



# Family DAYCARE

*Family Day Care* **Gympie Region**

## **HEALTH & SAFETY GUIDELINES**

## **INDEX**

Page 4	Safeguards for Educators
Page 5	Educator's Role Basic Safety Tips
Page 6	Safety Management First Aid
Page 7	Fire and Emergency Evacuation
Page 8	Car Safety
Page 9	Transportation of Children Excursions
Page 10	Food Safety
Page 11	Hygiene Hand Washing
Page 12	Children's Hygiene General Hygiene Sleeping
Page 13	Outdoor—duty of care
Page 14	Sun Protection
Page 15	Water Safety Pools / Spas Paddling Pools Ponds Creeks, Rivers, Dams Water Containers
Page 16	Plumbing Fixtures and appliances Gully Trap Hot Water Pipes Holes, Wells, Trenches and Excavation Building Features

Page 17	Play Equipment and Trees School-aged Children Children 3-5 years Children 0-3 years
Page 18	Sandpits Trampolines
Page 20	Glass Windows and Openings Flammable Liquids
Page 21	Open Fires, Wood Burning Heaters Heaters Space Heaters Matches, Lighters and Explosive substances Outdoor barbecues and incinerators
Page 22	Stoves, Cooking and Electrical Appliances Hot Water or Liquids Play Equipment and Toys Fans and Cooling Units Sharp, Pointed and Jagged Objects Falling Objects
Page 23	Tools, Machinery and Appliances Motor Vehicles Play Equipment and Toys Poisoning Art Materials
Page 24	Animals and Pets Entrapment Area under a House/Building
Page 25	Renovations/Asbestos Audit, Register and Risk Management
Page 26	Inhalation & Ingestion of Foreign Bodies Electrical Safety Gun Control References

## Safeguards for educators

- ☆ Keep a written log or diary, noting all incidents, however trivial, of the child's time in care
- ☆ Participate in training
- ☆ Share any incidents or feelings which make you feel uncomfortable with the coordinator who is visiting you
- ☆ Family members should think about their family patterns of behaviour (such as nudity, privacy, play, secrets, washing, touching) and identify situations which might be misinterpreted
- ☆ Be aware that when caring for a child who is behaving in a very sexualised manner ALL family members need to be careful of the situations they become involved in - not putting themselves at unnecessary risk of being misunderstood by the child - though it is important to keep things in perspective and maintain normal family life
- ☆ Encouraging open channels for honest and free discussion between yourselves and the children. It is important that you own children are able to tell you if a child in your care tries to involve them in sexualised behaviour or activity
- ☆ Being actively involved with your local Educator group which may provide further training and advice and offer support
- ☆ Be conscious of health issues eg, Hepatitis A and B vaccinations, using universal precautions
- ☆ Develop an understanding of the service policies and procedures and the National Quality Framework

## **EDUCATOR'S ROLE**

**Educators have a duty of care to ensure the safety and well-being of children.**

**The onus is on Educators to provide secure and safe environments, to ensure all possible safety measures are in place and, in case, of an emergency, first aid equipment and training is up to date.**

### **BASIC SAFETY TIPS**

- ☆ Educators are required to hold current Provide First Aid and CPR, Provide an Emergency First Aid Response in an Education and Care Setting certificates and have access to appropriate first aid kits
- ☆ Educators should ensure children in their care are supervised at all times
- ☆ The care environment, equipment and toys should be maintained in good order and free from hazards
- ☆ Heating and cooling appliances, electrical cords, toxic products and medications should be secured out of reach of children
- ☆ Each Educators' home is to be fitted with an effective system of smoke alarms and contain fire safety equipment such as fire blankets, hoses and extinguishers
- ☆ Educators' home must have a plan and procedure for the safe evacuation of children in the event of a fire or other emergencies. Evacuation plans and procedures are to be displayed near each exit in the care area. The evacuation procedure should be practised at least three monthly and the dates noted in the Educator's diary
- ☆ Vehicles used for transporting children are adequately maintained in regard to tyres, brakes and general mechanics
- ☆ Ensure that approved child restraints are fitted correctly and used

***Out of reach is 1.75 metres above child height.***

### **PLEASE NOTE:**

**Educators will ensure that no one in contact with the children is under the influence of alcohol or non-prescription drugs and that a smoke free environment is provided for children while they are in care.**

**This would include your vehicle and when visiting another venue or home while children are in care.**



## SAFETY MANAGEMENT

### COMMUNICATIONS

Every home approved for Family Day Care shall contain an operating telephone that can be used to contact parents, family day care office and emergency services when required. At all times when education and care is being provided, the telephone must be available for sending and receiving calls.



