

Educator Name:	Date:
Address:	Signature
Date reviewed	Signature:

RISK RATING MATRIX					
	CONSEQUENCE				
	ALMOST CERTAIN	INSIGNIFICANT	MINOR	MODERATE	MAJOR
	LIKELY	Moderate	High	High	Extreme
	POSSIBLE	Moderate	Moderate	High	Extreme
	UNLIKELY	Low	Moderate	High	Extreme
	RARE	Low	Low	Moderate	High

Activity	Hazard identified	Risk assessment (use matrix)	Elimination/control measures
Acts of Nature	Supervision Communication Behaviour of children Acts of Nature- Storm, flood, Fire Lockdown or Evacuation to an unlicensed area	M	SUPERVISION Children to stay within sight of the Educator at all times Educators to be responsible for the children at all times, no other Adults to be left alone with children Educators will position themselves to be able to view all children COMMUNICATION Ensure access to a working telephone Access to a battery pack for phones in case of a blackout Emergency contact details are up to date and easily accessible for all children Parents have identified preferred contact details/method Develop and regularly practice an emergency response plan Educate children about natural disasters in an age-appropriate manner. Teach them basic safety tips and actions to take during emergencies without causing panic Subscribe to QLD government disasters and alerts on social media to keep up to date with emergency updates KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS Educators to have read and understand all policies and procedures Educator complies with all policies and procedures Regularly review and update your risk assessment and emergency plans based on any changes in the environment, regulations, or lessons learned from drills and real-life incidents

			<p>BEHAVIOUR OF CHILDREN</p> <p>Children to follow directions given by the Educator</p> <p>Children to stay within sight of the Educator at all times</p> <p>Regular discussion with children about behaviour expectations</p> <p>Consistent behaviour guidance strategies used</p> <p>ACTS OF NATURE</p> <p>Ensure that the building structure, outdoor play areas, and surrounding areas are well-maintained to minimize risks during natural disasters</p> <p>Stay informed about weather forecasts and alerts in your area. Have a system in place to receive updates about severe weather warnings and take necessary precautions, such as moving children to safer areas or sheltering indoors.</p> <p>Assess outdoor play areas and secure loose items that could become projectiles during strong winds.</p> <p>LOCKDOWN OR EVACUATION TO AN UNLICENSED AREA</p> <p>Stock up on emergency supplies such as first aid kits, flashlights, batteries, non-perishable food, water, blankets, and a battery-operated radio.</p> <p>Children to remain supervised if in an unlicensed area</p> <p>Discussion around safety in an unlicensed area and behaviour expectations</p>
Supervision	<p>Children toileting</p> <p>Layout of environment</p> <p>Age and Development of children</p> <p>Visitors and other adults in the environment</p> <p>Educator leaving the room</p>	M	<p>KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS</p> <p>Educator to have read and understand all policies and procedures</p> <p>Educator complies with all policies and procedures</p> <p>SUPERVISION</p> <p>Children to stay within sight and/or hearing of the Educator at all times</p> <p>Educators to be responsible for the children at all times, no other adults to be left alone with children</p> <p>Educators will position themselves to be able to view all children</p> <p>Regular discussion with children about behaviour expectations</p> <p>Consistent behaviour guidance strategies used</p> <p>Provide activities based on the development of children</p> <p>Educators to constantly check the environment and position themselves accordingly</p> <p>When needing to use the toilet, children to be able to be heard at all times</p> <p>Bring all children inside when toileting, engage them in an independent activity within hearing of the bathroom</p> <p>Consideration is given to the timing of toileting breaks if able to such as children's sleep times</p>

