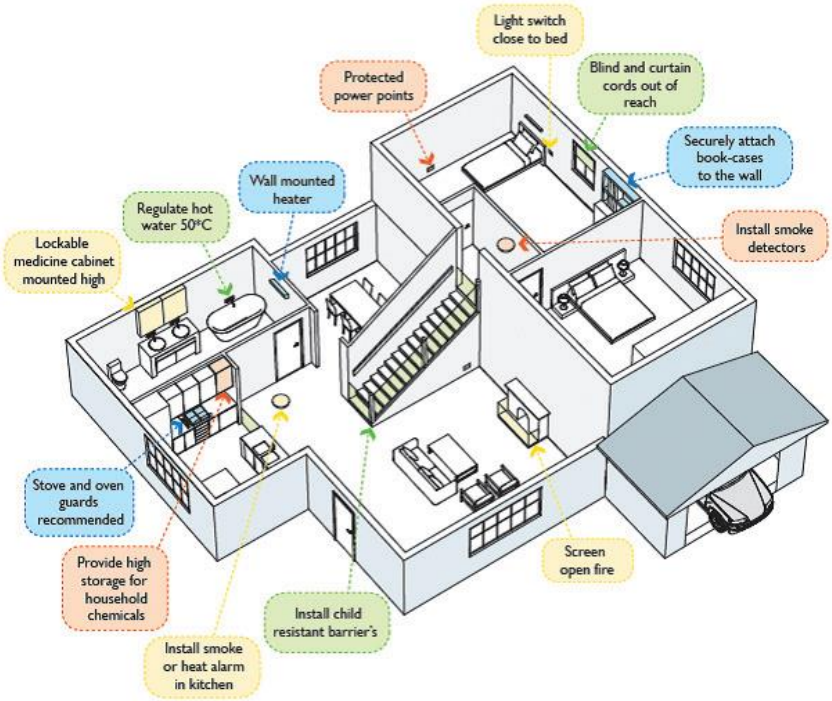
Family Day Care Safety Guidelines

6th Edition August 2014



Kidsafe
Child Accident Prevention Foundation of Australia

Family Day Care Safety Guidelines

August 2014

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Disclaimer

These Guidelines have been prepared from information available to *Kidsafe – the Child Accident Prevention Foundation of Australia (*CAPFA, trading as *Kidsafe)* at the time of preparation. This document is aimed at preventing accidental injury to children by identifying potential risks and hazards in the home environment. It is not a manual about dealing with emergencies.

Whilst care has been taken to ensure the accuracy of the information provided, *Kidsafe* takes no responsibility for any errors, omissions or changes to information that may occur, and disclaims all responsibility and liability to any person for any actions taken or not taken because of the information within these Guidelines.

This document is a guide only, not a regulation. It does not override state or territory legislation or regulations, national standards or scheme policies (where applicable).

Individual state and territory legislation and guidelines must be consulted in relation to particular standards or requirements, as these vary across Australia. Users of this document may need to amend the Guidelines to include specific local obligations or guidelines. Where applicable, national standards have been included throughout the document.

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SECTION ONE – Overview

Introduction

Injury is a major health problem for Australian children. Each year approximately 280 children die as a result of injury (Henley, Kreisfeld & Harrison, 2007). For every one child that dies, a further 160 are hospitalised and 5000 children will need medical attention. Many of these will require ongoing medical care (Berry & Harrison, 2007). Half the children injured are younger than five years old and more than half of these injuries occur at home.

Many of these accidental deaths and injuries are avoidable and can either be prevented or injury minimised. By recognising potential risks to children, we can take steps to reduce both the frequency and severity of accidental injury.

Putting simple preventative strategies in place can reduce the likelihood of injury.

In response to this problem, the *Child Accident Prevention Foundation of Australia* (CAPFA), known as *Kidsafe* developed these national Safety Guidelines, which aim to prevent unintentional child injury in home-based education and care services e.g. family day care.

Kidsafe is a nationally based charitable, non-government organisation dedicated to the prevention of unintentional childhood injuries and reducing the severity of unintentional injuries to children under the age of 15 years. Its aim of a safer world for children is achieved through community education, research, advocacy, and environmental and legislative change.

These Guidelines have been in place since 1986. They are regularly revised with key people from all states and territories, including representatives from state and territory health departments, accident prevention agencies, researchers, privately-owned child care centres and local government-managed family day care schemes.

The Guidelines are designed to draw attention to potential hazards for children and to suggest actions that may be taken to prevent injury. They are not regulations, and they do not override state regulations, national standards or scheme policies (where these apply).

Australian Standards

Throughout this document we refer to Australian Standards. These are listed at the beginning of each risk area outlined in section two, and also in the references and resources section (section three).

According to Standards Australia (www.standards.org.au) 'a Standard is a published document which sets out specifications and procedures designed to ensure that a material, product, method or service is fit for its purpose and consistently performs in the way it was intended'.

Standards establish a common language so that consumers can buy products and services knowing that they have been assessed by experts and are safe and reliable. Furthermore, 'around a third of all Australian Standards form some part of Territory, State or Federal law. They are at the heart of the Australian Building Code and the Trade Practices Act' (Standards Australia - www.standards.org.au).

The Guidelines refer to the relevant Standards to assist agencies and service providers locate recommended safety measures and specifications. This will ensure that products and materials in home-based education and care services are safe and reliable, limit the hazards to children and minimise unintentional injury.

Guideline aims

The aim of these Guidelines is to enable home-based education and care service networks (schemes), coordination units and child development officers to help educators to:

- establish a level of safety for the educator's house and property, which will provide a reasonably safe environment for children
- identify potential hazards so that they can be controlled to reduce the risk of injury to children.

The intention of the Guidelines is to outline a minimum level of safety. They are designed to be used as a tool to help create a safer environment for children by:

- identifying a number of potential risk areas (section two)
- providing information on minimum safety requirements and legislation, and suggestions on how to deal with the risk (section two)
- providing additional resources and contact details (section three)
- providing a comprehensive checklist to identify and reduce hazards in and around the home (section four).

Using the Guidelines

Service networks and child development officers can use this information as part of their overall program for educators. The Guidelines focus on the age group of children most at risk – those under five years of age. Child development officers and educators will need to consider adjustments for school age-children for age-appropriate toys, supervision levels and playground and safety equipment.

***Kidsafe* recommends that child development officers:**

1: Read the Guidelines fully and have **regular professional development** to ensure that knowledge of regulations is current.

2: Check **possible local variations or additional requirements** with local authorities and your employer and ensure that these are included with your copy of the Guidelines.

Local variations must be checked with the relevant standards body or compliance agency in each state and territory.

3: **Discuss the potential risk areas** outlined in section two with the educator during the home assessment. Explain the assessment process and its aim of providing a safe environment for children.

4: **Complete the hazard reduction checklist** provided in section three with the educator. Explain the danger of any hazards you locate, indicate the best way to deal with them, including an appropriate time frame, and arrange a time for a follow up visit.

***Kidsafe* recommends that, at a minimum, a checklist assessment of the home is carried out annually – or as required by the relevant compliance agency or registering body.**

REMEMBER: child development officers play an important role in raising the educator's understanding of child safety needs. To this end:

- Make your explanations clear and comment favourably where appropriate action has been taken.
- Reinforce any positive steps that were taken before your first visit.
- Encourage educators to be vigilant in recognising and treating hazards as they arise.

NOTE:

These Guidelines are written principally for use by service networks and child development officers.

In the event that child development officers provide the Guidelines directly to educators, *Kidsafe* recommends that:

- Child development officers have a detailed discussion with educators about the content and aims of the Guidelines, emphasising the following points:
  - the hazard reduction checklists provide an opportunity to examine any actual or potential hazards in the educator's home and property
  - hazards should be dealt with as they arise and a time frame established to ensure that they are addressed promptly.
- Educators participate in a training workshop that is tailored to their needs.

Definitions

Some specific terms used consistently throughout the Guidelines are defined as follows:

Young child:	A child under the age of five years.
Child-resistant:	Difficult for a young child to operate and/or open.
Appropriate barriers:	Mechanisms used to prevent child access.
Supervision:	Continuous, direct observation of a child by an adult.
Entrapment:	The capacity to trap part or all of a child's body, hair or clothing.
Hazard:	Something unseen or not obvious to the child that may result in injury.
Risk (challenge):	Something obvious to the child where he/she can determine their ability and decide whether to take that risk.
Fall height:	The distance a child could fall from play equipment to the ground beneath.
Falling Space:	The space in, on or around the equipment that can be passed through by a user falling from an elevated part of the equipment.
Impact Area:	The area that can be hit by a user after falling through the falling space.
Playground surfacing:	A certified material designed to absorb the impact of a fall that is installed within the falling space/impact area of the playground equipment.

SECTION TWO – Risk areas and safety requirements

A risk management approach

Kidsafe recommends a risk management approach to dealing with potential safety hazards in and around the home. This approach is adapted from the risk management process as outlined in AS/NZS ISO 31000: *Risk management*.

STEP 1: COMMUNICATION AND CONSULTATION

Successful assessment of risk depends on effective communication and consultation with stakeholders including:

- Identifying or assessing hazards or risks
- Making decisions on how to control risks
- Making decisions about procedures

STEP 2: ESTABLISHING THE CONTEXT

Identify the external, internal and risk management issues and establish a context within which risks are to be managed.

STEP 3: RISK IDENTIFICATION

The Standard recommends a systematic approach and use of a structured process to help identify any risks. Initially it is useful to ask the following questions in relation to a potential hazard:

- **What** can happen, **where** and **when**? Generate a comprehensive list of potential sources of risk.
- **Why** and **how** can it happen? Consider possible causes and scenarios.

STEP 4: RISK ANALYSIS

This will help you decide the best approach for dealing with the risk/s.

- Evaluate the controls that are already in place, and consider their effectiveness.
- Examine each risk in terms of 'consequence' (what could happen) and 'likelihood' (the probability of something happening). This will help when making the decision about treating the risk/s.

STEP 5: RISK EVALUATION

Use the information in Step 4 above to make a decision about rating each of the risk/s. The matrices on the following page can assist with this process. The risk rating can determine the appropriate action. Different risks require different levels of action.

STEP 6: RISK TREATMENT

There are a range of options for treating risks:

- Identify the options for treatment. These may include:
  - removing or avoiding the risk entirely where practicable.
  - reducing the likelihood of the risk by putting control measures in

place, for example, putting in a barrier, or relying on close supervision and keeping within reach of children.

- Assess the options by preparing a cost-benefit analysis, where appropriate.
- Implement the treatment.

STEP 7: MONITORING AND REVIEW

Ongoing monitoring and review is essential. Regularly review the effectiveness of the risk treatment to ensure it is the most appropriate action.

Handy tool: one example of a simple risk level matrix is the following :

	Consequence		
Likelihood	**Major**	**Moderate**	**Minor**
Likely	**Red**	**Red**	**Amber**
Possible	**Red**	**Amber**	**Green**
Unlikely	**Amber**	**Green**	**Green**

(Adapted from HB 89:2012)

Risk treatment key

Red Immediate action
Amber Heightened action
Green Business as usual

Note: the matrix should be designed to be appropriate for your circumstances.

Australian Standards

Where possible, we have outlined the relevant Standards for each area of risk. This is not an exhaustive list, and *Kidsafe* strongly recommends that child development officers and educators check with Standards Australia and with local compliance agencies. In addition, there are some Standards that should be consulted as overall Standards for child safety. These include the following – please see section three (under 'resources') for more information:

Reference	Title	Area covered
ISO/IEC Guide 50:2002	*Safety aspects – Guidelines for child safety*	Child safety
HB 136:2004	*Safety aspects – Guidelines for child safety*	
AS 4226:1994	*Guidelines for safe housing design*	Safe housing design
AS/NZS ISO 31000:2009	*Risk management- Principles and guidelines*	General risk management practice
HB 89:2012	*Risk management – guidelines on risk assessment techniques*	
HB 266:2010	*Guide for managing risks in not-for-profit organisations*	

Part 1 – Drowning

Drowning is the major cause of accidental death for children aged one to four. According to the Royal Life Saving Society of Australia's *National Drowning Report 2011*, there were 12 drowning deaths of children aged 0-4 in swimming pools and 4 drowning deaths of children aged 0-4 in bathtubs/spa baths.