A list of the following emergency numbers:

- ☆ Police
- ☆ Fire Brigade
- ☆ Ambulance
- ☆ Each child's parent or authorised person(s) contact number
- ☆ Each child's doctor
- ☆ Parent's emergency back-up contact number
- ☆ Family Day Care Office
- ☆ Nearest Hospital Accident and Emergency Department
- ☆ Poisons Information Centre



### FIRST AID

- ☆ The Educator must hold current First Aid, CPR and Provide an Emergency First Aid Response in an Education and Care Setting certificates
- ☆ Take emergency contact numbers while transporting children and on excursions
- ☆ Display an emergency evacuation plan at each exit in the education and care area
- ☆ Practise emergency evacuation plan at least every 3 months with each child in care and document the dates of emergency evacuation practice
- ☆ Supervise young children during potentially hazardous activities (e.g. near water, heaters, cooking and woodwork)
- ☆ Supervise young children in a dangerous situation such as in a car or highchair
- ☆ Be aware of the symptoms of common illnesses in children and being alert to the changes in behaviour that may signal illness and respond accordingly
- ☆ Any home approved for Family Day Care shall contain a first aid kit which includes at least the following:  
*Disposable latex gloves; Resuscitation face-mask; Basic first aid instructions; Pencil and note pad – to record any injuries that happen; Scissors; Safety pins; Tweezers; Sterile adhesive dressings; Sterile un medicated wound dressings (small, medium, large) Sterile non-stick dressings; Sterile combine dressings; Sterile cotton gauze swabs (7.5cm x 7.5cm); Triangular bandages; Adhesive tape (2.5cm); Stretch bandages (5cm, 7.5 cm, 10 cm); Sterile eye pads; Antiseptic solution; Sterile normal saline solution; Individual plastic bags; Disposable aluminium foil blanket.*

## FIRE AND EMERGENCY EVACUATION

In the event of a fire or other emergency, an evacuation plan could save lives. Evacuation plans should be carefully thought out and well rehearsed.

Every person approved, as a Educator with Family Day Care Gympie Region shall have an emergency evacuation plan on display at each exit in the education and care area.

Draw a floor plan of your home and out door enclosure. Mark two ways out of each room – a window and a door. Ensure you have a primary escape route and a secondary escape route, and a designated meeting place.

Keep keys for deadlocks close at hand. Crawl low in smoke to the nearest exit – more people are affected by smoke than flames.

Teach children to:

*Get down low and go, go, go!*  
*Get out and stay out*

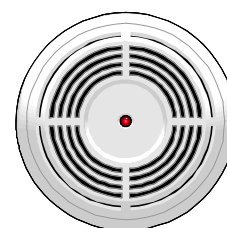


Houses should have adequate means of exit in an emergency and these exits should be free of obstruction.

Discuss the emergency evacuation plan with parents and children in care as well as your own family members.

- ☆ Have a fire blanket and /or extinguisher and smoke detectors fitted.
- ☆ Practise evacuation procedures at least every 3 months with each child in care.
- ☆ Review evacuation procedure and update when necessary.
- ☆ Document the dates of the practice.

Queensland Fire and Emergency Services can provide you with on-the-spot advice regarding fire safety through Operation Safehome. The purpose of the program is to eliminate, as much as possible, any fire and safety hazards around the home. The intent is to reduce death and injury and property damage due to home fires and accidents. Firefighters will advise you on correct positioning of smoke alarms and discuss fire safety concerns.



***Discuss and document procedures with children and their families***

## CAR SAFETY

The Educator or driver responsible for transporting Family Day Care children in a vehicle shall hold a current “C” Class driver’s licence or higher to be sighted by coordinators on application and during the annual assessment of Educators.

The Educator must ensure that the vehicle is fitted with approved child restraints which are used correctly. Child restraints must be checked yearly with signed documentation to be forwarded to the FDC office.

The Educator should ensure the vehicle is:

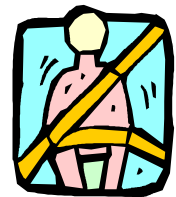
- ☆ Registered
- ☆ Comprehensively insured
- ☆ Adequately maintained in regard to tyres, brakes and general mechanics
- ☆ Fitted with approved child restraints and seat belts appropriate to the needs of the children in care

Educators will be required to provide a copy of a service invoice or a have a mechanical check on the car each year.

### 6 STEPS FOR SAFE AND CORRECTLY FITTED CHILD RESTRAINTS

**Step 1:** Check that the restraint is fitted according to the manufacturer’s directions and make sure it is in good condition with:

- ☆ No damage to plastic components
- ☆ No worn or frayed harnesses or straps
- ☆ All stitching intact
- ☆ That anchor bolts are fitted correctly with extension straps (if required)
- ☆ A buckle that is relatively easy for adults to release



**Step 2:** Check the upper anchorage strap is firmly adjusted to remove slack, but not so over-tightened as to cause the restraint base to lift off the vehicle seat.

**Step 3:** Check the vehicle’s seat belt is fed through the correct pathway for the particular child restraint and according to the manufacturer’s instructions.

**Step 4:** Make sure the restraint is suitable for the child’s weight and height.

**Step 5:** Check the shoulder harness can be adjusted onto the child firmly enough to remove all slack and the harness slot is no lower than shoulder height

**Step 6:** When using child restraints:

- ☆ Be aware that the available interior space and seat shape of your vehicle may not suit all restraints
- ☆ Ask the supplier to check which restraint will fit and is safe to use in your vehicle before you buy or hire
- ☆ If a restraint is convertible, make sure you can safely use it in its forward/backward facing positions in your vehicle.



