (indoor and outdoor) and vehicles used for care are smoke free at all times during care hours (including on excursions)						
	Educator is aware must not consume or be under the influence of alcohol or unlawful substances during care hours						
	Alcohol, or unlawful substances on premises are inaccessible to children						
<b>Storage areas and storage equipment (indoor and outdoor)</b>	Adequate in size, stable, secure and inaccessible to children						
	Children have free access to own belongings, books and play equipment						
<b>Glass safety</b>	Glass audit conducted/safety glass certification available, including furniture containing glass						
	Markers are attached to glass sliding doors at child eye height						

<b>Glass safety</b>	Any glazed area accessible to children is – <ul style="list-style-type: none"> <li>• glazed with safety glass, or</li> <li>• treated with a product to prevent glass from shattering if broken, or</li> <li>• guarded by secure barriers which prevent children from striking or falling against the glass</li> </ul>						
<b>Electrical safety</b> <b>RCD residual current device</b>	Safety device – fitted to premises to minimise risk of electrical shock and tested on a regular basis						
<b>Fire safety</b>	Smoke detectors installed and tested (minimum 6 monthly)						
	Fire blanket located adjacent to cooking facilities						
	Fire extinguisher easily accessible in care area						
	All fire equipment inspected <b>EVERY 6 MONTHS and</b> after each use						
<b>First Aid equipment</b>	Suitable <i>Work Cover Authority</i> approved kit available at all times including on excursions, kept fully stocked with current use by dates						
	Kit easily recognised and readily accessed by educator but inaccessible to children						
<b>Emergency procedures</b>	Evacuation procedures practised every 3 months, or when a new child has commenced. Families informed of procedures. FDC provided with copy of evacuation practice evidence every 3 months						
<b>Families informed of emergency evacuation plan i.e. flood/fire</b>	Parent contact numbers and emergency contact numbers available at all times (including on excursions) Educator has current Risk Assessment for Emergency Evacuation						



<b>Communication</b>	Accessibility to an operating telephone available or similar means of communication to enable immediate communication to and from parents and emergency services						
	Mobile/cordless phones (if used) kept fully operational (i.e. battery charged, within reception area <i>including on excursions</i> )						
	Alternative communication plan available when other services are inoperable (e.g. blackouts)						
<b>Heating/ cooling ventilation</b>	Care area has access to natural light & ventilation and maintained at a temperature that ensures the safety and well-being of children						
	Equipment controls are inaccessible to children						
	Pedestal or table fans are secured, inaccessible to children and moving parts are guarded						
	All heaters are screened securely and prevent children falling against/contacting hot surfaces, sparks or flames						
<b>Visitors</b>	Visitors book available which includes arrival and departure times, name and signature of visitor, and purpose of visit						
	Visitor's handbag/belongings are inaccessible to children (obscured small/dangerous objects)						
<b>Access to premises</b>	Entry doors and external windows are kept locked or latched to prevent unsupervised exit by children or unauthorised entry by others						
	Latches used on entry doors and external windows are unable to be operated by a child						
	Key to locks on entry doors are kept adjacent to door but inaccessible to children (emergency evacuation)						

<b>Supervision</b>	Video monitoring/surveillance equipment, if used, allows children/adults in the care area to be viewed <b>ONLY</b> from within the care premises						
	Educator supervises children at all times (indoors and outdoors). Children <b>NOT to be left alone</b> at any time with another person e.g. household member, visitor or volunteer						
	Care is provided <b>only</b> to children enrolled for care during operating hours of service provision						
<b>Infant feeding</b>	Educator supervises bottle feeding at all times						
	Dummies/pacifiers only used <b>without</b> cords attached						
	Educator ensures toddlers do not walk with bottles						
<b>Household Members</b> <b>Volunteers</b> <b>Visitors</b>	Are <u>accompanied</u> by educator <b>at all times</b> in the presence of children and not left alone with children						
<b>Other duties</b>	Educator engages in care of children <b>only</b> during operating hours (i.e. does not engage in other business or household duties while children are present)						
<b>Children's belongings</b>	Educator checks children's bags to ensure small or dangerous items are inaccessible to children. Stored in location where each child can access						