Although home swimming pools are the most common location for drowning, toddlers can drown in just a few centimetres of water. Common items such as buckets, pots, water tanks, water features, fishponds, or even a pet's water bowl, are all potential hazards for young children.

It takes only a few seconds for a child to drown. Supervision of young children in, on, or around water must be constant.

Australian Standards:

There are a range of Standards that can help with safety around pools. For further information see section three of these Guidelines.

Reference	Title	Area covered
AS 1926 Set-2010 Includes:	*Swimming pool safety standards*	Pools and spas (1.1)
AS 1926.1-2007	*Safety barriers for swimming pools*	
AS 1926.2-2007	*Location of safety barriers for swimming pools*	
AS 1926.3-2010	*Water recirculation systems*	
AS 2818-1993	*Guide to swimming pool safety*	
AS 2610.2-2007	*Spa pools – private spas*	
AS 3861-1991	*Spa baths*	

1.1 Pools, spas, paddling pools and inflatable pools that can be filled to more than 300mm of water

Legal requirements for pools, spas, paddling pools and inflatable pools vary across Australia. Local conditions or requirements may also apply, so it is very important to check with your local council. National safety standards include the following recommendations:

(a) Enclose swimming pools and spas, with a barrier that complies with the current Australian Standard, and that completely separates them from the house and other parts of the yard.

(b) Enclose paddling pools and inflatable pools that can be filled to more than 300mm of water with a barrier that complies with the current Australian Standard,

Ensure that the area is clear of footholds that would assist a child to climb over a pool fence.

and that completely separates them from the house and other parts of the yard.

(c) Make spas inaccessible with a locked pool cover or an isolation barrier that conforms to the above Standard.

(d) Isolation barriers should be at least 1.2m high and without footholds that would allow a young child to climb over.

(e) Ensure that gates are self-closing, self-latching and have a child-resistant lock.

(f) Do not allow direct access from the house to the pool.

(g) If a door allows access to the pool, ensure that it has a self-closing, child-resistant lock.

(h) Windows that allow direct access to a pool or spa should not open more than 100mm.

(i) Remove 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.

(j) Remove the ladder from above-ground pools and store safely when not in use.

(k) Display a permanent notice within the pool area detailing resuscitation procedures.

(l) Make pool filters inaccessible to children.

1.2 Bathtubs

If a bathtub contains water, *Kidsafe* recommends that educators:

(a) maintain constant supervision.

(b) remain within arms reach of children and the water.

(c) empty water immediately after supervised use.

1.3 Ponds

Ponds or garden water features should be:

(a) secured in position; and

(b) covered by material; or

(c) designed so as to prevent a child putting his/her face into the water e.g. installing large rocks/boulders that will significantly reduce the depth of water

OR

(d) completely enclosed by a barrier, such as a fence, wall, gate or door.

1.4 Creeks, rivers and dams

Home-based education and care services that are adjacent to, or provide access to, bodies of water such as creeks, rivers or dams should have:

(a) a barrier, such as a fence or wall that conforms to the requirements listed under 1.1, that separates the property from that body of water to allow for a safe play area.

1.5 Plumbing fixtures and appliances

(a) Where there are rooms, areas or cupboards that have a bath, basin, tub, washing machine or similar plumbing fixture or appliance, it is recommended that educators:

(i) securely enclose the area with doors or gates that have child-resistant catches

(ii) store plugs (e.g. bath plugs) out of reach of young children.

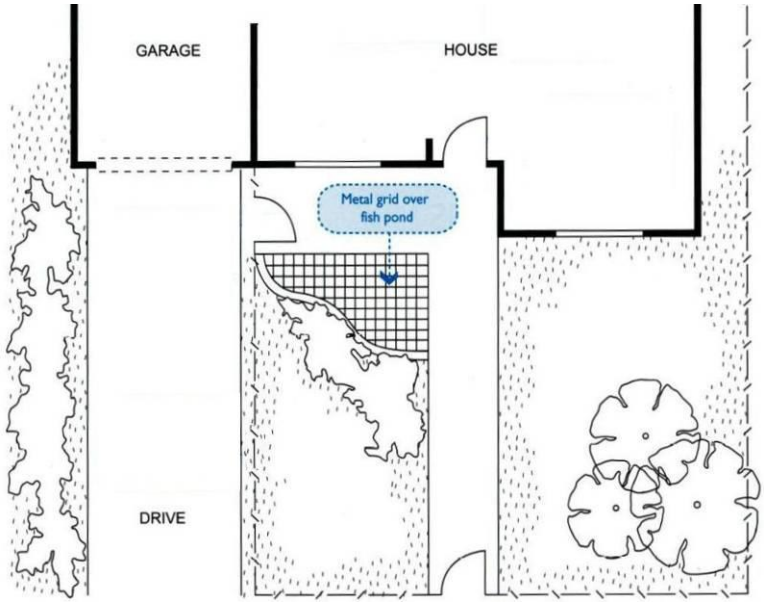
(b) Any gully trap should either be:

(i) completely covered by a solid material that can support the weight of an adult, and which is secured in position, or

(ii) completely enclosed by a barrier, such as a fence, wall, gate or door, that complies with the requirements listed under 1.1.

1.6 Water containers

Educators should store or enclose any movable water container that is wide enough to allow a young child's face to reach the water such as a nappy bucket, animal drinking bowl and wading/paddling pool (containing less than 300mm of water) out of reach of young children, as noted in 1.5 (a)(i).



If there are no barriers/fences in place ensure that water features, such as ponds, are covered by material that will prevent a child putting his/her face into the water.

Part 2 – Falls

Falls are the most common cause of injuries to children less than five years, with head injuries and fractures the most common injuries. Any of the following could provide a potential risk. Note that this is not an exhaustive list.

- slippery/uneven floors
- unsecured rugs
- protruding/climbable furniture
- stairs
- change tables
- cots
- high chairs
- baby walkers
- play equipment
- beds and bunk beds
- bathtubs and spa baths
- windows and balconies.

Australian Standards:

For further information see section three of these Guidelines.

Reference	Title	Area covered
AS 4226:1994	*Guidelines for safe housing design*	Stairs and balustrades (2.2)
AS 4685 (Set)	*Playground equipment and surfacing safety set (six parts, detailed in section three of these Guidelines)*	Play equipment (2.4) Height of equipment (2.4.1)
AS/NZS 4422:1996	*Playground surfacing – Specifications, requirements and test method*	Falling space and Impact area (2.4.2) Playground surfacing (2.4.3)
AS/NZS 4486.1—1997	*Playgrounds and playground equipment – Development, installation, inspection, maintenance and operation*	Playground maintenance and safe play (2.4.5)
AS 4685.2—2014	*Playground equipment and surfacing – Particular safety requirements and test methods for swings*	Swings (2.4.6)
AS 4989:2006	*Trampolines – Safety aspects*	Trampolines (2.5)
AS/NZS 2088:2009	*Prams and strollers – Safety requirements*	Furniture and furnishings (2.7)
AS/NZS 2172:2010	*Cots for household use – Safety requirements*	
AS/NZS 2195:2010	*Folding cots – Safety requirements*	
AS/NZS 4220:2010	*Bunk beds and other elevated beds*	

2.1 Holes, wells, trenches and excavations

Any hole, well, trench or excavation that a young child could not easily climb out of without assistance, should be:

(a) completely covered by a solid material capable of supporting the weight of an adult, and which is secured in position

OR

(b) completely closed by a barrier, such as a fence, wall or door, that conforms with the requirements outlined in 1.1.

2.2 Stairs and balustrades

The design of stairs and balustrades should be in accordance with relevant codes or standards, including the Building Code of Australia. *Kidsafe* recommends the following safe practices:

(a) Stairways, ramps, corridors, hallways, external access balconies or bridges, with one or more sides 1m or more above the floor or ground should be bounded by a wall or balustrade.

(b) Walls or balustrades:

(i) should be at least 865mm above the front edge of stair treads

(ii) should be 1m above a level floor surface

(iii) should not have horizontal rails that facilitate climbing (balconies with a fall height of more than 4m)

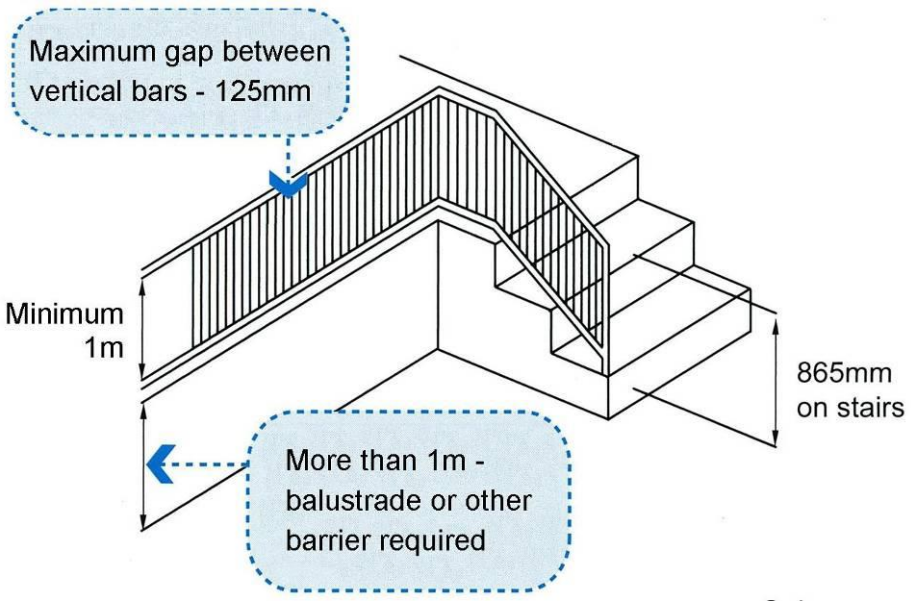
In addition, it is recommended that stairs and balustrades have openings no larger than 125mm between vertical rails and between the base of the balustrade and the floor or front edge of stair treads.

(c) All floors should be slip-resistant.

(d) Trip hazards (e.g. loose floor mats) should be removed, secured or installed with non-slip underlay.

(e) Furniture should be kept away from windows, balconies and banister railings.

(f) Use gates and barriers at the top and bottom of stairs.



2.3 Windows and openings

It is recommended that windows or other openings from which a young child could fall:

(a) not open more than 125mm
OR
(b) have permanent bars spaced at no greater than 125mm apart fixed to the window.

2.3.1 Balconies

To prevent children falling from a balcony, it is recommended that:

(a) balcony balustrades (railings) be at least 1m high.
(b) vertical bars in the balustrade are no more than 125mm apart.
(c) furniture, pot plants and other climbable objects are kept away from the edge of the balcony.
(d) children are always supervised when on the balcony.
(e) doors leading to balconies are locked closed so that children cannot gain access to them.

2.4 Play equipment

Play is an essential part of childhood and growing up. Children develop and learn skills through play and exploration. Child development officers and educators have a central role in promoting this development by providing a safe and creative play environment.

The Australian playground safety Standards aim to reduce the number and severity of playground injuries and allow children to play in a safe environment.

Cubby houses are considered as play equipment

Kidsafe recommends that when purchasing any backyard play equipment, educators ask for a certificate of compliance as evidence that the equipment is compliant with Australian Standards.

Supervision
Adult supervision reduces the incidence of playground injury. Attention to the safety of play equipment does not reduce the need for effective supervision of children.

2.4.1 Height of equipment

Falls from play equipment constitute a large component of playground injuries. Australian Standards restrict the height of play equipment to reduce the distance a child could fall from the equipment to the ground. The recommended measurements for maximum fall heights are as follows (these may vary across states and territories):

- 0-5yrs: up to 1.8m for supervised early childhood settings (0-8yrs in SA)
- 5yrs and above: up to 3m (8yrs and above in SA).

Note that where the fall height is increased, a larger area of impact area/falling space surrounding the play equipment is required (see 2.4.2).

2.4.2 Falling space/Impact area

The falling space/impact area is the surface under and surrounding playground equipment, where children may fall. This area is unique for each play environment so it is important to contact your local *Kidsafe* office for further information.