Arrivals and Departures	Human Supervision Driveways Garden and Plants Behaviour of children	M	<p>HUMAN Ensure only authorized individuals are allowed to drop off or collect children. Educate parents about safety rules and procedures during drop-offs, such as parking guidelines or designated walkways. Ensure gates, doors, and exits are secured to prevent unauthorized access or accidental wandering off. Maintain open communication with parents regarding any changes in pickup arrangements or authorized persons</p> <p>SUPERVISION Children in care stay within sight of the Educator at all times Educators are to be responsible for the children at all times, no other adults to be left alone with children Educators will position themselves to be able to view all children</p> <p>KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS Educators to have read and understand all policies and procedures Educator complies with all policies and procedures Maintain updated emergency contact details for each child in case of unforeseen situations.</p> <p>DRIVEWAYS Keep driveways clear of hazards to ensure safety when arriving and departing Educate families to keep children close by when exiting vehicles in driveways to ensure safety</p> <p>BEHAVIOUR OF CHILDREN Children to follow directions given by the Educator Children are to stay within sight of the Educator at all times Regular discussions with children about behaviour expectations Consistent behaviour guidance strategies used</p> <p>PLANTS / GARDENING Plants with berries are to be made inaccessible or removed, but not including edible berries e.g. strawberries Handwashing if children have handled plants on arrival Plants and bushes are trimmed so that children cannot climb out of the care environment Hedges trimmed to allow supervision under, over or around</p>
Batteries	Supervision Battery use and Handling Storage	M	<p>SUPERVISION Ensure children are always supervised and taught not to play with or put batteries in their mouths.</p> <p>BATTERY USE AND HANDLING Safe battery disposal to prevent children from accessing used batteries Regularly check toys and devices for loose or damaged batteries and replace them immediately Encase batteries in devices with secure compartments that require tools to access, preventing easy removal by children.</p> <p>KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS Educators to have read and understand all policies and procedures Educator complies with all policies and procedures Regularly review and update of risk assessment</p> <p>STORAGE Store batteries in locked cabinets or containers that are inaccessible to children</p>

			<p>Keep spare or used batteries in childproof containers to prevent accidental access</p> <p>Clearly label containers with warnings about the dangers of batteries and the need for adult supervision.</p>
Cooking and Gas Cooktops	<p>Supervision</p> <p>Behaviour of Children</p> <p>Environment</p> <p>Burns and Scalds</p> <p>Cuts or Injuries</p> <p>Food Allergies</p> <p>Choking Hazards</p> <p>Food contamination</p> <p>Slips and falls</p>	M	<p>SUPERVISION</p> <p>Children to stay in sight of the Educator at all times</p> <p>Educator to be actively supervising and engaged in the activities with children</p> <p>Educators are to be responsible for the children at all times, no other adults to be left alone with children</p> <p>Educators will position themselves to be able to view all children</p> <p>Educator is present when the cooktop is in use, and children are kept at a safe distance</p> <p>Educator to Educate children about the safe operation of the gas cooktop, including turning it on/off, handling pots and pans, and dealing with emergencies like gas leaks.</p> <p>KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS</p> <p>Educators to have read and understand all policies and procedures</p> <p>Educator complies with all policies and procedures</p> <p>Develop and rehearse emergency protocols in the event of a gas leak, fire, or any other hazardous situation related to the cooktop.</p> <p>BEHAVIOUR OF CHILDREN</p> <p>Children to follow directions given by the Educator</p> <p>Children are to stay within sight of the Educator at all times</p> <p>Regular discussions with children about behavioural expectations</p> <p>Consistent behaviour guidance strategies used</p> <p>Educate children about the dangers of hot surfaces, flames, and gas appliances in age-appropriate ways to promote awareness and caution</p> <p>ENVIRONMENT</p> <p>Schedule routine inspections and maintenance for the gas cooktop to ensure it's in good working condition and doesn't pose any risks due to malfunctioning parts</p> <p>Keep a fire extinguisher, fire blanket, or appropriate firefighting equipment nearby and ensure caregivers know how to use them in case of emergencies</p> <p>Ensure proper ventilation in the cooking area to minimize the risk of gas build-up or exposure to fumes.</p> <p>Use child-friendly cookware when possible, such as handles that don't heat up quickly or spill-resistant pots, to minimize burns and accidents</p> <p>BURNS OR SCALDS</p> <p>Educate children on using oven gloves or mitts when handling hot cookware or utensils</p> <p>Establish a safe zone away from hot stoves or ovens for children to stay during cooking</p> <p>CUTS OR INJURIES</p> <p>Use child-friendly utensils with blunt edges when appropriate</p> <p>Educators to handle sharp knives or tools; store them safely out of reach of children</p> <p>Educate children about proper cutting techniques and supervise closely during food preparation</p> <p>FOOD ALLERGIES</p> <p>Gather comprehensive information about children's food allergies or dietary restrictions</p> <p>Label food items clearly to identify allergens and prevent accidental consumption</p> <p>Develop menus that accommodate various dietary needs and allergies within the group</p>

