

FDC EDUCATOR HOME SAFETY ASSESSMENT CHECKLIST

 (07) 3372 1711
 FDCadmin@ich.org.au
 www.MyPlaceFDC.org.au
 38 Sittella Street, Inala Q 4077
[Facebook.com/MyPlaceFamilyDayCare](https://www.facebook.com/MyPlaceFamilyDayCare)



Educator Name					
Address					
Ages of Children to be cared for:			Date:		
Reason for Home Safety Audit (circle)		Registration		Re-registration	
Visit date:		Time in:		Time out:	
<p>In accordance with the regulations, during re registration your entire premises (including land and outbuildings) will need to be checked and deemed safe for you to conduct childcare within the approved areas. This Home Safety Assessment Checklist will be completed by a member of the Coordination Team and a copy provided to the Educator on completion.</p>					

Assessment (and annual reassessment) of the FDC home will occur before a person will be considered as an educator or anytime throughout the registration and may result in the Coordination Team determining the residence is not suitable based on this safety assessment.

If through this safety assessment an Educators' home is determined suitable but there are areas of improvement required, the Coordination Team will provide feedback and work with the Educator to undertake a risk assessment and together complete the Risk Management Plan as part of this document.

OFFICE USE ONLY				
FDC home approved - date		Improvements Required	Yes	No
Coordinator's Name:		Coordinator's Signature:		

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EXTERNAL ENTRANCE TO THE HOME				
Standards/ Regulations	GENERAL PRESENTATION	Deemed safe		Comments/Recommendations Indicate N/A where relevant
		Yes	No	
NQS: QA 2 NQS: QA 3	Is the home well- presented from the street: <ul style="list-style-type: none"> ➤ Is the house number prominently displayed ➤ Grass is mowed. ➤ No old cars or white goods, tyres etc are present ➤ Is the front of the house clean, free of gardening tools, potting mix and clutter 			
NQS: QA 2	Gardens checked for poisonous plants			if yes, RM plan must be completed
	Are risk assessments required in relation to poisonous plants			
NQS: QA 2 REG: 103	Security screen door in good repair and kept locked			Where is the key kept?
	Key to locks on entry doors are kept close to door but inaccessible to children (for cases of emergency evacuation)			
NQS: QA 2	Do all windows accessible to children have security screens installed?			If yes, are there sufficient emergency evacuation points without needing to use the windows YES NO
NQS: QA 2 NQS: QA 3 REG: 116	Is the house a multi-story dwelling			If yes, additional requirements will need to be met in relation to emergency procedures
	Are the external stairs and railings in good repair			
	There is a gate enclosing the back yard from the front			
NQS: QA 2 NQS: QA 3 REG: 102AAC, 116	Children can be transferred safely into the house			if no, RM plan must be completed
	Are there children arriving to the FDC service from another education and care facility			if yes, RM plan for safe arrivals must be completed

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PRESCRIBED INFORMATION ON DISPLAY				
Standards/ Regulations	DOCUMENTS TO BE SIGHTED	Deemed compliant		Comments/Recommendations Indicate N/A where relevant
		Yes	No	
NQS: QA 7 REG: 173A (1)	PRESCRIBED INFORMATION POSTER Includes below information: <ul style="list-style-type: none"> ✓ Provider Approval Certificate ✓ Service Approval Certificate and Educator Certificate of Registration ✓ The name of each Nominated Supervisor/s ✓ The current rating levels for each quality area stated in the National Quality Standard and the overall rating of the service ✓ Details of any relevant service waivers or temporary waivers (if applicable) 			
NQS: QA 7 REG: 173A (2)	As well as the below information: <ul style="list-style-type: none"> ✓ The hours and days of operation of the My Place family day care service office ✓ Name and telephone number of the person at My Place family day care service to whom complaints may be addressed ✓ The name of the educational leader/s at the service ✓ The contact details of the Regulatory Authority 			
NQS: QA 7 REG: 173A (3)	The prescribed information above is positioned so that it is clearly visible to anyone from the main entrance to each family day care residence or venue of the service			Where at front entrance?
NQS: QA 7 REG: 173A (4)	the hours and days of operation of the family day care residence or family day care venue			
REG: 116	A diagram of the area or areas within the residence that are assessed, as part of an assessment conducted in accordance with regulation 116, to be suitable for education and care provided to children			
	A notice stating that a child who has been diagnosed as at risk of anaphylaxis is enrolled at the family day care residence or family day care venue; and attends the family day care residence or family day care venue			Indicate N/A where relevant
	A notice stating that there has been an occurrence of an infectious disease at the family day care residence or family day care venue.			