A minimal falling space/impact area of 1500mm is required around and between fixed equipment items such as an elevated cubby house with attachment slide that measure 600-1500mm above ground level. Varying falling space/impact areas are required for fixed equipment 1500-1800mm above ground level, swings and rocking equipment. Moveable equipment items such as trestles and attachments, portable forts and climbing apparatus that measure 600-1500mm above ground level require a minimum falling space/impact area of 1500mm . Refer to Figure 1.

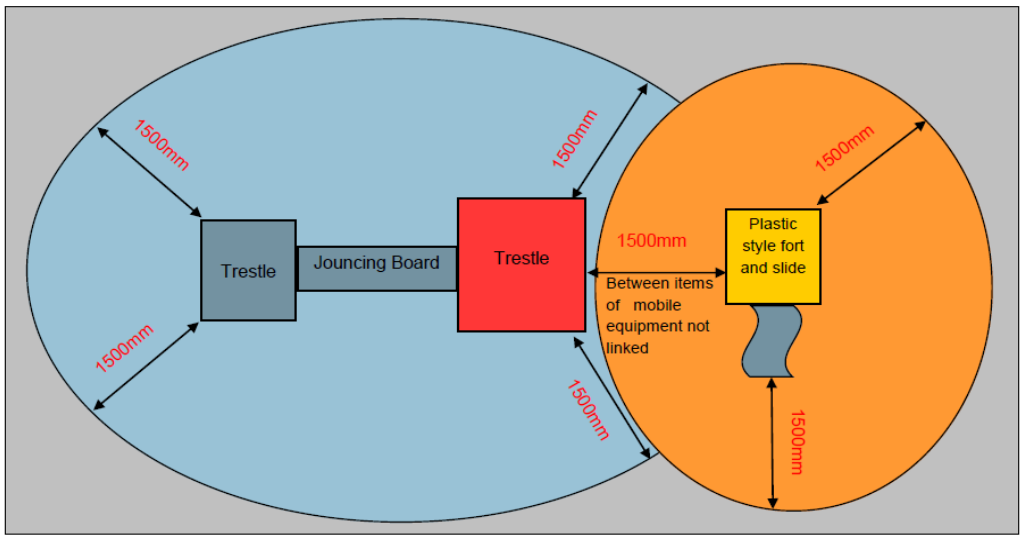


Figure 1. Minimum dimensions of falling space/impact area for moveable equipment items as required by AS 4685:2014. This is not to scale.

2.4.3 Playground surfacing

It is recommended that the measured falling space/impact area surrounding playground equipment that measures more than 600mm above ground level be filled with certified playground surfacing material.

Playground surfacing is designed to minimise head injury and absorb the impact of a fall. Asphalt, concrete and grass are not considered playground surfacing. Fall heights of 600mm or more above ground level require playground surfacing that is compliant with AS/NZS 4422. Options include:

- loose-fill materials such as pine bark, wood chips, wood fines and sand
- synthetic grass with an impact layer beneath
- a number of portable mat systems that offer impact absorption
- wet-pour rubber surfaces.

Loose-fill material needs to be installed and maintained to a depth of at least 300mm (AS 4685.1). Educators need to be careful with the selection of sand as surfacing, ensuring that the sand complies with the Australian Standard. All playground surfacing products, including sand, should be tested and the supplier should provide a certification of compliance which includes test results.

Play equipment that measures less than 600mm in height and is a moving equipment item (e.g see saw) or used for climbing (e.g trestle or balance beam), requires an impact attenuating (soft) surface which does not need to be certified e.g well maintained grass or non-tested mulch or sand.

It is important to discuss surfacing options and seek advice from your local *Kidsafe* office.

2.4.4 Entrapment – head and finger

Head entrapment can occur where there is a gap that is large enough for a child to fall through feet first, but small enough that the child's head cannot easily pass through. This can provide a risk of strangulation. Any enclosed space 600mm or more above ground level, where the child may not be able to reach the ground to support their body weight, presents a risk. To prevent head entrapment, ensure that all enclosed spaces are smaller than 89mm or larger than 230mm.

Any space between 89-230mm at 600mm or more above ground level is a head entrapment hazard.

Finger entrapment, where the child's finger is trapped with the weight of the body below them, can cause serious injury to a child's hand. This can occur with any enclosed space 1m or more above ground level, where the child may not be able to reach the ground for support. To prevent finger entrapment, make sure that all enclosed spaces are smaller than 8mm or larger than 25mm.

Any enclosed space between 8-25mm at 1m or more above ground level is

a finger entrapment hazard.

2.4.5 Playground maintenance and safe play

(a) Ensure that play equipment is strong, sturdy and securely anchored. Secure ropes top and bottom so they cannot form a noose. Ensure that footings are at least 200mm below ground level.

(b) Play equipment should not have sharp edges, splinters or protruding parts that could pierce skin, tangle clothing or remove cords out of clothing.

(c) Assess the condition of all play items for rust, detachments or weakening from sun exposure. Inspect all chains and metal components for rust, wear and tear.

(d) Locate play equipment in an area that is densely shaded and easily accessible, away from driveways, pools or other hazards, and that can be easily supervised.

(e) Check all play items for spiders and insects before play.

(f) Check sandpits for animal contamination before play.

(g) Conduct regular checks for rubbish and litter in the playspace.

2.4.6 Swings

Kidsafe recommends that educators ensure that swings comply with AS 4685.2.

(a) Swing seats should be made of a soft, flexible plastic and have no more than two seats per frame.

(b) The connections of the swing at the seat should be checked regularly for wear or sharp protruding parts.

(c) Ensure swing frames are well anchored into the ground and that playground surfacing is provided beneath and around the swing frame.

For further discussion regarding the required falling space/impact area for swings, contact *Kidsafe's* playground advisory unit in your state or territory.

2.5 Trampolines

All trampolines should meet the following specifications:

(a) Compliance with AS 4989 – this should be marked on the box or included in the trampoline's information package.

(b) The frame and springs are to be covered with a frame padding that is a completely different colour to that of the trampoline bed.

(c) Trampolines with a bed greater than 600mm in height are not recommended for children under six years of age.

(d) Check the springs and frame regularly to ensure that each part is secure and in good condition. Inspect the bed for wear and tear.

(e) Trampolines with a bed between 600mm and 1160mm in height, ensure a clear falling space/impact area is provided of a minimum 1500mm around the trampoline that is filled with playground surfacing.

(f) Trampolines with a bed of less than 600mm above ground level should be set up on a soft surface such as mulch or sand (not tested) or well-maintained grass.
(g) Ensure the trampoline is on a flat surface and secure to the ground.
(h) Ensure that the area above the trampoline is also clear. A minimum of 8m from ground level is recommended.
(i) Do not provide access to the trampoline with linking ladders, planks or chairs.
(j) Supervise children on a trampoline at all times.
(k) Only one child to use the trampoline at any time.

2.5.1 Bicycles and wheeled toys

When using bicycles and wheeled toys, it is recommended that:

a) Helmets are worn that meet the Australian Standards AS/NZS 206.
b) Helmets are fitted correctly and well maintained.
c) The wheeled toys should be appropriate to the age and size of the child.
d) An area for riding is provided that is clear of dangerous obstacles, away from driveways and traffic.
e) If the helmet is being used by a number of children, sanitise the helmet between use by each child.
f) Supervision of children on bicycles and wheeled toys is provided for at all times.

2.6 Outdoors

All trees, shrubs, ladders, fences, roofs, walls or other objects from which a young child might fall (height 600mm or more) should:

(a) be made inaccessible to young children;
(b) contain no hard, jagged or protruding surfaces or objects onto which young children could fall; and
(c) be regularly maintained and checked.

2.7 Furniture and furnishings

A number of regulations govern this area and it is important to check local requirements. However, state and territory legislation and guidelines generally include advice on the following safe practices:

(a) All furniture to which a young child could gain access, and from which a fall could occur, should be made inaccessible. No child should be left unattended or unsupervised on any raised surface.
(b) Potentially unstable furniture, such as chests of drawers, bookcases, televisions and shelving units, should be secured to prevent them falling onto a child.
(c) Rugs and carpets should be secure and in reasonable condition to prevent a child from tripping and falling.
(d) Strollers/prams must be fitted with a five-point harness, and should comply with AS/NZS 2088.

(e) High chairs should be sturdy and stable, and must be fitted with a five-point harness and should comply with AS 4684.

(f) Cots must comply with AS/NZS 2172 and all bedding must conform to specific state and territory regulation or legislation.

(g) Portable/folding cots must comply with AS/NZS 2195.

(h) Baby walkers, jolly jumpers and indoor swings are not recommended for use in a family day care environment.

(i) Baby bouncers should not be placed on a raised surface.

Cots must comply with AS/NZS 2172.

Folding Cots must comply with AS/NZS 2195.

Part 3 – Burns and scalds

Children under the age of five are a high-risk category for injury from smoke, hot surfaces and hot water or fluids. Heaters, fires, barbecues and irons are all potentially dangerous items, as are places that children can access hot water or fluids.

Burns and scalds from hot water are the most common type of injury, with most of these injuries occurring in the bathroom. Water at 60^{o}C can cause a severe burn to a child's skin within one second; at 50^{o}C, it will take five minutes. Therefore, hot water should be controlled to a maximum of 50^{o}C in the bathroom. This can be achieved by installing a thermostatic mixing valve or tempering valve into the hot water system (refer to AS 3500).

Australian Standards:

For further information see section three of these Guidelines.

Reference	Title	Area covered
HB 170:2002	*Wood heating resource handbook guide to the selection, installation and operation of wood heaters*	Fuel burning heaters (3.2)
AS/NZS 2286:2001	*Space heaters – Secondary guards*	Guards (3.2) Heaters (3.3)
AS/NZS 60335.2.30:2009	*Household and similar electrical appliances – Safety – Particular requirements for room heaters*	Heaters (3.3)
AS/NZS 3350:2002	*Safety of household and similar electrical appliances*	Barbecues (3.5) Stoves, cooking and electrical appliances (3.6)
AS/NZS 60335.2.78:2005	*Household and similar electrical appliances – Safety – Particular requirements for outdoor barbeques (IEC 60335-2-78 Ed 2.0, IDT)*	Barbecues (3.5)
AS/ NZS 3500.4—2003	*Plumbing and drainage – Heated water services*	Hot water (3.7)

3.1 Flammable liquids

Safe practice recommends that all flammable liquids (such as petrol, ethanol and methylated spirit, paint thinners, kerosene and acetone) be:

(a) stored in a container that is correctly labelled and designed for the storage of flammable liquids; and
(b) stored out of reach of young children in a secure, child-resistant location.

3.2 Open fires, stoves and fuel burning heaters

Open fires, stoves or other fuel-burning space heaters should be enclosed by a guard that will:

(a) prevent contact with flames or a hot surface, including flues.

(b) prevent contact with clothing that could be ignited.
(c) not be easily removed or displaced by young children.

Open fires, stoves or other fuel-burning space heaters should be guarded to prevent children coming into contact with the hot surface.

3.3 Heaters

(a) *Kidsafe* recommends that portable kerosene heaters should not be used, and should instead be stored in a secure, child-resistant location.
(b) Bar radiators, electric or gas radiant heaters, blower fan heaters or similar space heating appliances that have high temperature heating elements or hot surfaces should be:
    (i) secured and placed at least 2m above floor level
    OR
    (ii) guarded as specified in 3.2 above.

Space heaters or other appliances, such as those listed below, may be regarded as acceptable if they have a surface temperature that is unlikely to cause a burn. They may also be acceptable if they have a secondary guard to prevent contact with the primary heat source, and if this secondary guard itself does not reach a temperature likely to cause a burn or ignite clothing. Such acceptable appliances include:

- air conditioning duct outlets
- non-fan convection panel
- gas or electric wall furnaces
- electric storage heaters or heat banks
- fan-forced gas heaters and fan-forced electric heaters with effectively guarded heating elements
- heated towel rails.

3.4 Matches, lighters and explosive substances

All matches, lighters, lit cigarettes, lit candles, ashtrays in use and explosive substances should be stored out of reach of a young child. Cigarette lighters in vehicles should be made inaccessible to a child.