			<p>CHOKING HAZARDS</p> <p>Serve foods that are appropriate for the children's ages to minimize choking hazards</p> <p>Ensure children are supervised while eating to prevent choking incidents</p> <p>Cut foods like grapes, hot dogs, etc., into small, manageable pieces</p> <p>FOOD CONTAMINATION</p> <p>Encourage frequent handwashing before handling food</p> <p>Maintain a clean and sanitized cooking area and utensils</p> <p>Store food properly at appropriate temperatures to prevent contamination</p> <p>SLIPS AND FALLS</p> <p>Immediately clean up spills to prevent slipping accidents</p> <p>Restrict access to the cooking area during active cooking to prevent children from running around and potentially falling</p>
Hot Water	Temperature control Supervision Equipment	M	<p>TEMPERATURE CONTROL</p> <p>Set the water heater temperature to a safe temperature (typically below or 50°C) to prevent scalding</p> <p>Install physical barriers like childproof locks on cabinets containing hot water systems or use covers on faucets to prevent accidental contact</p> <p>Ensure access to cold water faucets or provide temperature-mixing valves that automatically regulate water temperature to a safe level</p> <p>SUPERVISION</p> <p>Supervise children when they are near sinks or other hot water sources.</p> <p>Educators to be responsible for the children at all times, no other adults to be left alone with children</p> <p>Educators will position themselves to be able to view all children</p> <p>Educate children about the dangers of hot water and how to use it safely.</p> <p>KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS</p> <p>Educators to have read and understand all policies and procedures</p> <p>Educator complies with all policies and procedures</p> <p>ENVIRONMENT</p> <p>Ensure regular maintenance checks on water heaters and plumbing to prevent leaks or malfunctioning that might lead to hot water hazards</p> <p>Use child-safe materials for cups, containers, and utensils when handling hot water, and ensure they are stored securely when not in use</p>
Infection Control	Toileting Illness Environment	M	<p>TOILETING</p> <p>Educators and children should thoroughly wash their hands before and after using the toilet</p> <p>Teach proper handwashing techniques</p> <p>Ensure children are guided and supervised during toileting to minimize contamination and accidents</p> <p>Educators should use gloves when assisting children with toileting and dispose of them properly afterward</p> <p>Teach children proper disposal of used tissues or diapers in designated bins</p> <p>ILLNESS</p> <p>Educate families about when sick children should stay home and the criteria for readmission after illness</p> <p>If a child becomes ill during the day, isolate them from others until they can be picked up by a parent or guardian</p>

			<p>An unwell educator does not work</p> <p>KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS</p> <p>Educators to have read and understand all policies and procedures</p> <p>Educator complies with all policies and procedures</p> <p>INFECTION CONTROL</p> <p>Mouthed toys removed and washed before being reintroduction to the environment</p> <p>Maintain and follow equipment and environment cleaning checklists</p> <p>Sick children to be excluded from care as per Staying Healthy guidelines</p> <p>An unwell educator does not work</p> <p>If Educators' children are unwell and they count in numbers, Educator is not to work</p> <p>Unwell Educators own children not counted in numbers and household occupants to be excluded from care environment</p> <p>Shared food to be served with appropriate utensils</p> <p>Universal hygiene control measures used</p> <p>Unwell Educators own children not counted in numbers and household occupants to be excluded from care environment</p> <p>Follow a strict cleaning schedule for all surfaces, toys, and high-touch areas</p> <p>Ensure proper ventilation to reduce the spread of airborne pathogens</p>
Evacuation to an unlicensed area	<p>Supervision</p> <p>Communication</p> <p>Emergency Supplies</p> <p>Safety</p> <p>Behaviour of children</p>	M	<p>SUPERVISION</p> <p>Discussion around staying within sight of the Educator at all times</p> <p>Educator to be actively supervising and engaged in the activities with children</p> <p>Educators to be responsible for the children at all times, no other adults to be left alone with children</p> <p>Educators will position themselves to be able to view all children when outside</p> <p>Regular visual checks occurring for sleeping children</p> <p>COMMUNICATION</p> <p>Ensure access to a working telephone</p> <p>Access to a battery pack for phones in case of a blackout</p> <p>Emergency contact details are up to date and easily accessible for all children</p> <p>Parents have identified preferred contact details/method</p> <p>Establish clear communication channels to keep parents/guardians informed about the situation, safety measures, and the relocation to an unlicensed area</p> <p>EMERGENCY SUPPLIES</p> <p>Prepare an emergency kit with essential supplies, including first aid, emergency contact information, food, water, and basic hygiene items for children and staff</p> <p>SAFETY</p> <p>Develop and communicate a lockdown procedure that includes steps for relocating to an unlicensed area.</p> <p>Ensure that the unlicensed area meets basic safety standards (e.g., no immediate hazards, adequate space, emergency exits)</p> <p>Conduct regular drills to practice the evacuation process to ensure everyone understands their roles and responsibilities.</p>

			KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS Educators to have read and understand all policies and procedures Educator complies with all policies and procedures BEHAVIOUR OF CHILDREN Children to follow directions given by the Educator Children to stay within sight of the Educator at all times Regular discussion with children about behaviour expectations Consistent behaviour guidance strategies used
Licensed Area/Environment	Environment	M	ENVIRONMENT Internal doors accessible to children, with locking devices and can be opened from outside at all times Small objects/ toys are to be kept out of reach of children Toys with magnets smaller than 50c are to be kept out of reach of children Protect and clear sandpit from animal contamination Check the area for objects that may harm children such as weeds, sharp sticks Discuss with children about notifying Educator of any harmful objects should they be found Sandpits to be checked for foreign objects and animal faeces daily Cleaning checklist to be completed daily Toys with batteries are checked daily to ensure batteries are secured and inaccessible to children Dispose of button batteries when no longer in use Spare batteries are inaccessible to children Regular inspections for hazards like sharp objects, broken equipment, or uneven surfaces Fencing and gating to prevent unauthorized access or wandering Soft landing surfaces under play equipment to cushion falls Childproofing measures such as socket covers, cupboard locks, and safety gates Use of child-safe cleaning products and ensuring they are stored securely Proper storage of chemicals away from children, with clear labelling Having clear evacuation plans, regularly practicing drills KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS Educator to have read and understand all policies and procedures Educator complies with all policies and procedure
Pedestal/ Des/ Tower Fans	Supervision Equipment	M	SUPERVISION Children to stay in sight of the Educator at all times Ensure that children are always supervised when fans are in use Educator to be actively supervising and engaged in the activities with children Educators to be responsible for the children at all times, no other adults to be left alone with children Educators will position themselves to be able to view all children KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS Educators to have read and understand all policies and procedures Educator complies with all policies and procedures EQUIPMENT