KITCHEN/EATING AREAS							
Item	How risk is minimised	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed
<b>Curtain/blind cords</b>	Secured out of reach of children						
<b>Food preparation area</b>	Safe & hygienic for food preparation & storage						
	Bottle preparation area separate from area used as nappy changing facility						
	Food preparation surfaces in good repair						
	Hot water available but inaccessible to children						
	Sink available & not used as part of nappy changing facility						
	Refrigerator and stove/microwave available						
	Benches, sink & table kept clean and free of hazardous items						
	Animals do <b>NOT</b> have access to preparation areas, utensils or eating surfaces						
<b>Glassware /ceramic cookware</b>	Secure and inaccessible to children						
<b>Dangerous utensils &amp; equipment</b>	Knives/scissors/plastic bags inaccessible to children						
<b>Garbage &amp; waste disposal</b>	Covered, emptied regularly & container cleaned						
<b>Ovens cook tops microwave</b>	Cannot be operated by a child						
	Securely positioned (i.e. cannot be pulled over)						

This is a controlled document. Before using this document, check it is the latest version by checking it on Council's intranet. Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.

<b>Medications vitamins</b>	Are inaccessible to children (refrigerated medication is stored in a locked container)						
	Are stored in original containers with directions for use attached						
<b>Dishwasher</b>	Kept closed at all times						
<b>Tablecloths table runners</b>	Edges reach top of table only (do not overhang)						
<b>Spray cans aerosols</b>	Secure and inaccessible to children						
<b>Detergents, cleaners, disinfectants, poisons</b>	Stored in original containers with directions for use attached						
	Inaccessible to children						
<b>Electrical safety</b>	All electrical cords and appliances are in good repair and secured out of reach of children						
	Power point covers applied to all exposed power points in care areas						
<b>Food and Drink</b>	Children have access to safe drinking water at all times, and have food and drinks available throughout the day						

LAUNDRY FACILITIES							
Item	How risk is minimised	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed
<b>Laundry facilities</b>	Are available on, or off, the premises						
<b>Storage of soiled items</b>	Safe and sanitary storage available						
<b>Nappy bucket</b>	Inaccessible to children						
<b>Detergents, cleaners, disinfectants, poisons, insecticides</b>	Stored in original containers with directions for use attached						
	Inaccessible to children						
<b>Spray cans, aerosols</b>	Secure and inaccessible to children						
<b>Electrical safety</b>	All electrical cords and appliances are in good repair and secured out of reach of children						
	Power point covers applied to all exposed power points in care areas						
<b>Curtain, blind cords</b>	Secured out of reach of children						

BATHROOM/TOILET							
Item	How risk is minimised	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed
<b>Curtain/blind cords</b>	Secured out of reach of children						
<b>Mats</b>	If available, are non-slip						
<b>Bath &amp; sink plugs</b>	Inaccessible to children						
<b>Toilet facilities</b>	Safe and age appropriate for children (e.g. step stool, potty, junior toilet seat)						
	Bowl deodorisers inaccessible to children						
<b>Hand washing facilities</b>	Safe and age appropriate for children						
	Hot water inaccessible to children						
<b>Door lock</b>	Able to be unlocked from outside						
<b>Dangerous equipment (e.g. razors, spray cans aerosols)</b>	Inaccessible to children						
<b>Detergents, cleaners, disinfectants, poisons</b>	Stored in original containers with directions for use attached						
	Inaccessible to children						
<b>Medications vitamins toiletries shampoos cosmetics</b>	Inaccessible to children						
	Stored in original containers with directions for use attached						
<b>Electrical safety</b>	All electrical cords and appliances are in good repair and secured out of reach of children						
	Power point covers applied to all exposed power points in care areas						

This is a controlled document. Before using this document, check it is the latest version by checking it on Council's intranet. Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.