3.5 Outdoor barbecues and incinerators

(a) It is recommended that outdoor barbecue units be operated with care, and that the units should be kept out of reach of children. In addition, a barbecue (when in use) should be guarded as in 3.2 above.

(b) Gas bottles should be made inoperable or made inaccessible to children. Note: gas bottles are required to be stored in a well-ventilated area.

(c) Incinerators should not be used while children are in care and should not be accessible to young children.

3.6 Stoves, cooking and electrical appliances

According to AS/NZS 3350, stoves or ovens, including microwave ovens, should be securely fixed in position and stoves, ovens, cooking appliances, boilers, kettles, irons or similar electrical appliances should either be:

(a) stored out of reach of young children;

(b) made inoperable for young children; or

(c) if they are within reach of children, be made inaccessible by the use of an appropriate barrier or child-proof cover such as a power point safety cover.

Safety covers can be used to protect power points that are in use

3.6.1 Electrical Outlets/Power Points

Insert safety plugs in unused electrical outlets/power points. Choose a style that cannot be easily removed from the outlet.

3.7 Hot water or liquids, foods and hot beverages

(a) All hot water or any liquid over 50ºC in any tap, pipe, vessel or cooking, heating or other appliance, or in any other container (e.g. saucepan, frying pan) should either be:

(i) out of reach of young children;
(ii) made inaccessible by appropriate barriers; and
(iii) if it is within reach of young children, the outlet should have a child-resistant tap, operating device, tap cover or be inoperable for young children.

(b) Hot oil should be inaccessible to any child, and very hot food should be kept out of reach of children. Any hot food, including microwave meals and hot noodles, should be tested to ensure it is a safe temperature before it is given to any child.

(c) Care should be taken when heating baby bottles. The best and safest way to warm bottles is by standing the bottle in warm water or the use of a specially designed bottle warmer. It is not recommended to heat bottles in the microwave.

(d) Avoid consuming hot drinks when around children. Hot drinks should be kept out of reach of young children.

(e) Tablecloths should not be used where young children are in care.

Tap covers can be used to protect hot water outlets

3.8 Shade provisions and sun protection

Trees, verandas, securely anchored umbrellas, gazebos, or other shade structures should be provided in outdoor play areas to allow protection from the sun's ultraviolet radiation.

Babies under 12 months should not be exposed to direct sunlight. Young children's skin is thin, extremely sensitive and can burn easily. The more sun exposure during childhood, the greater the risk of skin cancer in later life.

Sun protection tips include:

- Plan the day's activities to reduce exposure to the sun, particularly between the hours of 10am and 2pm(11am and 3pm in daylight saving time)
- Cover as much of a child's skin as possible with loose fitting clothing and a hat to protect the child's face, neck and ears.
- Provide shade for a child's pram, stroller or play area.
- During higher UV periods, use sunscreen, broad spectrum 30+, at least 20 minutes before going outdoors. Reapply every two hours.

Cancer Council

For further information on sun protection for children in your local area, please visit your state or territory Cancer Council website.

Part 4 – Lacerations, cuts and crushing

Children can be injured playing with sharp items and by falling on insecure and jagged objects. Once a baby starts crawling, everything within reach will be of interest and present a possible danger.

Australian Standards:

For further information see section three of these Guidelines.

Reference	Title	Area covered
AS 1288:2006	*Glass in buildings – Selection and installation*	Glass (4.1) (see also AS 2047)
AS/NZS 2208: 1996	*Safety glazing materials in buildings*	
AS/NZS ISO 8124.1:2010	*Safety of toys – Part 1: Safety aspects related to mechanical and physical properties*	Toys (4.5)
AS/NZS ISO 8124.2:2009	*Safety of toys – Flammability*	
AS/NZS ISO 8124.3:2012	*Safety of toys – Migration of certain elements*	
AS 8124.4:2003	*Safety of toys – Experimental sets for chemistry and related activities*	
AS 8124.5:2003	*Safety of toys – Chemical toys (sets) other than experimental sets*	
AS 8124.7:2003	*Safety of toys – Finger paints – Requirements and test methods*	
AS 2047:1999	*Windows in buildings – Selection and installation*	Glass (4.1) Open windows (4.6)

4.1 Glass

Safety tips for glass include:

- Avoid or prevent contact with glass.
- Identify glassed areas clearly.
- Be aware of the type of glass in your home/area.
- Change to safety glass where necessary and practical.
- If changing the glazed area is not an option, consider any of the following:
  - protect by guard, barrier rails or recessed sills
  - place easy to see stickers (brightly coloured) at adult and child height on any large glass panel or sliding door
  - make sure glass areas are well-lit at all times
  - consider applying an organic-coated plastic safety and security film.

(a) Glass in doors and windows that is less than 750mm (1m in WA) above floor level should be either:
   (ii) safety glass that complies with AS 1288
   (iii) guarded to prevent a young child striking or falling against the glass.

(b) Other types of glass, such as laminated glass and organic-coated glass should comply with AS/NZS 2208.

4.2 Sharp, pointed and jagged objects

It is recommended that:

(a) Sharp, pointed or jagged objects, or materials such as knives, wire, plants and building materials and items, including bottles, that could be broken into sharp, pointed or jagged parts, should not be accessible to a young child.

(b) Benches and corners less than 900mm above floor level should be rounded or protection added.

Sharp corners on benches and furniture can be protected with safety devices

4.3 Tools, machinery and appliances

It is recommended that all power tools, electrical appliances, exercise machines, cooling units (e.g. fans), petrol or fuel-driven machines, mechanical devices, tools or implements either be:

(a) stored out of reach of young children; or

(b) made inaccessible for young children.

4.4 Falling objects

Children climbing on furniture could cause it to topple over, resulting in serious injury. Each year several hundred children are injured as a result of falling furniture, some fatally. Most accidents can be prevented by making small changes to the home environment.

Safety tips for furniture include:

- Always discourage children from climbing on furniture.
- Move unstable furniture from areas where children play.
- Remember that a child may use a chest of drawers or shelves as a ladder.
- Put locking devices on drawers to prevent children using them as steps.
- Secure all tall furniture to a wall using angle braces or anchors.
- Secure large, flat screen televisions to the furniture or wall. Avoid placing them on small or unstable surfaces.
- Never place tempting items such as toys on top of furniture – this encourages children to climb up.
- Avoid using tablecloths where young children are in care.

Install safety straps to secure large televisions.

4.5 Play equipment – toys

Toys should comply with AS/NZS ISO 8142 where applicable. Educators must give consideration to the safety and age-appropriateness of all toys. Recommended safe practices include:

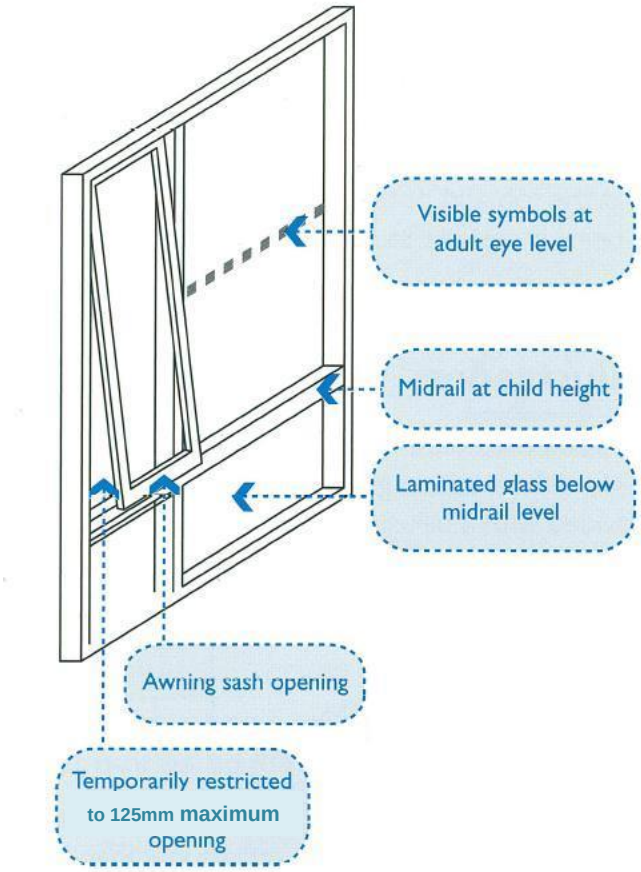
(a) Storing any toy or item of play equipment that contains sharp edges, sharp points or hooks, splintery surfaces, parts that crush or which has heavy moving parts, or which is capable of launching projectiles, or is damaged out of reach of young children.

(b) Ensuring that items used for toy storage do not have lids that could crush or entrap a child.

(c) Ensuring that toys or other play equipment do not contain toxic material.

4.6 Open windows

Awning (top-hinged) or casement (side-hinged) windows should not open out over a path or play area. This will prevent young children from coming into contact with the edge of the window sash while on the path or in the play area. See also 2.3.



Part 5 – Poisoning

Many products and materials that are used and kept in the home are poisonous to children. Poisonings often happen quickly, when educators are distracted, or when adults are not in the room. Toddlers are most at risk because of their tendency to put any objects in their mouths.

Many poisonings occur when a product or medicine is not in its usual storage location, such as when it is in use and left on a bench-top or bedside table, or going between the shop and home.

A notice, such as the example given in section four (page 51), detailing appropriate phone numbers for the Poisons Information Centre (phone 13 11 26, Australia-wide, 24 hours a day; 7 days a week) and other relevant contacts in case of a poisoning, should be displayed near the telephone.

Australian Standards:

Most Standards deal with the transport and storage of industrial poisons, rather than the storage of poisons with regard to child safety. For further information see section three of these Guidelines.

Reference	Title	Area covered
ISO/IEC Guide 50:2002	*Safety aspects – Guidelines for child safety*	Child safety
HB 136:2004	*Safety aspects – Guidelines for child safety*	
AS 4226:2008	*Guidelines for safe housing design*	Safe housing design

5.1 Poisonous substances

Avoid poisonings by ensuring that potential poisons, such as medication, household cleaners, garden products, petroleum products, alcohol and other poisonous substances are:

(a) stored in their original containers, or in clearly marked refillable containers;

(b) stored out of reach of a young child and/or in a cupboard fitted with a child-resistant latch; and

(c) returned to their safe place immediately after use.

5.2 Poisonous plants and trees

Poisoning from trees, shrubs, plants and mushrooms rarely causes death or serious injury in children. This is largely due to the amount of information available regarding poisonous plants and weeds.

Child development officers and educators should research the plant/s supplied or already existing in the gardens to ensure a non-toxic play environment. This is of particular issue for toddlers 0-3yrs, who are still at the stage of development that

involves putting objects in their mouths. Plants that produce berries can also be a hazard for choking.

It is important for educators to contact *Kidsafe* in their state or territory, as well as local advisory bodies, for information relevant to the local area. These might include local councils, or state/territory parks and gardens departments. The Poisons Information Centre can also be contacted. Refer also to the *Kidsafe* NSW Inc. publication, *Plants for Playspaces*, which can be ordered from *Kidsafe* NSW Inc. For safety tips on gardening with children visit www.kidsafensw.org/growmesafely.

5.3 Bites and stings

There are many different types of spiders, insects (including bees, ticks, scorpions and centipedes) and snakes in Australia whose bite can cause a reaction, particularly in children.

There are two poisonous species of spider in Australia – the Red Back Spider and the Funnel Web Spider – and there are many venomous snakes. Most bites do not result in death, but may cause severe reactions.

Safety tips for preventing bites and stings:

Outside the home

- Educators should inspect outdoor play areas and equipment to ensure spiders, snakes and any other common local pests are not present.
- Keep play areas free from long grass, debris, or household rubbish.

Inside the home

- Regularly check inside the home to help keep the area clear of spiders, snakes and other pests.
- Avoid leaving clothing, boxes and rubbish lying around the home, as these may become hiding places for unwanted pests.

If a child should get bitten, it is vital that educators react quickly. First aid can save lives and prevent serious injury. For information about first aid and cardiopulmonary resuscitation (CPR) courses in your local area, contact:

Australian Red Cross	www.redcross.org.au	03 9345 1800 (national office)
St John Ambulance	www.stjohn.org.au	02 6295 3777 (national office)
Poisons Information Centre		13 11 26

Please refer to your state or territory's workplace health and safety regulatory agency for information on approved courses.
Visit Safe Work Australia website: www.safeworkaustralia.gov.