			<p>Discuss with children the potential risks associated with fans, such as moving parts or the risk of placing objects inside.</p> <p>Place fans in areas inaccessible to children or out of their reach to prevent them from tampering with the fans or inserting objects into them.</p> <p>Secure fans to stable surfaces or utilize fan guards to prevent direct contact with moving parts</p> <p>Ensure that fans are well-maintained, free from damage, and in proper working condition. Replace any damaged or malfunctioning fans promptly</p> <p>Fans are equipped with safety features such as grills or guards that prevent access to the blades. Ensure that these safety features are intact and functioning correctly.</p>
Pets	Safety Supervision Animals Hygiene Environment	M	<p>SAFETY</p> <p>Ensure that pets are regularly examined by a veterinarian to confirm they are in good health, up-to-date with vaccinations, and free from any transmittable diseases</p> <p>Educate children, about appropriate behaviour around animals, including how to approach, handle, and respect them. Teach children the importance of being gentle and respectful towards pets</p> <p>Designate specific areas for pets that are inaccessible to children, ensuring the animals have their own safe space where they can retreat when needed</p> <p>Identify children with known pet allergies and take appropriate measures to minimize their exposure to potential allergens</p> <p>SUPERVISION</p> <p>Children to stay within sight of the Educator at all times</p> <p>Educator to be actively supervising and engaged in the activities with children</p> <p>Educators to be responsible for the children at all times, no other adults to be left alone with children</p> <p>Educators will position themselves to be able to view all children</p> <p>Pets should be supervised when in contact with children. Assign a responsible adult to oversee interactions between children and animals to prevent accidents or inappropriate behaviour.</p> <p>ANIMALS</p> <p>Animal Friendly Environment Notice Displayed</p> <p>Children to be supervised at all times and never left unsupervised with pets</p> <p>Pets removed from environments during sleep and mealtimes</p> <p>Washing hands after interactions with pets</p> <p>Pets to remain outside of bathroom areas when children are using</p> <p>Pets are to remain clean and vaccinated if engaging with children</p> <p>Areas of the environment are cleaned if pets have a toileting accident while children are in care</p> <p>Children encouraged to be calm and use gentle hands when interacting with pets</p> <p>Pet foods, water bowls and kitty litter to be inaccessible to children</p> <p>Pet toys will remain inaccessible to children</p> <p>Children to be supervised at all times and never left unsupervised with pets</p> <p>Pets will not have access to sleep and meal time areas</p> <p>Communication with families about allergies to dogs/ cats and continued monitoring of all children to ensure no reactions</p> <p>HYGIENE</p>

			<p>Washing hands after interactions with pets Pets to remain outside of bathroom areas when children are using Areas of the environment are cleaned if pets have a toileting accident while children are in care Pet foods, water bowls and kitty litter to be inaccessible to children Pet toys will remain inaccessible to children KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS Educator to have read and understand all policies and procedures Educator complies with all policies and procedures</p>
Plants/ Water Play/ Play Equipment/ Outdoor Play	Plants Water play Play equipment Outdoor play spaces Bikes and wheeled toys trampolines	M	<p>PLANTS Educators to know which plants are safe and which are toxic or pose allergic risks Eliminate toxic plants or ensure they are out of reach Teach children not to touch or ingest unknown plants Plants with berries are to be made inaccessible or removed, but not including edible berries e.g. strawberries Handwashing after handling soil and potting mix When handling potting mix do so in a well-ventilated area Supervision when using gardening tools Plants and bushes are trimmed so that children cannot climb out of the care environment Hedges Trimmed to allow supervision under, over or around WATER PLAY/ WATER HAZARDS Discussions around expectations with children around water play Educator to position themselves to view all children playing with water and actively supervise Containers with water are to be emptied after use Items in the environment that can collect water are emptied or made inaccessible before children arrive every day Water features are to be covered with a solid material to ensure they are inaccessible Plugs are to be out of reach of children for outdoor sinks/tubs Children who are not toilet trained are to use a swim nappy or waterproof for waterplay PLAY EQUIPMENT Relevant equipment meets Australian Safety Standards Equipment placement and usage meets Kidsafe recommendations Equipment usage meets recommended guidelines of manufacturers All play equipment meets Australian safety standards Equipment is used as per manufacturers recommendations Check play equipment prior to children using to ensure it is safe and not broken Check that soft fall is available under playground equipment Check that play equipment is safely anchored Ropes attached to play equipment cannot form a noose Play equipment does not have splinters, sharp edges or protruding parts Chains and metal components are not rusted Storage containers checked to ensure lids cannot crush or entrap children</p>

