Early Years Policy – Incident, Injury, Trauma and Illness

Attachment 1 - Sample hazard identification checklist

Service:

Date:

Inspected by:

| Hazard | Yes | No | Comments |
| --- | --- | --- | --- |
| 1. Floors | | | |
| Surface is even and in good repair |  |  |  |
| Surface is free from tripping and slipping hazards (e.g. oil, water, sand) |  |  |  |
| Surface is safe (e.g. not likely to become excessively slippery when wet) |  |  |  |
| 2. Kitchen and work benches | | | |
| Work bench space is adequate and at comfortable working height |  |  |  |
| Kitchen and work bench space is clean and free of clutter |  |  |  |
| Equipment not in use is properly stored |  |  |  |
| Lighting is satisfactory |  |  |  |
| A door or gate restricts child access to the kitchen |  |  |  |
| Ventilation fan is in good working order |  |  |  |
| Kitchen appliances are clean and in good working order |  |  |  |
| 3. Emergency evacuation | | | |
| Staff have knowledge of fire drills and emergency evacuation procedures |  |  |  |
| Fire drill instructions are displayed prominently in the service |  |  |  |
| Regular fire drills are conducted |  |  |  |
| Extinguishers are in place, recently serviced and clearly marked for type of fire |  |  |  |
| Exit signs are posted and clear of obstructions |  |  |  |
| Exit doors are easily opened from inside |  |  |  |
| 4. Security and lighting | | | |
| Security lighting is installed in the building and car park |  |  |  |
| There is good natural lighting |  |  |  |
| There is no direct or reflected glare |  |  |  |
| Light fittings are clean and in good repair |  |  |  |
| Emergency lighting is readily available and operable (e.g. torch) |  |  |  |
| 5. Windows | | | |
| Windows are clean, admitting plenty of daylight |  |  |  |
| Windows have no broken panes |  |  |  |
| 6. Steps and landings | | | |
| All surfaces are safe |  |  |  |
| There is adequate protective railing which is in good condition |  |  |  |
| 7. Ladders and steps | | | |
| Ladders and steps are stored in a proper place |  |  |  |
| Ladders and steps are free of defects (e.g. broken or missing rungs etc.) |  |  |  |
| Ladders and steps conform to Australian Standards |  |  |  |
| Ladders and steps are used appropriately to access equipment stored above shoulder height |  |  |  |
| 8. Chemicals and hazardous substances | | | |
| All chemicals are clearly labelled |  |  |  |
| All chemicals are stored in locked cupboard |  |  |  |
| Material Safety Data Sheets (MSDS) are provided for all hazardous substances |  |  |  |
| 9. Storage (internal and external) | | | |
| Storage is designed to minimise lifting problems |  |  |  |
| Materials are stored securely |  |  |  |
| Shelves are free of dust and rubbish |  |  |  |
| Floors are clear of rubbish or obstacles |  |  |  |
| Dangerous material or equipment is stored out of reach of children |  |  |  |
| 10. Manual handling and ergonomics | | | |
| Trolleys or other devices are used to move heavy objects |  |  |  |
| Heavy equipment (such as planks and trestles) is stored in a way that enables it to be lifted safely |  |  |  |
| Adult-sized chairs are provided and used for staff (to avoid sitting on children’s chairs) |  |  |  |
| Workstations are set up with the chair at the correct height |  |  |  |
| Workstations are set up with phone, mouse and documents within easy reach and screen adjusted properly |  |  |  |
| Work practices avoid the need to sit or stand for long periods at a time |  |  |  |
| 11. Electrical | | | |
| There are guards around heaters |  |  |  |
| Equipment not in use is properly stored |  |  |  |
| Electrical equipment has been checked and tagged |  |  |  |
| Use of extension leads, double adaptors and power boards are kept to a minimum |  |  |  |
| Plugs, sockets or switches are in good repair |  |  |  |
| Leads are free of defects and fraying |  |  |  |
| Floors are free from temporary leads |  |  |  |
| There are power outlet covers in place |  |  |  |
| 12. Internal environment | | | |
| Hand-washing facilities and toilets are clean and in good repair |  |  |  |
| There is adequate ventilation around photocopiers and printers |  |  |  |
| 13. First aid and infection control | | | |
| Staff have current approved first aid qualifications and training |  |  |  |
| First aid cabinet is clearly marked and accessible |  |  |  |
| Cabinet is fully stocked and meets Australian Standards (refer to Early Years Policy - *Administration of First Aid*) |  |  |  |
| Disposable gloves are provided |  |  |  |
| Infection control procedures are in place (refer to staying healthy, preventing infectious diseases in early childhood education services – refer to: [https://www.nhmrc.gov.au/sites/default/files/documents/attachments/ch55-staying-healthy.pdf](https://www.nhmrc.gov.au/sites/default/files/documents/attachments/ch55-staying-healthy.pdf" \o "https://www.nhmrc.gov.au/sites/default/files/documents/attachments/ch55-staying-healthy.pdf" \t "_blank)  Early Years dealing with infectious diseases policy |  |  |  |
| Current emergency telephone numbers are displayed |  |  |  |
| 14. External areas | | | |
| Fencing is secure, unscalable and of a height prescribed by the Building Code of Australia and approved by OH&S as part of their audit reviews. Fencing requirements have changed to be ‘outcomes based’ rather than be a precise height New Regulatory Requirements for Children’s Services from the ground. Any outdoor space used by children at the children’s service premises must be enclosed by a fence or barrier that is of a height and design that children of preschool age or under cannot go through, over or under it. |  |  |  |
| There are no breaches in the fence or materials left adjacent that would assist children to scale the fence |  |  |  |
| Child-proof locks are fitted to gates |  |  |  |
| Paving and paths have an even surface and are in good repair |  |  |  |
| Paving and path surfaces are free of slipping hazards, such as sand |  |  |  |
| Soft-fall and grass areas are free of hazards |  |  |  |
| Equipment and materials used are in good repair and free of hazards |  |  |  |