Part 6 – Other injuries

Australian Standards:
For further information see section three of these Guidelines.

Reference	Title	Area covered
AS/NZS 3350:2002	*Safety of household and similar electrical appliances*	Electrocution (6.6)

Other references: National Firearms Safety Code.

6.1 Animals and pets

Younger children are most at risk of being bitten by animals, as they have limited understanding of animal behaviour and are more likely to aggravate or intimidate animals.

Safety tips for animals and pets include:

- Always supervise children when they are near animals and pets.
- Teach children how to behave toward animals.
- Check with the owner if it is OK to pat the animal.

Safety tips for dogs

- Ensure your dog is properly trained to sit, stay, drop and come.
- Choose a breed that is suited to the family's lifestyle and environment.
- Ensure that your dog always has a safe place to go where it won't be bothered by humans.

Supervise young children when they are able to get close to farm animals, domestic pets, or other potentially dangerous animals.

6.2 Entrapments/strangulation

There are a number of objects around the house that may present a risk of entrapment and/or strangulation for young children. For example, blind and curtain cords can be dangerous, particularly for children under the age of three, as they can injure or even strangle themselves. According to the Australian Competition and Consumer Commission (ACCC), the bottom of any cord should be at least 160cm above the floor and securely wrapped around a cleat attached to the wall, well out of reach of small children. The following safe practices are recommended:

(a) Blind and curtain cords, ropes, clothes lines, items of furniture, toys, play equipment, appliances (e.g. refrigerator), tree shrubs or other items that could lead to entrapment of the head, neck, limb, fingers or clothing of children, should either be:
   (i) made inaccessible to or stored out of reach of a young child
   (ii) rendered inoperative with regard to any part which could entrap a young child or their clothing.

(b) The area under the floor of any building should be securely enclosed so that a young child cannot gain access to that area.

6.3 Latches to prevent access

(a) All internal doors with locking devices should be able to be opened by the educator at all times (e.g. toilet doors).

(b) Fences, gates and external doors should restrict access to dangerous areas such as driveways and roads.

6.4 Inhalation or ingestion of foreign bodies

Anything smaller than a 50 cent piece, is a potential choking hazard for young children. Safe practices include:

(a) Store any object that is smaller than a 50 cent piece, out of reach of young children.

(b) Avoid all hard items, including small food items, for young children (e.g. peanuts, small beads).

(c) Store any object that could possibly smother or suffocate (e.g. plastic bags) out of reach of young children.

Safety tips for eating include:

- Always supervise young children while eating.
- Make sure that young children sit quietly while eating.
- Do not give foods that can break off into hard pieces.
- Avoid raw carrot, celery sticks and apple pieces – these foods should be grated, cooked or mashed.
- Sausages, frankfurts and other meats should be cut into small pieces; tough skins should be removed.
- Do not give popcorn, nuts, hard lollies, corn chips or other similar foods.

6.5 Electrocution

Electrical currents are a significant cause of death and injury, particularly for children playing with electrical equipment. Very young children placing items, such as pins, into live electrical sockets or into appliances are another main injury group.

All homes should be fitted with electrical safety switches. These devices are installed in the home power switchboard and turn electricity off when an electric shock or fault develops in wiring or appliances. They must be installed by a registered electrician (see AS/NZS 3350). Safe practices include:

(a) Ensure household wiring, plugs, cords and appliances are in good order and comply with the relevant Standards.

(b) Do not use electrical appliances in wet areas such as the bathroom. If electric heaters are needed, use those mounted in the ceiling, high on the wall or under the floor.

(c) Ensure electrical equipment is effectively guarded or shielded and cannot be reached or operated by young children.

(d) Ensure children do not play with electrical wiring, and do not permit children to play with electrical items.

(e) Basic maintenance, such as bulb changes, should be done with the power off.

(f) Use plug-in covers or similar devices to prevent young children poking things into power points.

(g) Unplug items not in use and store them away.

6.6 Firearms or guns

According to the National Firearms Safety Code produced by the Commonwealth Attorney-General's Department, Canberra 2002:

> **There are few incidents that can be identified as a firearms accident. In almost every case at least one principle of the NATIONAL FIREARMS SAFETY CODE will have been breached.**

The firearms owner/user must be aware of their responsibility to themselves, their family, friends and visitors, fellow shooters and to the community. This includes ensuring that all firearms and ammunition are:

(a) stored separately; and

(b) safely locked away when not in use.

Part 7 – Motor vehicles

Australian Standards:

For further information see section three of these Guidelines.

Reference	Title	Area covered
AS/NZS 1754:2010	*Child restraint systems for use in motor vehicles*	Seatbelts and child restraints (7.1.2)
AS/NZS 4370:1996	*Restraint of children with disabilities*	

7.1 Motor vehicles

7.1.1 Driveways

Every year children are admitted to hospitals with severe injuries from low speed vehicle runovers. In some cases these injuries are fatal. Nine out of 10 low speed vehicle runover incidents involve a parent, relative or friend. Small children can be impossible to see from inside a car, especially if they are immediately behind it. The rear vision in most cars has a blind spot of up to 3m behind the car – this can easily obscure a child. Even if your car has parking sensors or a video camera fitted, you may not notice a small child until it is too late to stop.

Safety tips include:

- Appropriate supervision at all times.
- Do not allow children to use the driveway as a play area.
- Make access to the driveway from the house difficult for a child, possibly using security doors, fencing or gates.
- Hold children's hands whenever you are near vehicles.
- When moving a vehicle, ensure that all children are holding the hand of an adult or are securely separated from the driveway or road.
- If you are the only adult at home and need to move a vehicle, even only a small distance, place children securely in the vehicle while you move it.
- Always walk around the car and check before moving it – even if you think children are secured indoors.

7.1.2 Seatbelts and child restraints

Road trauma is one of the leading causes of injury death for children and young people. A contributing factor to injury and death is children being placed in the wrong restraint for their age and size or the restraint being incorrectly used or fitted. Research has shown that approved and properly fitted child restraints may reduce the risk of death or serious injury by up to 70%.

By law, every child restraint sold in Australia must meet strict requirements on its construction and performance. These requirements are set out in AS 1754 and

cover the materials, design, construction, performance, testing and labelling of child restraints. Listed below is some information relating to specific age groups when choosing seating and restraints for children.

Category	Requirements
Children under 6 months	Rearward-facing restraint – either: • Rearward-facing capsule • convertible restraint – facing rearward
Children aged between 6 months and 4 years	Rearward-facing or forward-facing restraint. Once the child has outgrown the rearward-facing restraint they can be moved to a forward-facing restraint. Children have outgrown their child restraint when: • their shoulders no longer fit comfortably within the child restraint; • their eye level is higher than the back of the child restraint; • the top insertion slots for the shoulder straps are below the level of the child's shoulders; or • the child's shoulders are above the shoulder height markings. Children under 4 years must not travel in the front seat of a vehicle which has two or more rows.
Children aged between 4 years and 7 years	Forward-facing restraint or booster seat used with an adult lap-sash seatbelt. Booster seats should be used until: • the child's shoulders no longer comfortably fit within the booster seat; • their eye-level is higher than the back of the booster seat; or • the child's shoulders are above the shoulder marking at the highest level of the restraint. Children aged between 4 and 7 years can only be placed in the front seat of a vehicle with 2 or more rows of seats if all other seating positions are occupied by younger children. An approved child restraint must be used. It is recommended that child accessory harnesses only be used with booster seats where there is a lap only seat belt.
Older children 148-150cm or taller	It is strongly recommended that children aged over 7 years stay in their booster seats until they have outgrown them. Children need to be approximately 148-150cms and can achieve good adult seat belt fit before moving into an adult seatbelt.

What to look for in second-hand restraints:

- Check the history of the restraint – confirm with the previous owner that the restraint has not been involved in a crash.
- Check the date stamp on the restraint – do not use if the restraint is older than ten years.
- Look for stress marks on the plastic mould. These appear as white lines (the same lines you get if you twist a plastic milk bottle). Do not use if there are stress lines, splits, cracks or broken areas.
- Check harnesses and tether straps for small frays, tears, rust or mould. A tear or fray as small as 5mm is a weak point in the harnessing.
- It is recommended that second-hand child restraints not be purchased from the internet or garage sales.

7.1.3 Motor vehicles

Safe practices require that**:**

(a) All moving motor vehicles, including cars, motorbikes, quad bikes, tractors and ride-on mowers should be secured so that young children and the vehicle cannot come into contact.

(b) All motor vehicles as listed in (a) above and parked on the property, should be locked when not in use and the keys stored in a secure location.

(c) All motor vehicles to be used for transporting young children in the course of family day care should be:

  (i) registered, roadworthy and appropriately insured; and

  (ii) fitted with Australian Standard-approved child restraints, sufficient in number and appropriate to the age and size of all children to be carried.

(d) All people responsible for transporting children in care in a motor vehicle must have a current and appropriate driver's licence.

(e) Children must not be left unattended in a motor vehicle at any time.

(f) No child under 16 years of age should ride or be carried as a passenger on quad bikes of any size.

Secure and/or store moving motor vehicles when not in use

Part 8 – Safety management

Australian Standards:
For further information see section three of these Guidelines.

Reference	Title	Area covered
HB 46-2010	***Fire Safety in the Home***	Fire prevention and management (8.4)
AS 3786:1993	*Smoke alarms*	
AS/NZS 1841.1—2007	*Portable fire extinguishers – General requirements*	
AS/NZS 3661.2: 1994	*Slip resistance of pedestrian surfaces – Guide to the reduction of slip hazards*	General: slip hazards

8.1 First aid

(a) All educators must hold a current First Aid Certificate.

(b) Every home should contain a first aid kit with contents as outlined by an accredited first aid provider.

(c) A resuscitation chart should be displayed in a prominent position.

The first aid kit should be stored out of reach of young children, but stored where the educator can quickly access first aid equipment when needed.

8.2 Communications

(a) The relevant state and territory regulatory bodies require every home approved for family day care and home-based care to contain an operating telephone or an alternate effective means of emergency communication.

(b) Adjacent to each telephone should be a list of the following emergency numbers (see the examples given in section 4, page 53):

- 000 – Ambulance, Fire Brigade, Police
- 13 14 44 – Police Assistance Line
- 13 11 26 – Poisons Information Centre
- nearest hospital

Include the following administrative numbers in a readily accessible folder nearby:

- family day care service network
- child development officer
- contact numbers for each child's parent(s) or guardian(s)
- each child's doctor
- emergency backup contact number for each child.

8.3 Emergency evacuation

Every person approved as a educator should already have a written evacuation plan and have discussed this plan with the relevant authorising body. The plan must be displayed and evacuation procedure practised on a regular basis. The requirements for these vary across states and territories, so it is important to check local requirements.

8.4 Fire prevention and management

Standards Australia produces the following handbook, which refers to the relevant Standards – HB 46 *Guide to Residential Fire Safety*. Educators should also check relevant state or territory regulations.

(a) **Smoke detectors** are mandatory for all homes and must be checked regularly to ensure that they are operational (refer to AS 3786).

(b) A **fire blanket** should be considered for installation in the kitchen area and educators should be familiar with how to use it in the event of a fire.

(c) A **fire extinguisher** should be installed in homes and maintained as required (refer to AS 1841.1).

Regularly check smoke detectors

SECTION THREE – References, resources, standards and contacts

References

Berry, J.G. & Harrison, J.E. 2007, 'Hospital Separations due to Injury and Poisoning', Australia 2003-04, *Injury Research and Statistics*, Series No. 30. AIHW cat no. INJCAT 88. Adelaide.

Henley, G., Kreisfeld, K. & Harrison, J.E. 2007, 'Injury Deaths, Australia 2003-04', *Injury Research and Statistical Series*, No. 31 AIHW cat no INJCAT89. Adelaide.

Royal Life Saving Society of Australia., *The National Drowning Reports*, [Available online: http://www.royallifesaving.com.au/www/html/157-drowning-reports.asp].

National Firearms Safety Code, Commonwealth Attorney-General's Department, Canberra 2002.