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ADMINISTRATIVE FUNCTIONS

Standards/ Regulations	RECORD KEEPING	Deemed safe		Comments Indicate N/A where relevant
		Yes	No	
<i>The design of stairs and balustrades should be in accordance with relevant codes or standards, including the Building Code of Australia. Including following safe practices:</i>				
NQS: QA 7 REG: 160 REG: 182	There is a secure place for family's information to be stored - files for child and family information			Note any actions taken, where relevant
	Educator has internet and computer available for administrative work.			
	There is a permanent location for children's attendance records			
	Educator has access to: <ul style="list-style-type: none"> ✓ Copy of the National Law ✓ Copy of the National Regulations ✓ All service forms and authorisations 			

ENTRANCE AND INTERNAL AREAS OF THE HOME

Standards/ Regulations	GENERAL LIVING AND PLAY AREAS	Deemed safe		Comments/Recommendations Indicate N/A where relevant
		Yes	No	
NQS: QA 2 REG: 177, 178, 179	Visitor sign in sheets are available near the FC residence entrance			If not possible, where are they located?
NQS: QA 2 REG: 103	Foyer of the FDC home is clean and free of clutter			
	Curtains and blinds are child safe and appropriate e.g. no dangling cords			
	All power points are fitted with child safe caps			
	All power cords are hidden			
	Are all air fresheners, diffuser reeds etc are out of reach of the youngest child in care			

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	Furniture, shelves and equipment are stable, in good repair and larger items are equipped with anchors, e.g. wall brackets, safety straps on T.V's etc			
	All floors, walls, doors and furniture are clean and in good condition			
	Furniture is arranged in a way to ensure safety and supervision is optimal e.g. away from windows, stairs and no blind spots etc			
	Rugs and mats are clean and secure to prevent a child from tripping and falling e.g. have tape or non-slip backing			
	If bean bags are used they must be double covered and have a child proof zip			
	Heaters, fans and cooling equipment are inaccessible to children and checked to ensure they are safe for use while children are in care			
	Pedestal or table fans are secured or made inaccessible to children			
	Exercise equipment is inaccessible or covered securely			
NQS: QA 3 REG: 82 REG: 110	The environment is free of smoke, tobacco and other related products, e.g. ashtrays, vapes, lighters etc			
	The environment provides enough light, air flow and ventilation			
NQS: QA 3	Children have a place for their belongings to ensure they feel they a sense of belonging			
	Children have access to a quiet area if they wish to rest or relax			
	There is enough area where children can access large space for indoor play			
Standards/ Regulations	TOYS AND LEARNING RESOURCES	Deemed safe		Comments Indicate N/A where relevant
		Yes	No	
<i>Does the educator have sufficient and appropriate resources to meet the range of interests, ages and abilities of children using or proposed to use the environment (consider the educational program and each child's developmental age and stage)</i>				
NQS: QA 3 REG: 103 REG: 105	Resources are well organized age appropriate and accessible to children			Note any actions taken, where relevant
	Lids on resources and equipment storage will not trap children or their fingers			

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	There is a wide variety of resources available for children of all ages <ul style="list-style-type: none"> ✓ for infants (books and educational resources such as soft rattles) ✓ For toddlers (books, play resources including blocks, books, crayons paints and paper, outdoor equipment, balls, bikes) ✓ preschool children (dramatic play items, dress up, craft materials, books etc and outdoor play resources, balls bats, climbing frames) ✓ school age children (dress ups, craft materials, books, outdoor play equipment, bats, balls, climbing frame etc) 			
	Toys and resources are free of sharp edges, are safe and in good condition (i.e. not broken)			
	Toys and resources are clean and free from mould, dirt and grime			
	Small items (less than the size of 50 cent piece) are out of reach of young children to prevent choking			

