

Omega Family Day Care



HOME SAFETY CHECK/RISK ASSESSMENT FORM

Date of Visit _____ Coordinator Name _____

Regulation 116: Assessments of family day care residences and approved family day care venues
 The approved provider of a family day care service must conduct an assessment (including a risk assessment) of each residence and approved family day care venue of the service—(a) before education and care is provided to children at the residence or venue as part of the service; and (b) at least annually— to ensure that the health, safety and wellbeing of children being educated and cared for by the service are protected.

Educator Name	
Working with Children Check No.	
Expiry Date	
Educator's Qualifications	
Educator Service Address	

Details of Inspections	Office Use Only		
	Compliance		Comments
	Yes	No	
Premises, furniture and equipment to be safe, clean and in good repair(reg.103)			
Home address clearly numbered			
Home presents well – lawns mowed, gardens maintained			
Entry to home accessible, clean & uncluttered			
Front security door or secured front fence in place			
Children are unable to access to the road/driveway			
Homes fitted with an electrical safety switch			
All electricity outlets not in use have safety plugs			
All stairs and potentially hazardous areas have gates or doors which provide effective barriers			
All internal doors are able to be opened from the outside to prevent children from locking themselves in e.g. toilet			
All cupboards & shelves (including TV) are checked for stability and secure– (may need to be secured to a wall)			
Furniture and furnishings, are not placed where children may climb and fall			
All furniture has no sharp edges or corners at children's eye level			
There are no curtains near the stove			
Aquariums have protective covering			
Telephone is available at all times to send and receive calls.			
Telephone cords are out of reach, and children cannot pull phone down.			
Toys are easily accessible to children, without the need to climb to reach			
Existence of water hazards			
Swimming pool meet statutory compliance with evidence			

The pool gate closes automatically in working order			
Other water features are not used at the residence, or specify:			
Sufficient furniture, materials and equipment(reg. 105)			
Children has access to sufficient furniture, materials and developmentally appropriate equipment suitable for the education and care of children			
Toys, high chairs/car seats/cots/prams are clean and safe. Play equipments are in good repair and has no frayed or worn no ropes and chains that could pinch. Screws, nuts and bolts on equipment are securely fastened and recessed.			
The play area is kept clear of objects or obstructions			
Swings, slides, climbers are securely anchored, there is cushioning material under these equipments			
Trampolines have safety baffles fitted			
Sandpits and digging patches are covered when not in use			
Fire and other Emergencies Equipment (reg.97)			
Smoke Detectors are installed			
Fire blanket is installed			
Fire extinguishers are in place			
An emergency evacuation plan is displayed in the main area			
Telephone numbers for police, ambulance and fire departments are posted by the phone. 000 is posted as well as poisons information number.			
Emergency numbers for families and the office to be accessible near the phone			
A child resistant first aid kit containing required contents is on hand at home and in the car, items are not expired			
Laundry and hygiene facilities(reg.106)			
laundry facilities or access to laundry facilities are available			
laundry and hygienic facilities are located and maintained in a way that does not pose a risk to children			
Safe and sufficient cleaning products			
Floors are kept clean, dry and in good condition and carpets are cleaned. regularly arrangements for dealing with soiled clothing, nappies and linen, including hygienic facilities for storage prior to their disposal or laundering			
Kitchen and food preparation surfaces are clean			
Garbage bins are place outside play area and bin lid is firmly secured. Garbage bins are regularly emptied and cleaned.			
Toilet and hygiene facilities(reg. 109)			
adequate, developmentally and age-appropriate toilet, washing and drying facilities are provided for use (Kids Toilet Training Seat be available)			
location and design of the toilet, washing and drying facilities enable safe use and convenient access by the children			
Hand wash facility is available. Paper towels and liquid soap are available.			
Non slip sturdy stool is available for use at toilet & wash basin			
Disposable gloves are used for nappy changing, first aid and when dealing with body fluids			
Changing mat is used when change nappies			
Used nappies hygienically stored and/or disposed of			
Cloth nappies are rinsed & soaked in antibacterial solution			
All liquid storage buckets have close fitting lids and are kept out of children's reach			

Hot taps are not easily reached or turned on by climbing toddlers			
Accessible hot water pipes are covered or insulated.			
Ventilation and natural light and other conditions in Indoor spaces(reg. 110)			
The service area is well ventilated; and have adequate natural light			
The service area is maintained at a temperature that ensures the safety and wellbeing of children			
Cot and Bed			
Porta Cot is not permitted to use for children in care			
Each child has their own cot/bed or culturally appropriate bedding for rest time			
Cots meet Australian Safety Standards			
Mattresses fit snugly into corners and sides of cot so that infants head cannot become wedged			
Provision has been made for separate bed linen for each child in care			
Pillows are not used in cots (age appropriate)			
Able to hear sounds from sleeping area when in other parts of the house, and are able to do regular visual checks of sleeping children			
There is opportunity for children who do not sleep to rest quietly or do quiet activities such as puzzles or reading			
Breakable or hard objects, such as framed pictures, are not hung on walls over cots and beds			
Risk posed by animals (reg.116)			
There is a facility to separate animals from children.			
Children's interactions with pets are supervised by the educator			
Families are informed of all pets/animals on the premises			
Pets are wormed and vaccinated regularly			
Pet litter boxes, feed dishes and water bowls are kept in an area inaccessible to children			
Animal faeces are cleared from the play area before child care commences and if necessary during the day.			
Animals and their environment are both maintained in a hygienic manner.			
Chemical / Poisons secured in locked places shelves			
Poisons			
All cleaning agents			
First aid kit and materials			
Medicines including vitamins			
Pool chemicals			
Poisonous plants removed			
Dangerous Home ware items inaccessible to children			
Sharp knives			
Sharp utensils including scissors, skewers, and other sharp or pointed objects			
Plastic bags & cling wrap			
Razors, electric shavers, and hair dryers			
Bath oils, shampoos, and bubble bath			
Cosmetics, perfumes and deodorants			
Matches, lighters & igniters			
Power points			
Curtain or blind cords			