Resources

Publications

A Parent's Guide to Kidsafe Homes, Child Accident Prevention Foundation, 2007

A Parent's Guide to Kidsafe Roads, Child Accident Prevention Foundation, 2011

Plants for Playspaces, Playground Advisory Unit, *Kidsafe* NSW Inc.

Where are your kids? Child safety in your driveway, Australian Transport Safety Bureau, Australian Government

Kids Need a Hand in Traffic, *Kidsafe* NSW Inc. and Motor Accident Authority

National organisations:

Organisation	Web address
Archicentre	www.archicentre.com.au
Australian Building Codes Board	www.abcb.gov.au
Australian Children's Education & Care Quality Authority	acecqua.gov.au
Australian Government Attorney-General's Department	www.ag.gov.au
*Australian Red Cross	www.redcross.org.au
Department of Agriculture, Fisheries and Forestry	www.daff.gov.au
Department of Education, Employment and Workplace Relations	www.deewr.gov.au
Department of the Environment, Water, Heritage & the Arts	www.environment.gov.au
Family Day Care Australia	www.familydaycare.com.au
National Childcare Accreditation Council Inc.	www.ncac.gov.au
Nursery and Gardening Industry Australia	www.ngia.com.au
Poisons Information Centres – national telephone number:	13 11 26
Sids and Kids	www.sidsandkids.org
Standards Australia	www.standards.org.au
*St John Ambulance Australia	www.stjohn.org.au
The Royal Life Saving Society Australia	www.royallifesaving.com.au
Total Environment Centre – Safer solutions	www.safersolutions.org.au
Therapeutic Goods Administration	www.tga.gov.au

* **Please refer to your state or territory's occupational health and safety regulatory agency for information on approved courses.**

State and territory regulatory bodies and support agencies

ACT	Department of Disability and Community Services	www.dhcs.act.gov.au
NSW	Department of Family & Community Services	www.community.nsw.gov.au
	Department of Primary Industries	www.dpi.nsw.gov.au
	Kaleidoscope, Hunter Children's Health Network	www.kaleidoscope.org.au
	Roads & Maritime Services	www.rms.nsw.gov.au/
	NSW Fire Brigades	www.nswfb.nsw.gov.au
	NSW Poisons Information Centre	www.chw.edu.au/poisons
	Sydney Children's Hospital, Randwick	www.sch.edu.au
	The Children's Hospital at Westmead	www.chw.edu.au
	WorkCover NSW	www.workcover.nsw.gov.au
	Kids and Traffic	www.kidsandtraffic.mq.edu.au

VIC	Deakin University	www.deakin.edu.au
	Department of Human Services	www.dhs.vic.gov.au
	Monash University Accident Research Centre	www.monash.edu.au/muarc
	Family Day Care Victoria Executive Committee	www.familydaycare.org.au
	Vicroads	www.vicroads.vic.gov.au
SA	Department of Education and Children's Services	www.decs.sa.gov.au
QLD	Department of Communities	www.communities.qld.gov.au
WA	Department of Communities	www.communities.wa.gov.au
NT	Department of Health and Community Services	www.nt.gov.au

National Quality Standard and Regulation

As part of the National Quality Framework for Early Childhood Education and Care and Outside School Hours Care, family day care abides by national standards and regulation to ensure that the quality of care is of the highest standard.

Each educator must meet national requirements in not only early childhood and education skills, but also in planning, administration and communications. Having passed a police or criminal history check prior to commencing work in family day care, all educators must be fully insured, have a current first aid certificate and maintain a safe education and care environment.

Educators must also check possible local variations or additional requirements with local authorities and your employer.

Australian Standards

Throughout these Guidelines, reference is made to a number of Australian Standards. These are listed below, with reference to the risk area where possible. There are some Standards that refer to a number of the risk areas discussed in section two of this document, and which should be consulted as overall Standards for child safety. These have been listed first. Note: it is important to check for amendments to Standards.

For further information on the Standards, contact Standards Australia at:

Level 10, The Exchange Centre
20 Bridge Street
SYDNEY NSW 2000

Tel: 02 9237 6000
Fax: 02 9237 6010
Web: www.standards.org.au

The Standards are available for purchase from SAI Global www.saiglobal.com
It is also useful for service networks and coordination units to check the Building Code of Australia (available: www.abcb.gov.au).

Reference	Title	Area covered
ISO/IEC Guide 50:202	***Safety aspects – Guidelines for child safety*** – a framework for addressing potential sources of unintentional physical harm (hazards) to children from products, processes or services that they use or with which they may come into contact, even if they are not specifically intended for children. The framework aims at minimising risk of injury to children. It is primarily intended for those involved in the preparation and revision of Standards. However, it has important information that can be useful to others.	Child safety
HB 136:2004	***Safety aspects – Guidelines for child safety*** – as above.	
AS 4226:2008	***Guidelines for safe housing design*** – design factors to be taken into account to reduce the likelihood of an injurious incident occurring in association with any building element or fitting, either alone or in association with other elements. Advice is given on selection and placing of fittings and equipment to forestall personal injury and considerable emphasis is given to the prevention and suppression of fire.	Safe housing design
AS/NZS ISO 31000:2009	***Risk management*** – *Principles and guidelines* a generic guide for managing risk. This Standard may be applied to a very wide range of activities, decisions or operations of any public, private or community enterprise, group or individual.	General risk management practice
HB_89-2012	Risk management- Guidelines on risk assessment techniques – ***Companion to*** AS/NZS ISO 31000:2009 –the handbook providing important commentary, guidance and examples on the implementation of the Standard.	

Part 1 – Drowning

Reference	Title	Area covered
AS 1926 Set-2010 Includes:	***Swimming pool safety standards***	Pools and spas (1.1)
AS 1926.1-2007	***Safety barriers for swimming pools*** – requirements for the design, construction and performance of fences, gates, retaining walls, windows, door sets and balconies intended to form a barrier that will restrict the access of young children to swimming pools.	
AS 1926.2-2007	***Location of safety barriers for swimming pools*** – options for the location of safety barriers intended to restrict the access of young children to swimming pools.	
AS 1926.3-2010	***Water recirculation systems*** – requirements for skimmers boxes, and other permanent water outlets in swimming pools.	
AS 2818-1993	***Guide to swimming pool safety*** – guidance on the prevention of accidental drownings and injuries in private swimming pools and identifies potential hazards in the use and maintenance of private swimming pools.	
AS 2610.2 - 2007	***Spa pools – private spas*** – requirements for the design, construction and operation of private spa pools intended for recreational use, either separately installed or forming part of a swimming pool installation.	
AS 3861- 1991	***Spa baths*** – requirements for materials, manufacture, finish and installation of spa baths.	

Part 2 – Falls

Reference	Title	Area covered
AS 4226 - 2008	***Guidelines for safe housing design*** – design factors to be taken into account to reduce the likelihood of an injurious incident occurring in association with any building element or fitting, either alone or in association with other elements. Advice is given on selection and placing of fittings and equipment to forestall personal injury and considerable emphasis is given to the prevention and suppression of fire.	Stairs and balustrades (2.2)
Reference	**Title**	**Area covered**
AS 4685 (Set):2014 Includes:	***Playground equipment and surfacing safety set***	Play equipment (2.4)
AS 4685.1—2014	***Playground equipment and surfacing– General safety requirements and test methods*** – applies to all playgrounds and playground equipment. It is also applicable to equipment and units installed as children's playground equipment even if they are not manufactured as such, but excludes toys. This Standard does not refer to requirements for development, installation, inspection, maintenance	Height of Equipment (2.4.1) Falling space and impact area (2.4.2) Playground surfacing (2.4.3) Entrapment (2.4.4)

	or operation of playground equipment. Refer to AS/NZS 4486.1.	
AS 4685.2—2014	***Playground equipment and surfacing – Particular safety requirements and test methods for swings*** – particular safety requirements for swings intended for permanent installation for use by children. General requirements and test methods are set out in AS 4685.1.	Swings

Reference	Title	Area covered
AS/NZS 4486.1—1997	***Playgrounds and playground equipment – Development, installation, inspection, maintenance and operation*** – requirements for the development, installation, inspection, maintenance and operation of playgrounds and playground equipment to ensure a continuing level of function and safety. It also contains requirements for information to be supplied by the manufacturer. This Standard is applicable to all playground equipment and should be read in conjunction with the current product Standards, AS/NZS 4422 and AS 4685.	Playground maintenance and safe play (2.4.5)
AS/NZS 4422:1996	***Playground surfacing – Specifications, requirements and test method*** – general requirements for surfacing to be used in children's playgrounds and specific requirements for areas where impact energy attenuation is necessary. It suggests the factors that should be considered when selecting a playground surface and gives a method of test by which the impact energy attenuation can be determined; this test gives a critical fall height for a surface, that represents the upper limit of its effectiveness in reducing head injury when using playground equipment conforming to AS 4685.	Height of equipment (2.4.1) Falling space and impact area (2.4.2) Playground surfacing (2.4.3)
AS 4989:2006	***Trampolines – Safety aspects*** – requirements for the safety padding system and suspension system for trampolines, product marking, and instructional material to be included with the product, comprising information on assembly, maintenance and the safe use of trampolines. It specifies the minimum requirements for frame padding and provides a method of test by which its impact energy attenuation can be determined.	Trampolines (2.5)
AS/NZS 2088 - 2009	***Prams and strollers – Safety requirements*** – materials, construction, performance and labelling requirements for prams and strollers, and includes a dimensional requirement for the depth of a pram.	Furniture and furnishings (2.7)
AS/NZS 2172:2010	***Cots for household use – Safety requirements*** – material, design, construction, performance, labelling and marking requirements. Applicable to cots for use in household situations.	

Reference	Title	Area covered
AS/NZS 2195:2010	***Folding cots – Safety requirements*** – functional, durability, stability and performance criteria related to child safety for folding portable cots constructed of metal, plastic, fabric (mesh) or timber. It is applicable to cots which can be readily dismantled or folded for transportation and are intended to be used as a temporary facility for children. It is not applicable to cots intended for permanent household use nor to cradles.	
AS/NZS 4220:2010	***Bunk beds and other elevated beds*** – safety requirements for bunk beds used in domestic situations, nurseries and institutions. Includes material, construction, design, and performance requirements.	

Part 3 - Burns and scalds

Reference	Title	Area covered
HB 170:2002	***Wood heating resource handbook guide to the selection, installation and operation of wood heaters*** – assists prospective purchasers, owners (users), local government agencies, councils, builders, retailers and installers with guidance for the selection, installation, operation and maintenance of solid fuel (wood) heaters, together with information and guidance on issues that may arise from the operation of these home heaters.	Fuel burning heaters (3.2)
AS/NZS 2286:2001	***Space heaters – Secondary guards*** – requirements for secondary guards for use with domestic heating appliances intended for comfort space heating. Secondary guards are intended for use with domestic comfort heating appliances, where the young may be at risk of an accidental burn injury.	Guards (3.2) Heaters (3.3)
AS/NZS 60335.2.30:2009	***Household and similar electrical appliances – Safety – Particular requirements for room heaters*** – safety of electric room heaters for household and similar purposes, their rated voltage being not more than 250 V for single-phase appliances and 480 V for other appliances. Examples of appliances that are within the scope: convector heaters; fan heaters; heaters for use in greenhouses; liquid-filled radiators; panel heaters; radiant heaters; and tubular heaters. As far as is practicable, this Standard deals with the common hazards presented by appliances which are encountered by all persons in and around the home. However, in general, it does not take into account the use of appliances by young children without supervision; or playing with the appliance by young children.	Heaters (3.3)

Reference	Title	Area covered
AS/NZS 3350.1:2002	***Safety of household and similar electrical appliances*** – safety of electrical appliances for household and similar purposes. Appliances may incorporate motors, heating elements or their combination. So far as is practicable, this Standard deals with the common hazards presented by appliances which are encountered by all persons in and around the home. However this Standard does not in general take into account the use of appliances by young children without supervision; playing with the appliance by young children.	Barbecues (3.5) Stoves, cooking and electrical appliances (3.6)
AS/NZS 60335.2.78:2005	***Household and similar electrical appliances – Safety – Particular requirements for outdoor barbeques*** **(IEC 60335-2-78 Ed 2.0, IDT)** – safety of electric outdoor barbecues for household and similar use, their rated voltage being not more than 250 V.	Barbecues (3.5)
AS/ NZS 3500.4—2003	***Plumbing and drainage – Heated water services*** – requirements for the design and installation of heated water services. It includes aspects of the installation from, and including, the valve(s) on the cold water inlet to any cold water storage tank or water heater and the downstream fixtures and fittings.	Hot water (3.7)

Part 4 – Lacerations, cuts and crushing

Reference	Title	Area covered
AS 1288:2006	***Glass in buildings – Selection and installation*** – procedures for the selection and installation of glass in buildings, subject to wind loading, human impact, and special applications such as overhead glazing, balustrades and glass assemblies.	Glass (4.1) (see also AS 2047)
AS/NZS 2208: 1996	***Safety glazing materials in buildings*** – test requirements for classification of safety glazing materials for use in buildings. The test requirements for the different glazing materials are designed to promote safety and to reduce or minimize the likelihood of cutting and piercing injuries from human impact.	