## TRANSPORTATION OF CHILDREN

When transporting children, the following guidelines should be followed:

- ☆ Obtain written permission to transport children
- ☆ Carry a mobile phone which is able to send and receive calls
- ☆ Risk assessment for transportation and each destination
- ☆ Children must not be left unattended in a motor vehicle
- ☆ Children should not be left for excessive periods of time in a motor vehicle even when a Educator is present
- ☆ Adhere to any relevant legislative requirement or regulations
- ☆ Provide a current copy of transportation forms to Family Day Care Gympie Region office. Each Educator should have a copy of the transportation form in a secure place
- ☆ Take first-aid kit, emergency contact numbers
- ☆ Take care to prevent children from becoming separated from the group
- ☆ Inform parents of any changes noted on the transportation form



## EXCURSIONS

**Prior to taking children an excursion, Educators should determine risks to children's safety and complete a written risk management plan.**

- ☆ Obtain specific written authorisation from parents for excursions, including the date and time, proposed destination and route of travel, method of transport, estimated time of departure and return, activities and numbers of adults to accompany and supervise the children
- ☆ When taking children on an excursion constant supervision should be paid to children's safety in regard to – water hazards, lawn mowers, swing and slide sets, traffic, glass, syringes and other people
- ☆ Ensure that children will not fall and are not likely to be overwhelmed by crowds when on excursions or on public transport
- ☆ Practise and observe safety rules relating to crossing roads, using footpaths
- ☆ Always use the Safety Door (rear kerbside door of the car) to get the children in and out of the car

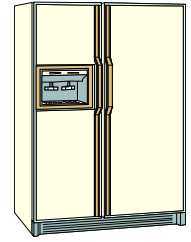


## FOOD SAFETY

**Food safety for high-risk groups such as infants and toddlers is essential.**

### HANDLE FOOD SAFELY:

- ☆ avoid handling food for others when you are ill
- ☆ use clean equipment and clean hands to handle food and ensure children do the same
- ☆ use separate chopping boards for raw and ready to eat foods to prevent cross contamination
- ☆ raw foods should be kept at the bottom of the fridge and lunches at the top of the fridge. This prevents any drips or falling food from contaminating the lunches
- ☆ ensure that children's lunches are covered
- ☆ fruit and vegetables should be washed in running water before eating and cooking to remove dirt, micro-organisms and chemicals
- ☆ ensure children's food remains fresh while on an excursion or at playgroup, Educators should carry children's food in an esky or other container that will keep the food cool
- ☆ leftover food should be disposed of thoroughly



### KEEP HOT FOOD HOT; AND COLD FOOD COLD

Children's lunches should be placed in the fridge as soon as they arrive for the day, particularly perishable items such as milk, yoghurt, meat and cheese.

Infant feeding bottles should be placed at the back of the fridge where it is coldest, not in the door. Breast Milk should be stored and warmed as required by current information.

### MEALTIMES

Mealtimes are social occasions and Educators should plan to provide an enjoyable experience for the children in care. Educators need to balance their efforts to create pleasant mealtimes for children against safe food handling practices and the need to ensure that the food children eating is nutritious and in accordance with the parent's needs.

**Water should be offered to children throughout the day.**



## HYGIENE

- ☆ Every Educator needs to have an understanding of universal health precautions to prevent the spread of contagious conditions
- ☆ Each child should bring their own combs, brushes, toothbrushes, bottles and towels with them to care.
- ☆ Toys and surfaces should be disinfected, as needed, particularly babies' toys
- ☆ Children should have their own linen – either provided by the Educator or the parents
- ☆ An area should be set aside for nappy changing. The mat must have an impervious surface that can be washed and/or disinfected after each use
- ☆ Nappies and other soiled clothing should be stored safely and hygienically
- ☆ The Educator should have knowledge of the service's health and hygiene policies and procedures

## HAND WASHING

- ☆ before preparing or handling food – for Educator and children
- ☆ after coughing, sneezing or using a tissue
- ☆ after going to the toilet
- ☆ after handling rubbish
- ☆ after touching animals
- ☆ after handling chemicals or cleaning
- ☆ after attending to children e.g. wiping noses, changing nappies
- ☆ after removing disposable gloves
- ☆ after touching body parts such as ears, hair, nose and mouth
- ☆ before and after administering first aid
- ☆ at the end of the day



**Children should be provided with running water and soap and disposable towels or individual handtowels to dry their hands.**

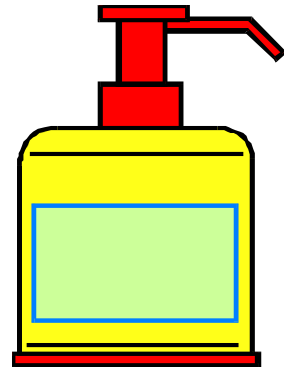
## KEEPING HANDS AND NAILS CLEAN

- ☆ Wash hands and nails thoroughly under running water and then dry them well
- ☆ Damp hands transfer bacteria more easily than dry hands
- ☆ Cuts and infections on hands need to be covered with a waterproof dressing



## CHILDREN'S HYGIENE

Please note some children may be allergic to soap and Educators may need to offer an alternative. Obtain written permission from the child's parent in relation to products used for children in care.