HEALTH, SAFETY AND EMERGENCY

Standards/ Regulations	SAFETY MEASURES	Deemed safe		Comments Indicate N/A where relevant
		Yes	No	
NQS: QA 2 REG: 97 (refer to AS 3786)	Smoke detectors are located inside or outside each room used for sleep and the educator has a schedule in place to check them (at least quarterly) to ensure they are operational.			Note date for scheduled checks
NQS: QA 2 REG: 97	Evacuation plans are displayed at all designated emergency exits			
	Residence pools and neighbours pools are shown on evacuation plans			
	Are there keys hanging near all emergency exits			
	All floors of the home have been identified on the emergency evacuation plans			is there a key outside near the gate and where?
	Written procedures indicate the evacuation routes and emergency assembly areas.			
	If there is a side gate or emergency exit gate			
	Is the residence a multi-story residence			
If the residence is multi-story what further provisions may need to be purchased or implemented to ensure the safety of children, such as:			Note date for scheduled checks	

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	<ul style="list-style-type: none"> ✓ Purchase of a baby carrier ✓ Limit the number of non-ambulant infants and toddlers in care ✓ Limit the approved FDC space to the downstairs area of the residence 			<p><i>A condition has been added to this educator's registration</i></p> <p>Details of conditions noted:</p>
NQS: QA 2 NQS: QA 7 REG: 98	Educator has access to a working mobile telephone and understands they must be reachable via phone and email anytime children are in care			
	Parent emergency numbers are accessible through Harmony			
NQS: QA 2 REG: 89	The First aid kit is stored in an area inaccessible to children			Location of first aid kit?
	Is this area labelled			
	Is this marked on the evacuation plan			
NQS: QA 2 NQS: QA 3 REG: 103	Evidence of pests or vermin present at the residence			Date of last pest treatment

KITCHEN

Standards/ Regulations	SAFETY MEASURES	Deemed safe		Comments Indicate N/A where relevant
		Yes	No	
<i>All kitchens including gated kitchens must be child safe. Kitchen areas must be free of clutter, not be used to store equipment, artwork etc as per staying alert food handling training requirements.</i>				
NQS: QA 2 REG: 80	Is food provided by the educator?			If yes, is the menu displayed? Does it account for allergies and individual dietary and cultural needs?
NQS: QA 2 REG: 77	Is the food preparation area, clean and tidy including the sink?			Note any relevant actions:
	All garbage and compost bins have a hands free lid?			
NQS: QA 2 REG: 82	All alcohol MUST be locked away including any stored in the refrigerator.			
NQS: QA 2 NQS: QA 3 REG: 103	There are safety locks on relevant kitchen cupboards and drawers are inaccessible to children			
	All draws and cupboards without locks are checked for unsafe items such as: Skewers, plastic bags, cling wrap, sharp blades etc (these need to be locked away)			

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A/S 4684-2009	All utensils that are sharp or pose a risk to children are locked away e.g. blades, knives, electrical cords and vegetable peelers etc.			Note any relevant actions: RM plan developed: tagged expiry date for inspection noted:
	There is a safety lock on the oven door (if relevant) and no chairs/stools close to the stove			
	Stovetop: the educator understands if cooking while children are in care, they must use the back plates only			
	There is a safety lock on the dishwasher			
	All power points are fitted with child safe caps?			
	Kitchen benches are free of any dangerous items including electrical appliances			
	A fire blanket is located in the kitchen			
	The microwave is located out of children's reach or turned off at the wall while children are in care			
	Chemicals, medications, lighter and/or matches are kept in a child proof cupboard.			
	Dishwasher powder/tablets, cleaning products are locked away			
Highchairs have a 5 point harness and are clean and in good working order				

CHILDREN'S SLEEP AREAS – INCLUDING FOR OVERNIGHT CARE (where relevant)