Reference	Title	Area covered
AS/NZS ISO 8124.1:2010	***Safety of toys – Part 1: Safety aspects related to mechanical and physical properties*** – applies to all toys, i.e. any product or material designed or clearly intended for use in play by children under 14 years of age. They are applicable to a toy as it is initially received by the consumer and, in addition, they apply after a toy is subjected to reasonably foreseeable conditions of normal use and abuse unless specifically noted otherwise.	Toys (4.5)
AS/NZS ISO 8124.2:2009	***Safety of toys – Flammability***	
AS/NZS ISO 8124.3:2012	***Safety of toys – Migration of certain elements***	
AS 8124.4:2003	***Safety of toys – Experimental sets for chemistry and related activities***	
AS 8124.5:2003	***Safety of toys – Chemical toys (Sets) other than experimental sets***	
AS 8124.7:2003	***Safety of toys – Finger paints – Requirements and test methods***	
AS 2047:1999	***Windows in buildings - Selection and installation*** – requirements for materials, construction, installation and glazing for windows, sliding doors, adjustable glass louvres, shopfronts, and window walls with one-piece framing elements.	Glass (4.1) Open windows (4.6)

Part 5 – Poisoning

See overall Standards for child safety.

Part 6 – Other injuries

Reference	Title	Area covered
AS/NZS 3350.1:2002	***Safety of household and similar electrical appliances*** – safety of electrical appliances for household and similar purposes. Appliances may incorporate motors, heating elements or their combination. So far as is practicable, this Standard deals with the common hazards presented by appliances which are encountered by all persons in and around the home. However this Standard does not in general take into account the use of appliances by young children without supervision; playing with the appliance by young children.	Electrocution (6.6)

Part 7 – Motor vehicles

Reference	Title	Area covered
AS/NZS 1754:2010	***Child restraint systems for use in motor vehicles*** – requirements for restraining devices for child occupants of passenger cars and their derivatives, such devices being intended, when properly selected, correctly installed and correctly adjusted, to reduce the risk of bodily injury in a vehicle impact. The devices may also have application to other types of vehicles. This Standard does not cover child restraints which are an integrated feature of a motor vehicle.	Child restraints (7.1.2)
AS/NZS 4370:1996	*Restraint of children with disabilities*- the objective of this standard is to enable the prescriber to assess the need and find the available options and the most suitable solution for restraining a child with one or more disabilities while travelling in a motor vehicle.	

Part 8 – Safety management

Reference	Title	Area covered
HB 46-2010	***Fire Safety in the Home*** – recommendations representative of the measures that can be taken, and the equipment that is available, to enhance the fire and life safety features of the dwelling they inhabit.	Fire prevention and management (8.4)
AS 3786:1993	***Smoke alarms*** – requirements for the design and performance of electrically operated smoke alarms containing both detection and alarm facilities. Applies to smoke alarms intended for installation within residential accommodation where connection to fire control stations is not required.	
AS/NZS 1841.1—2007	***Portable fire extinguishers – General requirements*** – requirements for portable fire extinguishers. It covers materials, methods of manufacture and performance of the extinguisher and any associated compressed gas container, instructions and markings. Specific requirements for individual types of fire extinguishers are given in AS/NZS 1841.2, AS/NZS 1841.3, AS/NZS 1841.4, AS/NZS 1841.5, AS/NZS 1841.6, AS/NZS 1841.7 and AS/NZS 1841.8.	
AS/NZS 3661.2: 1994	***Slip resistance of pedestrian surfaces – Guide to the reduction of slip hazards*** – selection, installation, care and maintenance of flooring and other surfaces in domestic, public and commercial areas for the purpose of reducing the slip hazard to pedestrians, including people with disabilities.	General – slip hazards

Other related publications

Reference	Title	Area covered
I.S. EN 14372:2004	***Child use and care articles - cutlery and feeding utensils - Safety requirements and tests*** – safety requirements relating to the materials, construction, performance, packaging and labelling of cutlery and feeding utensils.	General child safety with utensils and drinking equipment
I.S. EN 14350-1:2004	***Child use and care articles - drinking equipment - part 1: General and mechanical requirements and tests*** – general and mechanical requirements for materials to be used for the manufacture of re-usable feeding teats and drinking accessories; re-usable feeding bottles and drinking cups; single-use feeding bottles, feeding teats, feeding bags and drinking accessories, which do not contain fluid when purchased.	
I.S EN 14350-2:2004	***Child use and care articles - drinking equipment - part 2: Chemical requirements and tests*** – limits for the release of certain chemicals from materials to be used for the manufacture of the following drinking equipment, re-usable feeding teats and drinking accessories, re-usable feeding bottles and drinking cups, single-use feeding bottles, feeding teats, feeding bags and drinking accessories, which do not contain fluid when purchased.	

Contacts – *Kidsafe* offices

NATIONAL

Kidsafe: Child Accident Prevention Foundation

www.kidsafe.com.au

ACT

Building 2, Pearce Centre
Collett Place
PEARCE ACT 2607

Tel: (02) 6290 2244

Fax: (02) 6290 2241

Email: act@kidsafe.com.au

Website: www.kidsafeact.com.au

NSW

Kidsafe House
C/- The Children's Hospital at Westmead
Locked Bag 4001
WESTMEAD NSW 2145

Tel: (02) 9845 0890

Fax: (02) 9845 0895

Email: kidsafe@chw.edu.au

Website: www.kidsafensw.org

NORTHERN TERRITORY

Shop 20, Rapid Creek Shopping Centre
Trower Road
RAPID CREEK NT 0810

Tel: (08) 8985 1085

Fax: (08) 8985 1025

Email: nt@kidsafe.com.au

Website: www.kidsafent.com.au

VICTORIA

PO Box 1005
COLLINGWOOD VIC 3066

Tel: (03) 9036 2306

Email: victoria@kidsafe.com.au

Website: www.kidsafe.vic.com.au

QUEENSLAND

Kidsafe House
50 Bramston Terrace
HERSTON QLD 4029

Tel: (07) 3854 1829

Fax: (07) 3252 7900

Email: qld@kidsafe.com.au

Website: www.kidsafeqld.com.au

SOUTH AUSTRALIA

Women's and Children's Hospital
72 King William Road
NORTH ADELAIDE SA 5006

Tel: (08) 8161 6318

Fax: (08) 8161 6162

Email: sa@kidsafe.com.au

Website: www.kidsafesa.com.au

TASMANIA

C/- Lenah Valley Primary School
11 Creek Rd
Lenah Valley TAS 7008

Tel: 0488 881 425

Email: enquiries@kidsafetas.com.au

Website: www.kidsafetas.com.au

WESTERN AUSTRALIA

Godfrey House
C/- Princess Margaret Hospital
Thomas Street & Roberts Road
SUBIACO WA 6008

Tel: (08) 9340 8509

Fax: (08) 9340 8041

Email: wa@kidsafe.com.au

Website: www.kidsafewa.com.au

SECTION FOUR – Hazard reduction checklist

This checklist is part of our risk management approach to child safety. It is a useful tool for helping to identify and analyse potential risks, and to decide on the best type of treatment. Ongoing review is essential to ensure the risk treatment is the most appropriate action.

The risk level matrix discussed on page 9 is a simple, but effective way of helping to categorise and prioritise potential risks and their treatment. Different risks require different levels of action.

	Consequences		
Likelihood	**Major**	**Moderate**	**Minor**
Likely	**Red**	**Red**	**Amber**
Possible	**Red**	**Amber**	**Green**
Unlikely	**Amber**	**Green**	**Green**

(Adapted from HB 89:2012)

Risk treatment key

Red	Immediate action
Amber	Heightened action
Green	Business as usual

Using the table above, for example, if the **consequence** is 'major' and the **likelihood** is 'likely', then the **response** level is 'red' indicating that immediate action needs to be taken; similarly, if the **consequence** is 'moderate', but the **likelihood** is 'likely', then the **response** is also red. Alternatively, if the **consequence** is 'minor' and the **likelihood** is 'unlikely', then the **response** is 'green', which indicates that a business as usual approach may be sufficient.

As mentioned in section one (page 9), there are seven recommended steps in risk analysis:

Step 1:	Communicate	Include stakeholders in decision making
Step 2:	Context	Establish a context for risk management
Step 3:	Identify	Ask **what** can happen, **where** and **when**? And **why** and **how** it can happen.
Step 4:	Analyse	Evaluate the controls that are already in place, and consider their effectiveness.
Step 5:	Evaluate	Use your analysis to make a decision about treating the risk.
Step 6:	Treat	Identify the options for treatment. These may include removing or avoiding the risk entirely, or reducing the likelihood by putting measures in place.
Step 7:	Monitor and review	Ongoing review is essential to ensure that the risk treatment is the most appropriate action.

It is a good idea to make a list of emergency numbers to place in a prominent spot near the telephone. This can save valuable time in an emergency.

EMERGENCY NUMBERS

Ambulance:	**000**
Fire Brigade:	**000**
Police:	**000**
Poisons Information Centre:	**13 11 26**
Supervisor/Coordinator:	_____
Children's Hospital:	_____

Similarly, it is worth taking the time to record the following information for each child:

Child's name:	
Parent(s)/Guardian(s):	Ph: Mob:
Other emergency contact:	Ph: Mob:
Family Doctor:	Ph:

Child safety checklist for the home

Assessor: _____ *Date of assessment:* _____

Educator: _____

Name: _____

Address: _____

Postcode: _____ *Telephone:* _____

Car registration: _____ *Registration valid to:* _____

Licence no: _____

Version control:

Version:	Date revised:
Revised by:	
Signed off:	

Part 1 Drowning

Item	Section	Issue	Hazard	Level of risk (Red, Amber, Green)	Action required: – Remove risk – Control measure (describe)	Date rectified
1	Pools and spas	Fence/isolation barrier	Is the pool/spa enclosed by a barrier or fence? Is it separated from the house and other parts of the yard by a fence/barrier?			
2			Does the barrier comply with AS 1926?			
3			Is the barrier more than 1.2m high, without footholds or other objects that could be used for climbing over?			
4		Covers	Does the spa have a lockable cover?			
5		Doors/gates	Are doors/gates that lead directly to the pool/spa self-closing, self-latching with child-resistant locks?			
6		Windows	Do windows that allow direct access to the pool/spa open more than 125mm?			
7		Ladders	Are ladders safely stored when not in use?			
8		Resuscitation	Is there a permanent notice displayed in the pool/spa area?			
9	Paddling/wading pools and bathtubs	Storage	Are paddling/wading pools and bathtubs emptied and stored safely after use?			
10	Ponds	Covers	Are ponds covered securely?			
11		Fence/isolation barrier	If not covered, are ponds completely enclosed by a barrier or fence (see items 1-3 above)?			
12	Creeks, rivers and dams	Fence/isolation barrier	Is the body of water separated from the property by a fence/barrier (see items 1-3 above)?			
13	Plumbing fixtures and appliances	Baths, basins, tubs, washing machines (or similar appliance)	Is the area securely enclosed with doors/ gates that have child-resistant catches?			
14		Plugs	Are plugs stored out of reach of children?			
15		Pool filters	Are pool filters stored out of reach of children?			
16		Gully traps	Are gully traps covered securely? Or completely enclosed by a barrier or fence (see items 1-3 above)?			
17	Water containers	Storage	Are water containers emptied and/or stored safely out of reach of children?			