Sporting equipment/ spear guns, archery, dart boards			
Baby Walkers			
Fans			
Heaters			
Irons & ironing boards			
Electrical cords/appliances			
Sewing machines, pins			
Tools, machinery & electrical equipment			
Gardening equipment, fertilizers, poisons			
Fire arms/ammunitions stored separately according to Weapons Act			
Plants with sharp thorns/prickles			
Glass hazards			
Fencing(reg. 104)			
Fences are used and in good repair, and is of a height and design that children preschool age or under cannot go through, over or under it. No trees or branches can be used to climb the fence			
Gate Safety (reg. 117)			
Gates are secured			
Outside steps and ramps in good repair, no slippery			
Barriers to stairs are fitted and in use			
Garden shed/garage is locked at all times			
Adequate shade is provided outdoors			
Potentially hazardous areas have effective gates or barriers to exclude children.			
Outdoor Space			
Adequate shade is available for sunsmart policy			
All hazard like items removed			
Food & Drinks supply			
food and drinks for the children kept refrigerated			
Food menu displayed			
children have ready access to drinking water			
Motor Vehicles			
Vehicle safety check completed annually			
Vehicle safety restraints/anchorage points check completed			
Each child has their own age/weight appropriate child restraint that meets Australian Safety Standards			
A first aid kit is complete and available in the vehicle			
vehicle has a passenger air bag			
Glass Safety (reg. 117)			
If there is glass accessible to children and is 0.75 metres or less above floor level, glazed with safety glass, if the Building Code of Australia requires this, treated with a product that prevents glass from shattering if broken or guarded by barriers that prevent a child from striking or falling against the glass.			
Use Of Garage			
The service does not allow use of garage as sole operation of education and care as part of a family day care educator residence. Garages can be used to complement other indoor and outdoor spaces used.			

Coordinator Signature_____ Date_____

Overall Assessment of Suitability for Supervision of Children in Care

1. Assessment of supervision taking into consideration the developmental stages, ages and abilities of children and likely activities.
2. The premises and practices are adequate for supervision of children in care.
3. the suitability of the residence and areas within the residence according to the number, ages and abilities of children attending, or likely to attend the service at the residence

Results of Inspection (please tick)

Satisfied () Improvement required () Not Satisfied ()

Coordinator Signature _____ Date _____

Second visit Arrangement

(Areas allowed being addresses (Risk and safety to children considerations)
Further Improvement and Risk Management Required

Areas need to be fixed before education and care can take place

1

2

Re-assessment Date: / /

For Annual Assessment or any plan of changes or renovations of the Residence

Educator at a residence must advise the provider of—

- any proposed renovations to the residence or venue; and
- any changes relating to the residence affecting any of the matters set out in the form
- any other changes to the residence that will affect the education and care provided to children at the service.

If the residence has been renovated and building certification must be provided

Educator Home Safety Risk Assessment

Identified possible emergency situations	Likelihood	Consequences	Risk Rating
Medical Emergency	Possible	Major	Extreme
Building fire	Unlikely	Major	High
Bushfire	Rare	Minor	Low
Flood	Rare	Insignificant	Low
Gas leaks	Unlikely	Minor	Low
Intruder	Possible	Major	Extreme

Likelihood

There may be multiple factors that contribute to the likelihood and degree of risk for a particular emergency.

Likelihood	Example definitions
Almost certain	Will occur at least once per year or more frequently
Likely	Will potentially occur once within every two years
Possible	May occur once in every five years
Unlikely	Could occur once in every 10 years
Rare	Will only occur in exceptional circumstances, such as once every 50 years

Consequences

Consequences represent the extent of injury or degree of harm that might be caused by a situation.

Consequence	Example definitions
Catastrophic	Death of children or staff, ongoing impact on facilities and service continuity
Major	Extensive injuries requiring hospitalisation, major impact on facilities and service continuity
Moderate	Staffs require medical treatment, educator home temporarily uninhabitable, impact on service continuity
Minor	First aid treatment, Some impact on child's wellbeing, Some impact on facility, Impact on service continuity
Insignificant	No injuries, no structural damage, low impact on business

Risk Rating

- Use the risk matrix to assess risks as extreme, high, medium or low, and determine priorities for risk controls.
- Prioritise each risk according to its rating, with extreme and high risks requiring more urgent attention.
- When prioritising risks with a similar rating, risks with a higher likelihood or more serious consequence are to be given a higher priority.

Likelihood	Consequences				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost certain	H	H	E	E	E
Likely	M	H	H	E	E
Possible	L	M	H	E	E
Unlikely	L	L	M	H	E
Rare	L	L	M	H	E