Standards/ Regulations	SAFETY MEASURES	Deemed safe		Comments/Recommendations Indicate N/A where relevant
		Yes	No	
<i>It is a regulatory requirement for the Approved Provider to ensure all Educators have a sleep and rest risk assessment in place prior to commencing care. The Coordination Team will collaborate with the Educator to ensure there is a risk assessment in place relevant to their sleep and rest area.</i>				
NQS: QA 2 REG: 84A	Sleep areas are located in an area within the FDC residence that is within sight and hearing of the educator at all times			Is there an updated sleep and rest RM in place?
	Designated sleep area is adequate to ensure a peaceful place to rest/sleep			

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	If children sleep in a bedroom, the door is left open/ajar at all times			
	All cots provided for children meet the Australian standards, including porta cots			
	There are enough cots for the number of children in care each day who may need them			
	Cot mattress fits snugly to avoid entrapment			
	There is nothing else used in the cot – blankets, bumpers, pillows			
	There are no hanging mobiles, bumpers or pillows in the cot			
	Cots are situated away from blind cords, curtains and any furniture which could be used to climb into or out of the cot			
	Beds used are age appropriate for the child			RM must be in place if bed used for children 12-18 months
	There are bunk beds in the sleep room for children’s overnight care			
	If yes, has the ladder been removed or covered so children cannot access the top bunk			
	Each child has their own bed linen supplied by the Educator			
	Will a baby monitor be used to monitor children sleeping			This DOES NOT replace physical bedside checks required
	There is an RM plan for overnight care which includes procedures relating to children’s bathing			
NQS: QA 3 REG: 103 REG: 110	Potentially unstable furniture, such as chests of drawers, bookcases, televisions and shelving units are secured to prevent them falling onto a child			
	The space where the cot or bed is located is well ventilated and temperature is comfortable based on the time of the year.			
NQS: QA 2 REG: 84	A bassinet is not located at the FDC residence			

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BATHROOM, TOILET, NAPPY CHANGE AREA and LAUNDRY,

Standards/ Regulations	SAFETY MEASURES	Deemed safe		Comments Indicate N/A where relevant
		Yes	No	
NQS: QA 2 NQS: QA 3 REG: 103 REG: 106 REG: 109	Bathroom, toilet and nappy change areas are clean and sanitary?			Note any relevant actions:
	Service handwashing and nappy change poster is on display for children and visitors.			
	There are provisions for children to make use of adult size basins e.g. stool			
	The handwash basin hot water tap is covered and/or inaccessible (or hot water is controlled to temp)			
	All bathroom and laundry cupboards have a child safety lock?			Note any relevant actions:
	If relevant, shower curtain is tied up to prevent suffocation.			
	Bathroom sink plug is not accessible – kept in locked cupboard			
	All children have access to individual hand towels or single use paper towel.			
	Electrical equipment e.g. hair dryer, straighteners etc need to be unplugged and stored safely.			
	Hair products, make up, shaving cream, medications, gloves, nappy bags, nappy creams aerosol sprays etc to be kept out of reach of children.			
	All power points are fitted with child safe caps?			
	There are NO chemicals or items in the toilet children can access including air fresheners or flush items attached to the toilet bowl.			
	A step stool is provided for smaller children to use the toilet and where necessary a seat insert.			
	Potties are stored in bathroom/toilet area and are cleaned after every use (where relevant)			
Nappy soaking buckets have a tight fitting lid and are inaccessible to children (if applicable)			NO Plastic bags within reach of children.	

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	There is a place for soiled clothes to be washed and stored?			
	If used, the change table is sturdy, in good repair and positioned in a practical area.			
	The waterproof change mat is clean and free of tears. (travel mats can't be utilised in place of a waterproof change mat)			
	Change mat is cleaned with soapy water or ANTIBACTERIAL wipes after every use.			
	Front loading washing machines and dyers must be turned off at the power point			
	All personal laundry items are stored in laundry hampers with a lid to make them inaccessible to children			
	Mops, buckets and other cleaning equipment are out of reach of children.			