Comments:

Part 2 Falls

Item	Section	Issue	Hazard	Level of risk (Red, Amber, Green)	Action required: – Remove risk – Control measure (describe)	Date rectified
18	Holes, wells, trenches and excavations	Covers/fence/isolation barrier	Are holes, wells, trenches or excavations securely covered? Or, are they completely enclosed by a barrier or fence (see items 1-3above)?			
19	Stairs and balustrades	1m above ground level	Are any stairs, ramps, hallways, external access bridges or balconies 1m or more above ground level bounded by a wall or balustrade?			
20		Walls or balustrades	Are they at least 865mm above the front edge of stair treads?			
21			Are they 1m above a level floor surface?			
22			Do they only have horizontal rails or footholds at the top and base?			
23			Are there any openings larger than 125mm between vertical rails and between the base of the balustrade and the floor or front edge of stair treads?			
24		Floors	Are floors slip-resistant?			
25		Trip hazards	Have trip hazards been removed or secured?			
26		Furniture	Is there any furniture near windows, balconies and banister railings?			
27		Stairs	Are there gates and/or barriers at the top and bottom of stairs?			
28	Play equipment	Height of equipment Fall height[1]	Does the height of play equipment comply with AS/NZS 4422? (see page 54 for age restrictions)			
29		Falling space and Impact area[2] Playground surfacing	Is play equipment surrounded by surface material that is impact absorbing and complies with AS/NZS 4422?			
30		Entrapment – head and finger	Does the equipment have any enclosed spaces that could entrap the head, fingers or limbs of a child?			
31		Playground maintenance and safety	Is the play equipment strong, sturdy and securely anchored?			
32			Are there any sharp edges, splinters or protruding parts?			
33			Is there any rust, detachment, or weakening from sun exposure?			
34			Have you checked the equipment for spiders and insects?			
35			Is the sandpit open to animal contamination? Is there rubbish and litter in the play space?			

[1] The distance a child could fall from play equipment to the ground beneath.
[2] The surface area that could be hit by a child falling from the play equipment. This area is measured around play equipment, needs to be clear of other items and filled with certified surfacing.

Item	Section	Issue	Hazard	Level of risk (Red, Amber, Green)	Action required: – Remove risk – Control measure (describe)	Date rectified
36			Is the equipment shaded, easily supervised and inaccessible to hazards such as bodies of water and driveways?			
37		Swings	Do the swings comply with AS 4685?			
38			General maintenance – see items 28-36			
39		Trampolines	Does the trampoline comply with AS 4989?			
40			Have you checked the bed and springs for wear?			
41			Is the area above the trampoline clear? Is it on a flat surface?			
42			General maintenance – see items 28-36			
43		Windows and openings – more than 1.75m above ground	Does the window open more than 125mm? If yes, is it guarded to prevent access by children?			
44		Outdoor concerns	Are there any trees, shrubs, ladders, fences, roofs or walls that could allow a child to fall more than 600mm? Are these accessible to children?			
45			Do any of these have sharp, protruding parts?			
46			Are they regularly maintained and checked?			
47		Furniture and furnishings	Is there any furniture from which a child could fall more than 1.5m? Are these accessible to children?			
48			Has furniture been secured to stop it from falling/being pulled onto children?			
49			Have rugs and carpets been secured to prevent children from tripping?			
50			Are high chairs secure and stable? Are they fitted with a five-point harness?			
51			Do prams and strollers comply with AS/ NZS 2172? Are they fitted with a five-point harness?			
52			Do cots comply with AS/NZS 2172? Does bedding conform to state and territory legislation?			

Comments:

Part 3 Burns and scalds

Item	Section	Issue	Hazard	Level of risk (Red, Amber, Green)	Action required: – Remove risk – Control measure (describe)	Date rectified
53	Flammable liquids	Storage	Are flammable liquids stored in a correctly-labelled container designed for storage of flammable liquids?			
54			Are they stored out of reach of children?			
55	Open fires, stoves and fuel burning heaters	Guards	Will the guard prevent contact with flames or a hot surface? Is it securely in place?			
56	Heaters	Kerosene	Are there any portable kerosene heaters in use? Are they placed in a secure location away from children?			
57		Placement/guards	Are heaters either secured at least 2m above floor level? Or guarded securely (see item 55 above)			
58		Surface temperature	Does the heater have a surface temperature likely to cause a burn? Or does it have a secondary guard to prevent access to the primary heat source?			
59	Matches, lighters and explosive substances	Storage	Are matches, lighters and explosive substances stored securely, out of reach of children?			
60	Outdoor barbecues and incinerators	Operation	If barbecue is used while children are in care, is it guarded (see item 58 above)?			
61		Accessibility	Is the incinerator accessible to children?			
62	Stoves, cooking and electrical appliances	Storage	Do these comply with AS/NZS 3350? Are they securely fixed in position?			
63		Accessibility	Are they either stored out of reach of children, guarded by an appropriate barrier, or inoperable by children?			
64	Hot water or liquids, food and hot beverages	Accessibility	Are cooking or heating appliances and containers either stored out of reach of children, guarded by an appropriate barrier, or inoperable by children?			
65			Is hot liquid (e.g. oil, drinks) or food kept out of reach of children and/or tested before being given to them?			
66	Shade provisions and sun protection	Shade provision	Are play areas covered with securely anchored shade structures?			
67		Sun protection	Is a broad spectrum sunscreen used and re-applied regularly? Are hats worn outside?			

Comments:

Part 4 Lacerations, cuts and crushing

Item	Section	Issue	Hazard	Level of risk (Red, Amber, Green)	Action required: – Remove risk – Control measure (describe)	Date rectified
68	Glass	Compliance	Are lower-level windows made of safety glass? Does this glass comply with AS 1288?			
69			Do other types of glass (e.g. laminated and organic-coated) comply with AS/NZS 2208?			
70		Guards	If not safety glass, are windows guarded to prevent children falling against the glass? Or covered by shatter-resistant film?			
71	Sharp, pointed and jagged objects	Accessibility	Have you removed or guarded sharp, pointed and jagged objects to prevent access by children? Examples include: knives, bottles, wire, plants and building materials.			
72		Corners	Do tables and benches have rounded edges, have protection added, or are they moved out of the way to prevent injury?			
73	Tools, machinery and appliances	Accessibility	Are power tools, electrical appliances, exercise machines, fans and other hazardous tools and appliances placed out of reach of children? Or are they guarded or made inoperable?			
74	Falling objects	Instability	Have you secured potentially unstable furniture to prevent it from toppling over? Including televisions?			
75		Climbing	Are there items of furniture that could be used as a as a ladder, for e.g. chests of drawers and bookcases/shelves?			
76			Are there any toys on top of furniture that could tempt a child to climb up to reach them?			
77		Pulling	Are there any table cloths on the table?			
78	Play equipment – toys	Compliance	Do toys, where appropriate, comply with AS/NZS ISO 8142?			
79		Accessibility	Are any toys/equipment that have sharp edges, hooks or splintery surfaces, parts that crush or have heavy moving parts, or which are capable of launching projectiles, stored out of reach of children?			
80		Toy storage	Do items of storage for toys (e.g. toy chests) have heavy lids that could crush or entrap a child?			
81		Toxicity	Are all toys made without toxic materials?			
82	Open windows	Awning (top-hinged) or casement (side-hinged)	Do windows of this type open out over a path or play area? If so, are they guarded to prevent children coming into contact with them?			

Comments:

Part 5 Poisoning

Item	Section	Issue	Hazard	Level of risk (Red, Amber, Green)	Action required: – Remove risk – Control measure (describe)	Date rectified
83	Poisonous substances	Storage and accessibility	Are all household and cleaning products and medicines stored in their original containers or clearly labelled?			
84			Are they stored securely out of reach of children? Does the cupboard have a child-resistant latch?			
85			Are they returned to their safe place immediately after use?			
86	Poisonous plants and trees	Toxicity	Has the garden been checked for poisonous plants and trees? Have these been removed or guarded to prevent access by children?			

Comments:

Part 6 Other injuries

Item	Section	Issue	Hazard	Level of risk (Red, Amber, Green)	Action required: – Remove risk – Control measure (describe)	Date rectified
87	Animals and pets	Accessibility	Are farm animals and domestic pets kept separated from children, unless under adequate supervision?			
88		Training	Are domestic pets trained to obey your commands (e.g. sit, stay, drop and come)? Do they have a safe place to go where they won't be bothered by children?			
89	Entrapments/ strangulation	Blinds and curtains	Are blind and curtain cords secured out of reach of children?			
90		Other items	Are other items that might present a risk of strangulation, such as loose ropes or clothes lines, stored out of reach of children? Or are they guarded to prevent access?			
91			Have any items that might present a risk of entrapment, such as storage containers and refrigerators, been guarded or made inoperable for children?			
92		Under the house/building	Has the area under the building been securely enclosed so that children cannot enter that area?			
93	Latches to prevent access	Internal doors	Can all internal doors be opened by the educator at all times? (e.g. toilet/bathroom/laundry doors)			
94		Fences, gates and external doors	Are these used to restrict access to dangerous areas such as driveways, roads or bodies of water?			
95	Inhalation or ingestion of foreign bodies	Choking	Are all objects that could fit inside a 35mm film canister stored out of reach of young children?			
96			Are children supervised at meal times?			
97		Suffocation	Are all objects that could smother a child, e.g. plastic bags, stored out of reach of children?			
98	Electrocution	Household wiring	Are all household wiring, plugs, cords and appliances in good order and do they comply with relevant Standards? Are they guarded to prevent access by children?			
99			Are safety plugs and switches installed?			
100		Wet areas	Are electrical appliances used in wet areas, e.g. bathroom and laundry? Are electric heaters placed in safe places such as on the wall or under the floor?			
101	Firearms or guns	Storage and accessibility	Are firearms and ammunition stored separately? Are they safely stored away when not in use?			

Comments:

Part 7 Motor vehicles

Item	Section	Issue	Hazard	Level of risk (Red, Amber, Green)	Action required: – Remove risk – Control measure (describe)	Date rectified
102	Driveways	Accessibility	Are driveways made inaccessible to children by security doors, fencing, gates or by other means?			
103			When moving a vehicle, have you placed any children securely within the vehicle before turning it on?			
104	Seatbelts and child restraints	Compliance	Do all child restraints comply with AS/NZ1754? Do they comply with the age/weight restraints? If a child has a disability are they appropriately restrained? Refer to AS/NZ 4370:1996			
105		Weathering	Have you checked restraints for small frays, tears, rust or mould?			
106	Motor vehicles	Accessibility	Are motor vehicles secured so that children can only access them under the supervision of an adult? (includes cars, motorbikes, tractors and ride-on mowers).			
107		Registration and insurance	Are all vehicles used for transporting children in care registered, roadworthy and appropriately ensured?			
108			Do all people responsible for transporting children in care in a motor vehicle have an appropriate license?			

Comments:

Part 8 Safety management

Item	Section	Issue	Hazard	Level of risk (Red, Amber, Green)	Action required: – Remove risk – Control measure (describe)	Date rectified
109	First aid	First aid kit	Is the first aid kit stocked with items as outlined by an accredited first aid provider?			
110		Certification	Does the educator have a current first aid certificate?			
111		Resuscitation	Is there a resuscitation chart on display in a prominent place?			
112		Storage	Is the first aid kit stored securely out of reach of children, but in a place where the educator can access it quickly in an emergency?			
113	Communications	Telephone/other means of communication	Is there an operating telephone, or an alternate means of communication available?			
114		Emergency lists	Is there a list of emergency numbers displayed by the telephone/other means of communication?			
115	Emergency evacuation	Written evacuation plan	Is there an evacuation plan displayed? Is the evacuation procedure practiced regularly?			
116	Fire prevention and management	Smoke detectors	Are they checked on a regular basis in compliance with AS 3786?			
117		Fire blanket	Is there a fire blanket installed in the kitchen area? Have you had training in its use?			
118		Fire extinguisher	Is there a fire extinguisher installed in the home? Have you had training in its use? Has it been maintained in compliance with AS 1841?			

Comments: