

## ARMIDALE & DISTRICT FAMILY DAY CARE

### Assessment and approval and re-assessment of an Educator's premises

#### Policy

<b>Related documentation Policy/policies:</b>	Excursion/Motor Vehicle, Water Safety, Sunsafe, Home Visit and Complaint Handling Policies, Emergency Evacuation,
<b>Regulation/s/ Standards:</b>	Education and Care Services National Regulations 103, 104, 116, 117 NQS 3.1.1, 3.1.2, 3.2.1, 3.2.2
<b>Related procedures:</b>	Administering Medication, Safe Sleeping, Supervision, Pets, Work Health and Safety (Educators) and Nappy Change procedures
<b>References:</b>	Reading labels and material safety data sheets –Work Cover Catalogue No. 400 Guide 2006 <a href="http://www.safersolutions.org.au">www.safersolutions.org.au</a> Family Day Care Safety Guidelines –Kidsafe August 2014
<b>Date effective</b>	November 2018
<b>Date for review</b>	November 2020
<b>Purpose/s</b>	To ensure that Educators environments and practices meet the National Regulations, Law and Standards so that children's health, safety and wellbeing is protected whilst they attend registered Armidale & District Family Day Care services.
<b>Responsibility/applies</b>	Nominated Supervisor, Coordinators, Educators, Relief Educators

#### Key information:

- A comprehensive risk assessment is conducted in areas of the Educator's residence/venue that are used for family day care to ensure maintenance with regard to health and safety in accordance with National Regulations, National Law and National Standards (NQS).
- The Coordination Unit supplies Educators with a risk assessment document (the Educator's Workplace Safety Evaluation) and ongoing information and assistance related to meeting compliance obligations.

- Once registered, the Educator must conduct their own risk assessment **daily** before children arrive in care. The date and time of that daily risk assessment needs to be documented along with any potential safety issues identified and any action taken.

**The Assessment will include:**

- Fencing and security-fences must be of a design and height that children cannot go through, over or under them.
- Glass safety issues-if the glass is accessible and, in the case of windows, if it is 0.75m or less above floor level, the glass area must be glazed with safety glass ,treated with a product (film) that prevents glass from shattering if broken or guarded by barriers that prevent a child from striking or falling against the glass.
- The existence of nearby water hazards (dams, swimming pools or ponds).
- Any risks posed by animals.
- Stairways and balconies.
- The adequacy of light and ventilation.
- Toilet and hand washing facilities.
- Nappy change facilities.
- Safety related to furniture used (nursery furniture must meet Australian Standards).
- Educators will need to organise compliance certificates for fire protection equipment through services such as Armidale Fire and Safety or Universal Fire and Safety, RMS approved inspection of car restraints (through Hardmans or TJM in Armidale) and a medical clearance (if they have a pre-existing health condition or if they are returning to work after giving birth, after surgery or serious illness).
- Educators will also need to ensure their First Aid/ Asthma and Anaphylaxis management training, insurance, driver's licence and car registration are current.

**The Coordinator's role**

- Coordinators will conduct routine risk assessments whilst on home visits and those observations of care environments will be documented and discussed with Educators.
- Coordinators will supply ongoing information and specialist advice to Educators regarding safety in the home and changes to legislated safety standards (that result from accidents or insurance claims).
- Coordinators will conduct a re-assessment of each Educator's premises at least annually. Educators will be given the opportunity to prepare for these re-assessments.
- Coordinators will also assist new Educators to conduct a reassessment of their premises after they have been registered with the service for a period of 6 months.
- If a Coordinator identifies a hazard during a home visit they will discuss this with the Educator and, depending on the risk, they will either require them to take immediate action or develop an action plan to eliminate/minimise risk within a specified timeframe.

- If the Coordinator feels that a risk has not been eliminated or sufficiently minimised the matter will be referred to the Nominated Supervisor who will make an assessment of the potential danger and discuss the outcome with the Educator.
- If the Educator wishes to appeal the outcome they are advised to speak with their Coordinator or the Nominated Supervisor and refer to the Complaints Handling policy for information on the appeal procedure.
- **Educators must advise the Nominated Supervisor of any proposed renovation or changes to the residence that could have an impact on children in care or that could affect the previous risk assessment.**

### Safe storage of dangerous substances

A designated safe storage place, that is inaccessible to children, must be available for:

- All cleaning materials
  - Poisonous or other dangerous substances
  - Alcohol and cigarettes
  - Dangerous tools or equipment
  - Toiletries and medications
  - First Aid equipment
  - Jagged or sharp objects
- Any medication which requires refrigeration will be stored in a child resistant container in the fridge.
  - Where possible the Educator will use environmentally friendly cleaning products to minimise the amount of chemical products stored at the premises. Only domestic quantities of chemicals should be stored.
  - Any chemical needs to be stored in their original labelled containers in locked cupboard or a container that is child resistant and inaccessible to children.
  - Material Safety Data Sheets are available from the manufacturers of chemical products. They detail the safe use, storage, disposal and first aid recommendations for the product.
  - In the case of possible poisoning through ingestion, inhalation, skin or eye contact the Educator should immediately call an ambulance on 000 and the Poison's Information Line on 131126. Once emergency services have been alerted the Educator should contact the AFDC's Coordination office to advise staff of the incident and seek support.