FLOORS, STAIRS AND BALUSTRADES

Standards/ Regulations	SAFETY MEASURES	Deemed safe		Comments Indicate N/A where relevant
		Yes	No	
<i>The design of stairs and balustrades should be in accordance with relevant codes or standards, including the Building Code of Australia. Including following safe practices:</i>				
NQS: QA 3 REG: 103	Stairways, ramps, corridors, hallways, external access balconies or bridges, with one or more sides 1 metre or more above the floor or ground are bounded by a wall or balustrade.			check for gaps, maintenance issues etc Note any actions taken, where relevant
	Walls or balustrades should be at least 1m above a level floor surface and not have horizontal rails that facilitate climbing.			
	Stairs and balustrades have openings no larger than 12.5cm between vertical rails and between the base of the balustrade and the floor or front edge of stair treads			
	There are child safety gates and barriers at the top and bottom of stairs.			
	Furniture has been placed away from banister railings, windows and balconies			
	All floors should be slip-resistant.			
	Trip hazards (e.g. loose floor mats) should be removed, secured or installed with non-slip underlay.			

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GLASS SAFETY				
Standards/ Regulations	SAFETY MEASURES	Deemed safe		Comments Indicate N/A where relevant
		Yes	No	
<p>Regulation 117 Any glass surface under 0.75 metres must be approved safety glass or must not be accessible to children. This includes any glass in areas within a family day care residence or approved venue, including areas that are used by children to access the approved space such as a front door. For example, if glazed areas such as glass panelled doors and low level windows are accessible to children then they must be:</p> <ul style="list-style-type: none"> ✓ glazed with safety glass if required by the Building Code of Australia or, ✓ treated with a product that prevents glass from shattering if broken (such as safety film) or ✓ guarded with barriers that prevent a child hitting or falling against the glass. 				
NQS: QA 3 REG: 117	Grade A film which meets the Australian Standards is added to all glass found in the spaces used by children that is 75cm or less and the service has a copy of certification OR (<i>see next</i>)			<p>Note any actions taken, where relevant</p> <p>Consideration must be given to ensure furniture placement doesn't impede on the natural light or ventilation of the area.</p>
	The educator has made the glazed area inaccessible (by placing a barrier or locked doors prevent access)			
	Children are not able to climb on furniture to gain access to glass			
	Highchairs and other furniture are placed away from windows and glass doors to reduce the risk of a child falling into the glass			
	Glass on furniture complies with Australian Safety Standards or has a safety film applied.			
	There are stickers or decals placed at child's eye level on sliding glass doors and glass panels to ensure children are aware of whether the door is closed or if there is a window.			

FIREARMS, WEAPONS AND INOFFENSIVE MATERIAL				
Standards/ Regulations	SAFETY MEASURES	Deemed safe		Comments Indicate N/A where relevant
		Yes	No	
NQS: QA 3 REG: 103	Are there any firearms kept at the FDC residence?			<p>Note any actions taken, where relevant</p> <p>Copy of firearm permit sighted and on file</p>
	If yes, appropriate certificates or permits are held for firearms			
	Firearms, bolts, pins and ammunition ARE NOT stored within the approved family day care area and are stored as per legal requirements in an area made inaccessible to children			

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	Any ornamental weapons on display or within reach of children?			do they require a RM plan?
	There are no sexually explicit or violent materials, pictures or books in view			
	Risk Management plan completed and on file (where required)			

PETS AND ANIMALS

Standards/ Regulations	SAFETY MEASURES	Deemed safe		Comments Indicate N/A where relevant
		Yes	No	
Maintenance and requirements: <ul style="list-style-type: none"> ✓ All animal medication is stored in a locked cupboard and the environment is free from animal smell and hair prior to children arriving for care and throughout the day if needed. ✓ Comply with pet ownership duties and animals are free of ticks, fleas and are wormed in accordance with the veterinarian's recommendations. Environmental requirements: <ul style="list-style-type: none"> ✓ Ensure there is no animal faeces in the environment and kitty litter trays are empty prior to children starting care. ✓ All pet toys, bones etc should be stored away prior to children arriving for care and when needed. ✓ All pet food bowls should be out of reach of children and their food should not be prepared in the same area as the children's food preparation area. 				
NQS: QA 3 REG: 103 REG: 116(e)	There are pets and/or animals at the FDC home			RM plan completed – how is area secured? Fish tanks need to be updated and added to glass Audit plans. (REG 117)
	If yes, circle type of animal – fish reptiles dogs cats guinea pigs non-domesticated animals such as cow, sheep, horse			
	Fish tanks and aquariums and electrical pumps are secure and inaccessible			
	Animals have a separate enclosure away from the children's play area			
	Animal cages and bedding is washed and kept clean			
	Water containers for pets are not accessible to children			

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WATER HAZARDS				
Standards/ Regulations	GENERAL ENVIRONMENT	Deemed safe		Comments Indicate N/A where relevant
		Yes	No	
NQS: QA 2 REG: 116(a)	Ponds or garden water features are: <ul style="list-style-type: none"> ✓ Secured in position; and ✓ Covered by material; or ✓ Completely enclosed by a barrier, such as a fence, wall, gate or door 			If no, what RM plans are in place?
	All temporary water sources are emptied immediately after use, e.g. buckets, tubs and tuff trays etc			
	There are no containers that can collect water in the outdoor space			
	Where wading pools are used they must be emptied and removed from outdoor space to ensure they do not collect water			
Standards/ Regulations	SWIMMING & SPA POOL	Deemed safe		Comments Indicate N/A where relevant
		Yes	No	
<i>Enclose swimming pools and spas, with a barrier (fence) that complies with the current Australian Standard, is certified and that completely separates them from the house and other parts of the yard</i>				
NQS: QA 2 REG: 116(a) 116(b), 116(c)	Educator has a certified valid safety certificate for pool fencing issued by an external pool safety certifier			DATE of Certification: If no, what RM plans are in place?
	Any pool filters are inaccessible to children (behind the fenced pool area)			
	Is direct access from the house to the pool kept key locked at all times?			
	Windows that allow direct access to a pool or spa will not open more than 10cm.			
	There are no objects that could help a child to climb over a fence or open a gate, door or window, including furniture and climbable plants or shrubs growing on the pool fence.			
	Ensure that gates are self-closing, self-latching and have a child-resistant lock and is locked			
	There is a pool compliant CPR sign displayed, either attached to the pool fence, or displayed near the pool, so that the sign is easily visible to anyone near the pool.			

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	The ladder has been removed from above-ground pools and stored safely when not in use.			
	Spas are inaccessible including a locked pool cover or an isolation barrier that conforms to the required Standard.			
	Swimming Pool Risk Minimisation Plan has been completed/reviewed in consultation with the Educator?			

OUTDOOR ENVIRONMENT

Standards/ Regulations	GARAGE AND SHED	Deemed safe		Comments Indicate N/A where relevant
		Yes	No	
NQS: QA 3 REG: 103	Garden and lawn maintenance equipment is locked in an area inaccessible to children.			Note any actions taken, where relevant
	BBQ and gas bottles are turned off and have a child proof lock over the cylinder and are appropriately covered.			
	Chemicals, petrol, paint, poisons including fertilizer, pesticides and other toxic materials are locked in an area inaccessible to children			
	Garden shed is key locked, and key is inaccessible to children			
	Vehicles are locked and keys are not accessible to children			
	Enclosed garage is also used as a play space. If yes, <ul style="list-style-type: none"> ✓ There are no vehicles in this space ✓ Children have access to toileting and hand washing facilities close by ✓ natural light is available (lights do not have to be on all the time) ✓ there is appropriate ventilation (air flow), cooling and heating ✓ there is appropriate flooring and walls are lined 			
Standards/ Regulations	YARD AND GARDEN	Deemed safe		Comments Indicate N/A where relevant
		Yes	No	
NQS: QA 3 REG: 103	All external structure are sound e.g. retaining walls, decking and pergolas etc			Note any actions taken, where relevant
	Children cannot access areas being renovated, landscaped or other household modifications			