### HAND WASHING

- ☆ Use soap and running water
- ☆ Rub hands vigorously counting to 10
- ☆ Wash hands all over, including backs of hands, wrists, between fingers and under nails
- ☆ Rinse hands well
- ☆ Dry hands with a paper towel or the single use towel

To provide an environment that is hygienic for children and Educators the following items are required:

- ☆ Soap and running water
- ☆ Disposable paper towels or individual towels provided for each child
- ☆ If paper towels are used, a hands free lidded bin lined with plastic should be provided
- ☆ A clean washer should be provided for each child. These may be disposable
- ☆ Gloves – must be single use and non porous

### GENERAL HYGIENE

Non porous, single use gloves should be worn when handling bodily fluids. Dispose of gloves and wash hands when finished.

If a child falls and draws blood, non porous single use gloves must be worn. If other children are involved, wash off any blood with running water.

**Spills** - blood, vomit, urine, faeces must be cleaned up using non porous single use gloves. Wipe up the bulk of the spill with a paper towel - then wash area with soap and water.

If a child or the Educator has a cut, it should be covered – a band-aid is enough.

### SLEEPING

- ☆ Appropriate sleeping / resting facilities must be available for all children in care. At no time should a child in care be placed in bed with an adult
- ☆ Use of cots will be used in accordance with the manufacturer recommendations and / or FDC Gympie Region Service Policies
- ☆ The top bunk of bunk bed sets must not be used for a child in care. Ladders must be removed to deter access
- ☆ Do not allow children to use bunk beds as a play area

## OUTDOOR

**The outdoor play area must be safe, have enough shade and be adequately fenced. The fence or barrier must be of a height and design that children preschool age or under cannot go through, over or under it. Walls or terraces from which a child could fall must be barricaded or fenced.**

### DUTY OF CARE IN THE OUTDOOR PLAY AREA

Educators have a duty of care to the children in care. In a playground environment, the main aspects of duty of care are:

- ☆ To supervise children at all times
- ☆ To provide safe and suitable premises and equipment
- ☆ To identify foreseeable hazards in the outdoor play area
- ☆ To assess risks—risk is the likelihood of a hazard resulting in death or injury
- ☆ To decide on measures to prevent or minimise the level of risks. eg By changing the arrangement of equipment, or replacing equipment that presents a hazard
- ☆ To ensure effective maintenance of outdoor equipment
- ☆ To keep records of all maintenance of equipment
- ☆ To establish safe play practices for children

Soft fall material in the outdoor play area is required where play equipment is over 50cms in height. It should comply with the Australian Standards for soft fall.



## SUN PROTECTION

**Children and Educators should wear hats and sunscreen at all times of the year as the sun can be as damaging in winter as it is in summer.**

Parents are to be encouraged to provide sun-screen specific to their child's skin type. If children are allergic to sunscreen, parents should notify the Educator of this in writing.

Educators should provide a shaded area for children to play outdoors. If children spend long periods of time in the sand-pit, then there should be shade over the sand-pit. Educators must ensure that children are provided with adequate drinking water throughout the day.

## AVOIDING THE SUN

- ☆ Avoid being in the sun during the hottest hours of the day
- ☆ Outdoor activities should be in shaded areas – before 10.00am and after 2.00pm (Eastern Standard Time)
- ☆ Babies under the age of 6 months should not have their skin exposed to direct sunlight

## CLOTHING

The Queensland Cancer Council recommends clothing should be:

- ☆ Natural fibre
- ☆ Closely woven fabric
- ☆ Dark colours
- ☆ Collars and sleeves



## HATS

- ☆ Should fit well and be worn for all outdoor activities
- ☆ Should protect face, neck and ears – broad rim 8-10 cm or legionnaire style

## SUNGLASSES

- ☆ If parents request that their child wears sunglasses, the child should be encouraged to leave them on while travelling in a car and while playing outside
- ☆ Sunglasses should comply with the Australian Standard AS 1067

## INVOLVING CHILDREN IN SUN PROTECTION PRACTICES

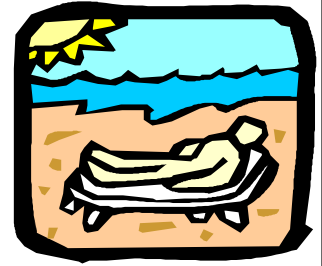
Once children are at an age where they are able to understand:

- ☆ Explain the harm that sun can do and thus the need to stay out of direct sun
- ☆ Give older children the opportunity to be responsible for their own protection - but remember to supervise and ensure good sun protection practices
- ☆ Use positive reinforcement and behaviour management techniques

**Practise a “no hat—no play” all year**

## WATER SAFETY

Parents written permission must be obtained and a swimming form signed before a child can participate in any swimming activity. This includes trips to the beach, river, community pool or any other area where there is a body of water that is unfenced.

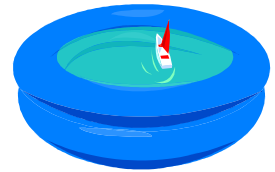


## POOLS / SPAS

- ☆ All pools / spas shall comply with local council pool safety / fencing regulations. That is, pools / spas shall be surrounded by a fence at least 1.2 metres high and have no horizontal footholds which would permit a young child to climb up and over
- ☆ Every gate in such fence shall be self-closing and incorporate a latch that is at least 1.5 metres above ground level and cannot be operated by a young child
- ☆ Every window that allows direct access to a pool, etc shall not open more than 100mm.
- ☆ Any objects that could assist a child to climb up and over a fence or to operate any gate, door or window latch shall be removed
- ☆ A notice detailing resuscitation procedures shall be permanently attached to a fixture within the pool area
- ☆ The service policy in relation to numbers shall apply when children are swimming or near a body of water that is unfenced this includes you own under school age children and your school age children under 12 years of age

## PADDLING POOLS

- ☆ Paddling pools shall be emptied after use and stored to prevent the collection of water. The height of water in a paddling pool must be under the knee of the youngest child using the pool.