NAPPY CHANGING FACILITY							
				Area used.....			
Item	How risk is minimised	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed
<b>Nappy change area</b>	Designed and located to prevent unsupervised access to area by children						
	Separated from craft and food preparation areas						
	Hand washing facilities enable safe use and convenient access for children						
	Storage available for soiled nappies pending disposal/laundrying						
	Storage available for clean nappies						
<b>Changing surface</b>	Stable with a mat that has an impervious washable surface						
	Mat is cleaned after each use						
<b>Changing surface</b>	Nappy change area/equipment is accessible to children <b>ONLY</b> under educator's supervision						
	LMFDC Nappy Changing Procedure followed by Educator						

BEDROOMS/SLEEPING AREAS		Area used.....					
Item	How risk is minimised	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed
<b>Beds and bedding</b>	Educator has system to record monitoring of children resting/sleeping						
	Cot/bed/stretcher/sleeping mat (with waterproof covers and individual bed linen) is available for each child who sleeps at the care service each day, and is appropriate for the child's age						
	Cots/beds/mats, mattresses and bedding are clean, comfortable, in good repair and appropriate to the climate						
	All cots used comply with <i>Australian/New Zealand Standard 2172 Fixed cots</i>						
	All cots used comply with <i>Australian/New Zealand Standard 2195 – Portable cots</i>						
	Bed linen for each child is washed before use by another child						
	Top bunks are inaccessible to children						
	Mats/mattresses are kept clean and covered when not in use						
	Animals are prevented from accessing children's beds/cots and bedding						
<b>Location of cots/beds</b>	Allows access to natural light						
	Allows easy access to child by educator and easy exit of child from sleep area						
	Reduces risk of cross infection between children						
	Away from unsecured windows						
	Separate sleep area available for children, aged 7 years or more, from other children of opposite sex						

This is a controlled document. Before using this document, check it is the latest version by checking it on Council's intranet. Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



<b>Location of cots/beds</b>	Separate sleep area available for children, aged 2 years or more, from adults						
	Educator able to supervise sleeping children						
<b>Curtain/blind cords</b>	Secured out of reach of children						
<b>Dangerous items (jewellery, small objects, poisonous indoor plants)</b>	Inaccessible to children						
<b>Medications vitamins toiletries cosmetics perfumes spray cans aerosols</b>	Inaccessible to children						
	Stored in original containers with directions for use attached						
<b>Electrical safety</b>	All electrical cords and appliances are in good repair and secured out of reach of children						
	Power point covers applied to all exposed power points in care areas						

INDOOR PLAY AREAS		Area used.....					
Item	How risk is minimised	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed
<b>Curtain/blind cords</b>	Secured out of reach of children						
<b>Dangerous equipment (heavy, small or sharp objects)</b>	Inaccessible to children						
<b>Cleaning products, medications vitamins spray cans aerosols</b>	Inaccessible to children						
	Stored in original containers with directions for use attached						
<b>Electrical safety</b>	All electrical cords and appliances are in good repair and secured out of reach of children						
	Power point covers applied to all exposed power points in care areas						
<b>Free standing furniture and equipment</b>	Secured in position – cannot be pulled onto a child - bookcases, TV/ stereo equipment etc.						
<b>Mats/rugs</b>	Clean and secured, non-slip or removed						
<b>Coffee tables furniture with sharp edges</b>	Moved to side of play area and/or edge protectors applied						
<b>Stools</b>	Stable or removed						
<b>Bean bags</b>	Inaccessible to children						
<b>Rocker recliners</b>	Inaccessible to children						

This is a controlled document. Before using this document, check it is the latest version by checking it on Council's intranet. Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.