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	Outdoor play area has a suitable amount of shade			RM plan completed and fenced if necessary
	Children’s outdoor play environment is fenced/gated securely			
	The yard contains no hard, jagged or protruding surfaces or objects onto which young children could fall			
	Pebbles are large enough that children cannot choke (sized larger than a 50-cent piece)			
	The hot water system doesn’t have exposed hot pipes			
	Air conditioner units are not accessible OR if accessible, have safeguards to prevent children accessing the fans			
	There are no tree branches at children’s eye level			
	There is no access to underneath of the house			
	No hanging hazards are present (clothesline does not have hanging parts children can access)			
	No old furniture (broken, tears or splits, worn or cracked) is present			
	There is no rubbish, old household items, cars or other unused items and litter in the play space			
	Any heavy equipment e.g. boat, caravan, motor bikes etc must be secured at all times and not pose a threat to children accessing the home			
	Where asbestos is present regular checks are made to ensure there is no risk of contamination			
	Any entrapment areas within the outdoor area are identified			
Standards/Regulations	OUTDOOR PLAY EQUIPMENT	Deemed safe		Comments/Recommendations Indicate N/A where relevant
		Yes	No	
Playground equipment guidelines: <ul style="list-style-type: none"> ✓ Climbing equipment is not to be placed on concrete or tiles. ✓ Equipment up to 900mm height needs a fall zone of at least 1m- well maintained grass or appropriate mats, depending on the age/stage of children in care. ✓ Equipment over 900mm needs a fall zone of at least 1 m around and have appropriate soft fall depending on age/stage of children in care either A/S playground mats or loose fill E.G mulch. Asphalt & Concrete are not suitable for playground surfaces. ✓ Equipment over 1.5 M is not recommended for family day care environments. ✓ The design of a cubby house should not allow children to climb onto the roof or onto surrounding structures 				

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NQS: QA 3 REG: 103	Stationary outdoor play equipment is sturdy, in good repair and firmly anchored			Note any actions taken, where relevant
	Ropes are secured top and bottom so they cannot form a noose			
	Play equipment higher than 60cm has impact mats or soft fall material; grass cushioning may be considered for equipment up to 70cm			
	Play equipment does not have sharp edges, splinters or protruding parts that could pierce skin, tangle clothing or remove cords out of clothing			
	Play items are in good condition - no rust, detachments or weakening from sun exposure			
	All chains and metal components are safe and free from rust, wear and tear			
	There is enough outdoor equipment and resources to support each child's play experience			
	Play equipment is located in an area that is densely shaded and easily accessible, away from driveways, pools or other hazards, and can be easily supervised			
	Swing sets are in a safe position and securely anchored			
	Swings can be made inaccessible to children (loop up but ensure no hanging hazard as a result)			
	Sandpits must have an anchored cover, checked and raked prior to use			
	If 2 wheeled bikes are being used, are there sufficient helmets available			
	Equipment is not placed near a path and will not collect water (must be turned over if this is the case)			

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FENCING AND GATES				
Standards/ Regulations	SAFETY MEASURES	Deemed safe		Comments Indicate N/A where relevant
		Yes	No	
A safe fenced area MUST be provided for children for outdoor play. Consideration MUST be given to ensuring No foot holes are present. This means no chain fence or wire fencing is appropriate unless there is another material added to prevent foot holes from being accessed.				
NQS: QA 3 REG: 104	Fences are in good repair, sturdy and secure			Note any actions taken, where relevant
	Fencing is of a suitable height that children cannot climb over it (at least 1.2m)			
	No foot holes are present and rails that are horizontal are not less than 90cm apart			
	No other material is close to the fence – all equipment, chairs, pot plants, raised gardens are at least 1.5 metres from the fence			
	No lattice or other climbing frame is located on or near the fence			
	Gates have childproof catches that prevent access to hazards including pools, dams, waterways, roads and areas that have not been safety checked.			
	The gate/s have capacity to lock with key, kept close by but out of reach of children.			