## PONDS

Any pond into which a young child could fall shall be:

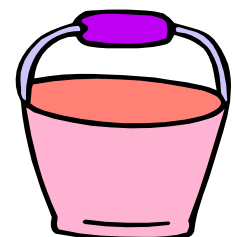
- ☆ Covered by a material, secured in position, and capable of preventing submersion of a young child; *or*
- ☆ Completely enclosed by a barrier, fence, wall, gate, door, etc. conforming to the requirements

## CREEKS, RIVERS, DAMS

- ☆ Any property that is adjacent to or provides access to any creek, river, dam or similar body of water shall be separated by that body of water by a barrier, fence or wall conforming to the requirements.

## WATER CONTAINERS

- ☆ Any moveable water container (eg nappy bucket, animal drinking bowl, paddling pool etc) capable of holding water shall be stored out of reach of a young child.



## PLUMBING/FIXTURES AND APPLIANCES

Any room, area or cupboard containing a bath, basin, tub, washing machine or similar plumbing fixture or appliance shall:

- ☆ Be capable of being securely enclosed by doors; *or*
- ☆ Have gates fitted with a catch which cannot be operated by a young child



Any plug used in association with such plumbing fixtures or appliances stored out of reach of a young child, and hot water taps should be made inaccessible for young children to turn on.

## GULLY TRAP

Any gully trap into which a young child could fall shall be:

- ☆ Completely covered by a solid material capable of supporting the weight of an adult and which is secured in position; *or*
- ☆ Completely enclosed by a barrier, fence, wall, gate, door etc conforming to the requirements for a swimming pool

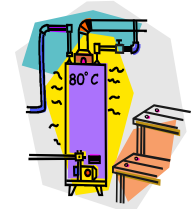
## HOT WATER PIPES

Children must not have access to hot water pipes. Hot water pipes should have a guard around them or be in an area that is inaccessible to children.

## HOLES, WELLS, TRENCHES AND EXCAVATION

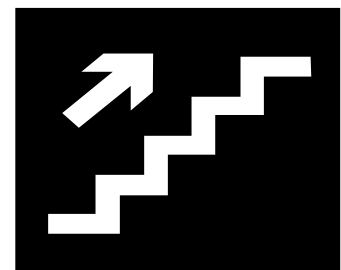
Every hole, well, trench or excavation more than 1 metre deep out of which a young child could not easily climb unassisted, shall be:

- ☆ Completely covered by a solid material capable of supporting the weight of an adult and which is secured in position; *or*
- ☆ Enclosed by a barrier, fence, wall, gate, door etc conforming to council requirements



## BUILDING FEATURES

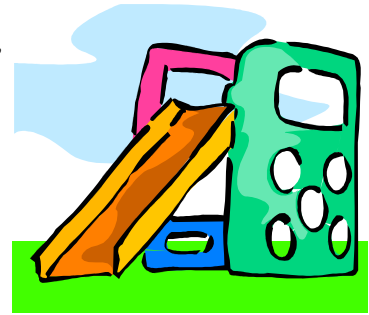
- ☆ Every stairway, ramp, corridor, hallway external access, balcony, bridge etc with one or more sides in excess of 1 metre above the adjoining floor or ground shall be bounded by a wall or railing
- ☆ The railing shall be vertical; and should be no more than 100mm apart
- ☆ Any open stair tread shall be made inaccessible to children if more than 1 metre from the ground
- ☆ Every flight of stairs shall be made inaccessible to a young child with an age appropriate barricade or gate at top and bottom of stairs. Stairs over a metre or 5 treads must be enclosed at the back
- ☆ The building should be well maintained with no loose panels, boards or bricks etc that may injure child or adult. Treads on steps should not be worn or loose





## PLAY EQUIPMENT AND TREES

*Any child playing on climbing equipment, tree, shrub, fence, ladder from which he/she could fall shall be under strict supervision of an adult.*



### SCHOOL-AGED CHILDREN

All equipment intended for climbing from which a school aged child could fall over **2.5 metres** shall:

- ☆ Contain no hard, jagged or protruding surfaces or objects onto which a child could fall
- ☆ Be securely fixed so that it could not become unstable or fall

All equipment must be maintained in a good condition eg no corroded areas.

The surface under all equipment intended for play from which a school-aged child could fall **over 2.5 metres** shall contain no hard, jagged or protruding surfaces or objects onto which a child could fall

### CHILDREN 3–5 YEARS

All equipment intended for climbing that is **over 1.5 metres** shall:

- ☆ Contain no hard, jagged or protruding surfaces or objects onto which a child could fall
- ☆ Be securely fixed so that it could not become unstable or fall

All equipment must be maintained in a good condition eg no corroded areas.