<b>Furniture containing glass</b>	Replaced with safety glass/barrier to prevent striking or protective film applied						
<b>Fish tanks water features</b>	Safety glass or barrier to prevent striking used						
	Covered to prevent children gaining access to water						
	Chemicals inaccessible to children						
<b>Tables/chairs</b>	Child sized equipment available						
	Are stable, safe, clean and in good repair (no sharp edges)						
<b>Toy boxes storage</b>	Removable lid recommended (or no lid)						
	Has ventilation holes, safety hinges and cannot be locked by a child (if lid can be closed)						
<b>Play space</b>	Sufficient uncluttered play space available for all children						
<b>Toys, books, craft materials and equipment used by children</b>	Non-toxic materials, safe, clean and in good repair and are inaccessible to animals/pets						
	All broken toys are removed from play area immediately Remove faded plastic equipment as it is brittle, easily broken and sharp edges pose risk to children's safety						
	Represent different cultures						
	Are suitable for children's ages, development & needs						
	Pull-along toys used only under educator's direct supervision (strangulation)						

<b>Toys, books, craft materials and equipment used by children</b>	Sufficient in quantity and variety for number of children attending and to allow for children's free choice, individual interests and capabilities						
	Independent access available to children,						
<b>Toys, books, craft materials and equipment used by</b>	Toys/craft materials containing small pieces are inaccessible to children under 3 years of age						
	Comply with service suggested equipment list						
<b>Stairs, balconies and verandas</b>  <b>Refer to Kidsafe Guidelines</b>	Railings design and height prevents children from climbing, crawling under, falling through or becoming entrapped- refer Kidsafe guidelines						
	Objects which could assist children to climb railings are removed (e.g. boxes, chairs, pot plants, tricycles)						
	Educator supervises access <b>at all times</b>						
<b>Indoor plants</b>	Thorny or poisonous plants are inaccessible to children						
<b>Personal Accelerants</b>	Oil burners, candles, matches, cigarette lighters, ashtrays are inaccessible to children						
<b>Adult only material</b>	Inaccessible to children						
<b>Firearms, ammunition, swords &amp; other weapons</b>	Stored in locked cabinet in area inaccessible to children						
<b>Gym equipment</b>	Inaccessible to children						

OUTDOOR PLAY AREAS		Area used.....					
Item	How risk is minimised	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed
<b>Drinking water</b>	Is available for children at all times						
<b>Under house area</b>	Inaccessible to children						
<b>Fencing and gates</b> <b>Refer Kidsafe guidelines</b>	Outdoor play area is fenced on all sides						
	Entry gates and fences to outdoor play areas are designed to prevent children scaling or crawling under or through, and impede intruders						
	Entry gates to outdoor play areas are kept latched <b>at all times</b> with childproof latches						
<b>Stairs/ramps (when not abutting a wall)</b>  <b>Refer Kidsafe Guidelines</b>	Railing design/height prevents children from climbing, crawling under, falling through or becoming entrapped						
	Objects which could assist children to climb railings are removed (e.g. boxes, chairs, pot plants, tricycles)						
	Barriers in place at top and bottom of stairs to prevent children having unsupervised access/ Educator supervises access <b>at all times</b>						
<b>BBQ gas cylinders</b>	Inaccessible to children						
<b>Trailers</b>	Trailers/caravan/boat inaccessible to children						
<b>Materials</b>	Building material/wood pile etc. inaccessible to children						
<b>Plants</b>	Poisonous/thorny plants identified and trimmed are inaccessible to children so as not to cause a hazard						

<b>Water hazards (open drains, fish ponds, containers which catch water), bores, wells, dams, envirocycles</b>	Covered to prevent children gaining access to water or inaccessible to children						
	Chemicals, pumps and filters used in fish ponds inaccessible to children						
<b>Wading pools water play equipment</b>	Is of a size and design that can be overturned by one adult to drain immediately after use and hold not more than 15cm of water						
	Parent consent obtained before any child enters wading pools/tubs/baths (Water Activity consent form)						
	Educator remains with children <b>at all times</b> during use						
	Emptied immediately after each use and stored to prevent collection of water						
<b>Swimming pools and spas significant water hazard</b>	Inaccessible to children in care						
	Current pool, spa and significant water hazard Compliance Inspection certificate						
	Fenced according to Swimming Pools Act						
	Items adjacent to fenced pool area which could be used by child to scale pool fencing is removed (e.g. chairs, sun-lounges, tables, pot plants, large toys)						
	Pool chemicals, pumps, filters, pool maintenance equipment inaccessible to children						
<b>Shade/sun protection</b> <b>Clothes line</b>	Shade is available in play area and sun protection policy followed						
	Lines are taut and of a height inaccessible to children, located away from main traffic area						