HOME SAFETY ASSESSMENT ACKNOWLEDGEMENT			
Educator Signature:		Date	
Coordinator Name:		Date	
Coordinator Signature:		Date	

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Risk Management - Action Plan

S Spot the Hazard		A Assess the risk			F Fix the Problem - CONTROL		E Evaluate the Result	
Identify the area being assessed	What are the hazards of each area? Or number of hazards.	Is the risk associated with the hazard – insignificant, minor, moderate, major, or critical and what are the consequences – using the risk matrix			what action will be taken to reduce or remove the risk – note actions	The person responsible for the identified actions	What's the timeframe for the actions to be taken?	To what extent has the changes/improvements addressed the hazard – re assess the risks.
Room or Area	Identified possible Hazards	Likelihood and why	Consequences	Rating	What actions are required	By Whom	By When	Evaluation - Who and when

FDC EDUCATOR HOME SAFETY ASSESSMENT CHECKLIST



STEP 1: ASSESSING THE LIKELIHOOD		ASSESSING THE CONSEQUENCES	
Almost certain	Has occurred on an annual basis (or more frequently) in the past	Critical	Extreme risk. Death or permanent disability or multiple serious injuries. Loss of or catastrophic damage to premises. Risk needs careful planning and consideration required before going ahead- consultation and guidance required-policies/procedures/external professionals.
Likely	Has occurred in the past few years	Major	High risk. Complete a risk assessment and consider if risk is worth accepting. Serious long-term injury or illness could occur. Major damage to premises.
Possible	May occur at some stage (has occurred at least once in the history of the Service)	Moderate	Medium risk. Deal with the hazard as soon as possible. Complete risk assessment to implement control measures to manage and reduce risk. Medical attention may be required. Damage to premises may occur.
Unlikely	Has never occurred within the Service but has been known to infrequently occur in similar early education and care services in the local geographic area	Minor	Low risk. Deal with the hazard when able-implement effective control measures to reduce risk. First aid may be required. Minor damage to premises. Unlikely to cause long-term problems.
Practically impossible	It is not known to have occurred in any similar early education and care service within the local geographic area	Insignificant	Very low risk. Deal with the hazard when able. No first aid required. No interruption to general operations. Damage to premises unlikely.

STEP 2: RISK RATING MATRIX. Use the Risk Score Matrix to identify and assess risks. Record the Risk Ranking within the Risk Assessment below						
LIKELIHOOD	CONSEQUENCE LEVEL					
		Critical	Major	Moderate	Minor	Insignificant
	Almost Certain	Extreme	Extreme	Extreme	High	Medium
	Likely	Extreme	Extreme	High	Medium	Medium
	Possible	Extreme	High	Medium	Medium	Low
	Unlikely	High	Medium	Medium	Low	Very Low
	Practically Impossible	Medium	Medium	Low	Very Low	Very Low

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Identify the areas that are out of bounds and the agreed actions to ensure these areas are inaccessible to children			
Any other follow up required, any other comments or instructions in relation to assessment/re-assessment			
Who needs to know about this risk assessment and how will this be communicated?		Date Implemented	
		Date to be Reviewed:	
Risk management action plan prepared by:			
Name and signature of Educator		Date	
Prepared in consultation with (persons Name)		Date	
Name and signature of Nominated Supervisor approving this risk management action plan		Date	
Approved By FDC Manager Name and signature		Date	

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ACKNOWLEDGEMENT

I _____ have visited _____
(Coordinator Name) (Educator Name)

All aspects of this FDC Home Safety Assessment have been discussed with the above-mentioned Educator and in consultation, have mutually agreed on the actions and the timeframe for all changes identified within the Risk Management Action Plan. A copy of this FDC Home Safety Assessment will be provided to the educator and the original will be kept in their Educator file at the Service Office.

By signing the below, I am acknowledging that the (above mentioned) Coordinator has explained all aspects of this FDC Home Safety Assessment and discussed the actions and timeframe for changes, required for me to be registered/maintain registration with the Service. I understand that if I do not make the changes in practice or purchase the required resources identified within this document by the agreed timeframe I will be suspended and not able to provide care until this occurs.

Educator Name _____ Signature: _____ Date: ___/___/___