The surface under all equipment intended for play from which a pre-school aged child could fall **over 1.5 metres** shall contain no hard, jagged or protruding surfaces or objects onto which a child could fall.

### CHILDREN 0-3 YEARS

All equipment intended for climbing from which a child 0-3 could fall **over 1 metre** shall:

- ☆ Contain no hard, jagged or protruding surfaces or objects onto which a child could fall
- ☆ Be securely fixed so that it could not become unstable or fall

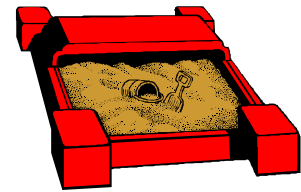
All equipment must be maintained in a good condition eg no corroded areas.

The surface under all equipment from which a child 0-3 could fall **over 1 metre** shall contain no hard, jagged or protruding surfaces or objects onto which a child could fall.



## SANDPITS

**Sandpits should be covered when not in use. Shade should be provided while children are playing in the sand-pit.**



### HAZARDS TO LOOK OUT FOR

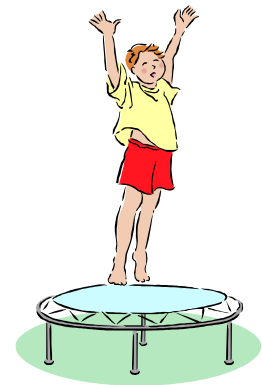
- ☆ Too Loose-Play equipment should be strong, sturdy and securely anchored
- ☆ Too Close-Under and around equipment, there should be a large clear space that has no objects onto which children might fall
- ☆ Too Hard- Surfaces under equipment should be soft enough to cushion falls
- ☆ Too Tight- Check spaces that could trap a child's head or neck, particularly if they were to slip through feet first
- ☆ Too Sharp- Watch for sharp edges that could cut; also splinters or protruding parts that could pierce skin or tangle children's clothing

## TRAMPOLINES FOR USE AT HOME

Physical education professionals see the trampoline as valuable for encouraging good balance and coordination. However, **a trampoline is not a toy**. It can expose a child to serious spinal and internal injuries or complicated fractures. Other injuries may occur when a child is caught in the springs or attempts to dismount.

Children must be supervised by an adult while using a trampoline.

- ☆ Complete a safety check regularly
- ☆ Check joints for wear
- ☆ Leg braces need to be locked
- ☆ Springs securely attached
- ☆ Springs inspected for wear and loss or tension
- ☆ Torn pads should be replaced
- ☆ Bed should be examined for signs of fraying or laddering
- ☆ Check stability



#### GUIDELINES FOR USING A TRAMPOLINE

- ☆ Position the trampoline so it can be easily supervised at all times and place it clear of fences and overhead objects eg clotheslines and trees
- ☆ A below ground trampoline is safer than an above ground one. If this is not possible make the height above the ground as low as possible
- ☆ Protective padding covering the frame and springs around the edge must be used. A surrounding net is recommended.
- ☆ Do not store any object beneath the trampoline
- ☆ There should be at least 5 metres clearance from the floor to the nearest overhanging objects
- ☆ Space beneath and around the trampoline should be kept clear of obstructions and the surface should be level
- ☆ Trampoline must be stored safely when not in use

#### CHILDREN MUST BE SUPERVISED AT ALL TIMES

- ☆ Children should be taught to work at all times as close to the centre of the mat as possible (*mark the centre if necessary*) and to face the ends, not the sides of the trampoline. They should bounce with feet apart
- ☆ At no time should children be permitted to go under the trampoline whilst in use
- ☆ Drinking or eating whilst bouncing should not be allowed because of the possibility of inhaling food and choking
- ☆ Short periods of bouncing are best to avoid tiredness, tension or dizziness, which may cause a loss of balance.
- ☆ Careful mounting and dismounting must be taught
- ☆ Children must climb on from the side and off from the side of the trampoline, not jump. An adult may assist them.



## GLASS

Any glass in the care environment must comply with Australian Standard 1288-2006.

In all cases, glass that is not compliant with AS 1288-2006 should be separated from children, treated with a product that prevents glass from shattering, eg. safety film, or guarded by a fixed barrier that prevents a child from striking or falling against the glass.



Educators are advised that where they are aware that glass is not compliant and they have not taken risk management steps as noted within a reasonable time frame, their public liability insurance policy may not respond in the event of an injury sustained as a result of this inaction, as this would constitute a breach in the duty of care.

**Any glass hazard that exists in the home is to be made safe by one of the following methods:**

- ☆ Replace glass panels with safety glass
- ☆ Apply laminating film to glass panels
- ☆ Move glass hazard away from the area to which children have access
- ☆ Guard the glass to prevent children from striking or falling against the glass
- ☆ Glass doors should have a decorative decal at child's eye level.

All glass in a door, window, furniture item, etc. which is less than 750mm above floor level and which has a minimum dimension of more than 400square mm, shall be:

- ☆ Safety glass that is toughened or laminated or covered by an organic film; *or*
- ☆ Guarded to prevent a young child striking or falling against the glass



Full height glass doors shall be marked at child eye level with decals, stickers, transfers, etc.