<b>Landscaping</b>	Barriers applied to terraced areas to prevent children from falling						
	Pebbles/mulch/paving does not constitute a choking or injury hazard						
<b>Dangerous equipment (e.g. garden implements, tools, machines, sharp, heavy or rusty objects)</b>	Stored in locked shed inaccessible to children						
<b>Chemicals and inflammable products</b>	Stored in locked shed inaccessible to children						
	Stored in original containers with directions for use attached including poisons, fuel and oils, paint/solvents, glues						
<b>Vehicles</b>	Removed from play area during care hours						

<b>All Outdoor play equipment (including fixed and moveable)- must be located on well maintained grass or mulch</b> <b>Any equipment with fall height of over 60 cm is located with adequate fall zone and adequate soft fall surface – refer to Kidsafe guidelines</b>	Is stable, maintained in good repair and inaccessible to animals/pets						
	Is clean and regularly inspected for vermin and pest infestation (e.g. spiders, fleas) and animal excrement						
	Sandpits are covered when not in use and cleaned regularly						
	Has no rough, sharp or rusty edges						
	Is of a height which does not constitute a fall hazard- refer Kidsafe guidelines						
	Has no parts which can trap/pinch/crush/strike a child						
	Climbing/high equipment located on a safe fall surface relevant to the fall height of the equipment						
	Broken equipment removed from play area immediately						
<b>Trampolines</b>  <b>Refer to Child Safe Policy, and Kidsafe</b>	Must be located on soft surface such as well-maintained grass or mulch.  Impact zone between equipment is 1 metre for equipment under 60 cm and 1.5 metres for equipment over 60cm (as per Kidsafe guidelines)  Safety pads are in good condition and attached over springs  Risk Assessment completed for safe use of trampoline						
	Used only under educator's direct supervision <b>at all times</b> – only 1 child on trampoline at one time						
	Trampolines to be safely secured on side with a barricade to prevent climbing when not in use						

This is a controlled document. Before using this document, check it is the latest version by checking it on Council's intranet. Unless otherwise shown, printed or downloaded versions of this document are uncontrolled.



ANIMALS/PETS							
Item	How risk is minimised	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed
<b>All animals (including livestock and wildlife) or domesticated birds</b>	A Risk Assessment for the management of pets at the FDC home is completed and reviewed annually Are in a clean and healthy condition						
	Are free of infections/parasites or conditions which could cause an allergic response, pose a health risk or otherwise be detrimental to children.						
	Are inaccessible to children unless the child is under the <b>direct supervision</b> of the educator						
<b>Food and water container, litter trays, bedding, toys and grooming equipment</b>	Are inaccessible to children unless the child is under the <b>direct supervision</b> of the educator						
<b>Play areas</b>	Are free of animal droppings, bones and holes dug by animals						

TRANSPORT							
Item	How risk is minimised	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed	Y/N	20__ How risk is managed
<b>Seat belts/car safety seats</b>	A child restraint or seat belts appropriate for each child's age/size is available in private vehicles used to transport children. Authorised fitting station check has been submitted to LMFDC office						
<b>Emergency equipment</b>	First aid kit is available in vehicle while transporting children in care						
	Parent contact telephone number and emergency services numbers are available at all times when transporting children in care						
<b>Animals/pets</b>	Animals restrained by fixed barrier/cage <b>at all times</b> if carried in vehicles used to transport children in care.						
<b>Excursion risk assessment</b>	All excursion/destinations forms and risk assessments have been submitted to LMFDC and approved						