## WINDOWS AND OPENINGS

Every window or other opening **over 1.75 metres** from which a young child could fall shall not open more than 100mm, except where there are permanent bars spaced at no more than 100mm fixed to the window.

No awning (i.e. top hinged) or casement (i.e. side hinged) window shall open out over a path or play area in such a way that a child could come into contact with the edge of the window sash while on the path or in the play area.

## FLAMMABLE LIQUIDS

All flammable liquids *e.g. Kerosene, methylated spirits, turpentine, paint, petrol and aerosol cans* shall be:

- ☆ Stored in a container designed and correctly labelled, for the storage of flammable liquids, e.g. a childproof cap
- ☆ Stored out of the reach of a young child.

## **OPEN FIRES, RADIANT OR CONVECTION WOOD BURNING HEATERS, FUEL BURNING SPACE HEATERS**

Every open fire, radiant or convection wood burning heater or fuel burning space heater shall be adequately guarded and secured while in use:

- ☆ To prevent injury to children
- ☆ To prevent contact with flames or a hot surface, including flues
- ☆ To prevent contact with clothing, which could be ignited
- ☆ Not easily removed or displaced by a young child



### **HEATERS**

Portable Kerosene heaters shall be securely separated so that they are not accessible to a young child.

Every bar heater, electric or gas radiant heater, blower fan heater or similar space heating appliance having high temperature heating elements or hot surfaces shall be:

- ☆ Placed at least 2 metres above floor level; *or*
- ☆ Guarded as specified for open fires.

### **SPACE HEATERS**

A space heater may be regarded as acceptable if it has a surface temperature which is unlikely to cause a burn or which has a secondary guard, which prevents contact with the primary heat source, and the 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 panels, gas or electric wall furnaces, electric storage heaters or heat banks, fan-forced gas heaters with effectively guarded heat exchanges, fan forced electric heaters with covered or guarded heating elements and heated towel rails.

### **MATCHES, LIGHTERS AND EXPLOSIVE SUBSTANCES**

All matches, lighters, lighted cigarettes, ashtrays, car cigarette lighters and explosive substances shall be stored out of the reach of a young child.

### **OUTDOOR BARBECUES AND INCINERATORS**

Every outdoor barbeque shall be made inoperable for a young child. Gas Barbeque bottles must be disconnected when not in use. When in use, the barbeque must be supervised to prevent contact by a young child.

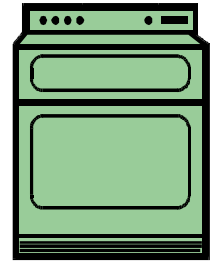
Incinerators shall be placed outside the outdoor play area.



## STOVES, COOKING AND ELECTRICAL APPLIANCES

Every stove or oven, including microwave ovens shall be securely fixed in position and every stove, oven, cooking appliance, boiler, jug, kettle or iron shall be:

- ☆ Made inoperable for a young child; *or*
- ☆ Located out of reach of a young child



## HOT WATER OR LIQUIDS

All hot water or any liquid over 50°C in any tap, pipe, vessel or cooking, heating or other appliance or in any other container shall be:

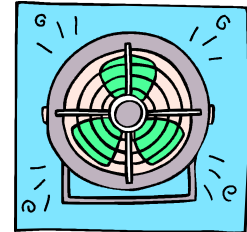
- ☆ Located so that it cannot be reached by a young child; *or*
- ☆ Where within reach of a young child, the outlet fitted with a child resistant tap or operating device, or made inoperable for a young child

## PLAY EQUIPMENT AND TOYS

Any toy or item of play equipment that contains any heat source that could burn, scald or ignite clothing shall be stored out of reach of a young child.

## FANS AND COOLING UNITS

All fans and cooling units should be adequately and securely guarded to prevent injury through contact with moving parts.



## SHARP, POINTED AND JAGGED OBJECTS

Every sharp, pointed or jagged object or material such as knives, scissors, razor blades, garden fork, axe, rake, shovel, mirrors, bottles, wire, plants etc. and every item, including bottles and glasses, which could be broken and produce sharp, pointed or jagged parts, shall not be accessible to a young child.

Toys and equipment should be maintained and be free from rust, jagged edges.



## FALLING OBJECTS

Every item of furniture, appliances, television screens, stove, material, structures, machinery, motor cycle, tool, container, or other object which is or could become unstable shall be securely locked, fixed, held, guarded, stored or placed so as to prevent it falling onto and injuring a child.

## TOOLS, MACHINERY AND APPLIANCES

Every power tool, electrical appliance, petrol or fuel driven machine, mechanical device, tool or implement shall be:

- ☆ Made inoperable for a young child; *or*
- ☆ Stored out of reach of a young child.



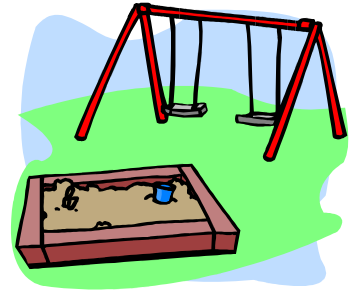
## MOTOR VEHICLES

Every moving vehicle including cars, motorbikes, tractors and ride-on mowers, boats and trailers shall be stored in an area separate from the play area so that a young child and the vehicle cannot come into contact. Every motor vehicle parked on the property shall be locked when not in use.

## PLAY EQUIPMENT AND TOYS

Any toy or item of play equipment which contains sharp edges, sharp points or hooks, crush points or heavy moving parts, or which emits projectiles shall be stored out of reach of a young child.

Ensuring climbing equipment, slides etc. are stable and swing sets are to be anchored or cemented into the ground.



## POISONING

All medicines, household cleaners and detergents, garden products, petroleum products, vet products, alcohol, perfumes and other poisonous substances shall be:

- ☆ Stored in their original containers
- ☆ Stored out of the reach of a young child

Any toy or item of play equipment that contains a toxic material and any plant that could be dangerous to children (e.g. plants with poisonous vegetation, plants with sharp prickles or prominent thorns etc.) shall be made inaccessible to a young child.

For a more complete list of poisonous plants, please contact one of the coordination team.

## ART MATERIALS

All art materials used by children must be non-toxic.



## ANIMALS AND PETS

Any potentially dangerous farm animal or pet shall be made inaccessible to a young child. Educators should inform parents of any pets or animals prior to enrolling their child and advise parents before obtaining a new pet. Ensure that animals have received the appropriate immunisations and are in good health free of parasites and fleas.



- ☆ Keep litter boxes, pet food and dishes and pet toys out of the reach of children.
- ☆ Keep outdoor areas for children free of animal droppings.
- ☆ Ensure that animals have a separate area from children.
- ☆ Keep pets separate from children during food preparation and while children are eating.
- ☆ Ensure that enclosures for animals are finger-proof if necessary.
- ☆ Interaction with pets directly involves, and is supervised by, the Educator.

## ENTRAPMENT

Every blind and curtain cord, rope, clothes line, item of furniture, toy, play equipment, appliance (e.g. refrigerator), structure or other item which could possibly lead to the entrapment of the head, neck, limb or fingers of a young child shall be:

- ☆ Stored out of the reach of a young child; *or*
- ☆ Rendered inoperative with regard to any mechanism, which could entrap a young child.

Minimise the risk that a child can be trapped, pinched, crushed or struck by toys, equipment, furniture or vehicles.

## AREA UNDER A HOUSE / BUILDING

The area under the floor of a building shall be securely enclosed so that a young child cannot gain access to that area.



## RENOVATIONS / ASBESTOS AUDIT, REGISTER AND RISK MANAGEMENT

As of the first of January 2012 Queensland adopted the National Code of Practice for How to Manage and Control Asbestos in The Workplace. This means that all commercial buildings built prior to 2004 in Queensland MUST comply with these codes.

For private or residential premises inspection and reporting is similar to those for commercial building owners as changes to the Code of Practice mean that DIY, builders or tradespeople carrying out any renovation or demolition work will be considered equivalent to a commercial workplace as regards to asbestos safety and handling.

This will mean that prior to organising or managing household or residential renovations, which may include but is not limited to sanding before painting, an asbestos inspection should be carried out prior to commencing work or you run the risk of breaching the Workplace Health & Safety Regulations. If asbestos or the potential for asbestos in the workplace is identified, the location of asbestos must be clearly indicated and recorded in a register, which is readily accessible and up to date. You must have a written asbestos management plan which is implemented consistently and reviewed on a regular basis.

To comply, a building must have an asbestos inspection carried out by a competent person from which an Asbestos Management Plan, Risk Assessment, Register and Report is completed if asbestos is found or assumed to be present.

The risk management plan must be discussed with families in your education and care service and signed by them.

A copy is to be forwarded to the FDC office.

These requirements commence on 1 January 2013.



## **INHALATION OR INGESTION OF FOREIGN BODIES**

Every object such as a plastic bag, cling wrap, plastic pilchers, disposable nappies, etc. which could possibly smother or suffocate a child shall be stored out of reach of a young child.

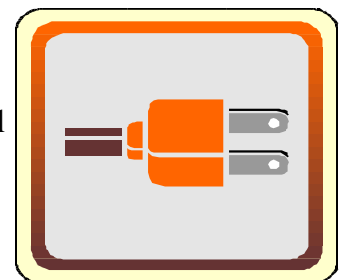
**Any polystyrene article shall be stored out of reach of a young child.**

## **ELECTRICAL SAFETY**

Every electrical outlet, plug, cord or appliance (e.g. toaster, griller, fan, heater, jug, table lamp, etc.) shall be:

- ☆ Designed and constructed to the standard required by the electrical authorities
- ☆ Maintained to a safe and satisfactory standard.
- ☆ Effectively guarded or shielded or located so it cannot be reached or operated by a young child.

An electrical power outlet which is less the 1.75 metres above floor level shall have a child-resistant safety plug inserted at all times when the outlet is not in use. Safety switches should be installed. Energex will test all electrical appliances for safety use free of charge.



## **GUN CONTROL**

All firearms must be licensed. Firearms and ammunition should be stored as per statutory storage requirements.

## **REFERENCES**

Queensland Cancer Council  
Queensland Government Departments  
Nutrition Australia  
Office of Fair Trading  
Workplace Health and Safety Qld

**Updated:** 30/10/04: 27/02/2007; 8/07/2008: 28/09/2010; 16/01/2012: 18/10/2012; 05/06/2015