			<p>Checked daily for spiders and insects Equipment checked for residual water that may pose a risk to children</p> <p>TRAMPOLINE Check the netting, springs, and frame for wear and tear Netting to be closed while children are using the trampoline Set up on a flat surface to reduce the risk of tipping Trampoline legs have been secured to prevent moving The area above and below the trampoline are clear of objects One child per time to use the trampoline Soft fall placed around trampoline entrance if ladder is higher than 60cm Supervision while children are using the trampoline</p> <p>KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS Educators to have read and understand all policies and procedures Educator complies with all policies and procedures</p> <p>SUPERVISION Children to stay within sight of the Educator at all times Educators to be responsible for the children at all times, no other adults to be left alone with children Educators will position themselves to be able to view all children Regular discussion with children about behaviour expectations Consistent behaviour guidance strategies used</p> <p>BIKE/ WHEELED TOYS Children to wear helmets for bikes and scooters (balance bikes and trikes excluded) Educator to ensure helmets are fitted correctly Sanitize helmets between each use Wheeled toys are appropriate for the age and development of children Riding areas are clear of obstacles and dangerous items Supervision while children are on bikes</p>
Snakes and Venomous Animals	Snakes Environment	M	<p>SNAKES AND VENOMOUS ANIMALS Educate children about the dangers of snakes and other venomous animals. Teach them how to identify these creatures, their habitats, and what actions to take in case of an encounter Safely remove children from the area and contacting local animal control or a professional snake handler</p> <p>KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS Educators to have read and understand all policies and procedures Educator complies with all policies and procedures</p> <p>ENVIRONMENT Regularly inspect the premises for any potential habitats for snakes, such as overgrown vegetation, piles of wood or debris, and holes in fences. Maintain a clean and tidy environment to minimize hiding spots. Develop and practice an emergency response plan specifically tailored to deal with encounters with snakes or venomous animals</p> <p>SUPERVISION Discussion around staying within sight of the Educator at all times</p>

			<p>Educator to be actively supervising and engaged in the activities with children</p> <p>Educators to be responsible for the children at all times, and no other adults to be left alone with children</p> <p>Educators will position themselves to be able to view all children</p>
Violent Adult, Environmental and Bomb Threat	Supervision	M	<p>SUPERVISION</p> <p>Discussion around staying within sight of the Educator at all times</p> <p>Educator to be actively supervising and engaged in the activities with children</p> <p>Educators to be responsible for the children at all times, no other Adults to be left alone with children</p> <p>Educators will position themselves to be able to view all children when outside</p> <p>VISITORS</p> <p>Discussing Stranger Danger</p> <p>Children to be actively supervised at all times by the Educator</p> <p>Other Adults attending the FDC environment are not to be left alone with children</p> <p>Discussion around aggressive or inappropriate persons in the environment</p> <p>Visitors log to be completed for all visitors on every visit</p> <p>COMMUNICATION</p> <p>Ensure access to a working telephone</p> <p>access to a battery pack for phones in case of a blackout</p> <p>emergency contact details are up to date and easily accessible for all children</p> <p>Parents have identified preferred contact details/method</p> <p>KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS</p> <p>Educator to have read and understand all policies and procedures</p> <p>Educator complies with all policies and procedures</p>
Visitors to the home	Supervision Visitors Behaviour of children	M	<p>SUPERVISION</p> <p>Discussion around staying within sight of the Educator at all times</p> <p>Educator to be actively supervising and engaged in the activities with children</p> <p>Educator to be responsible for the children at all times, no other adults to be left alone with children</p> <p>Educator will position themselves to be able to view all children</p> <p>VISITORS</p> <p>Discussing stranger danger with children</p> <p>Children to be actively supervised at all times by the Educator</p> <p>Other adults attending the FDC environment are not to be left alone with children</p> <p>Discussion around aggressive or inappropriate persons in the environment</p> <p>Visitor log to be completed for all visitors on every visit</p> <p>Provide visitors with guidelines or a short orientation about the facility's safety protocols, emergency procedures, and behaviour expectations during their visit.</p> <p>Regular visitors to the home to hold a valid blue card</p> <p>Ensure that visitors are aware of emergency procedures, including evacuation routes and meeting points, in case of emergencies</p> <p>KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS</p> <p>Educator to have read and understand all policies and procedures</p> <p>Educator complies with all policies and procedures</p>

			BEHAVIOUR OF CHILDREN Children to follow directions given by the Educator Children to stay within sight of the Educator at all times Regular discussion with children about behaviour expectations
Oil diffusers/ Dehumidifiers	Allergies Poisoning	M	ALLERGIES Enrolment forms checked for children’s allergies before using any oil diffusers or dehumidifiers Oil diffusers/ dehumidifiers will be inaccessible to ensure no contact with the skin Essential oils will be stored in an inaccessible area so children cannot get access KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS Educator to have read and understand all policies and procedures Educator complies with all policies and procedures
Bathroom Plugs	Water pooling in the sink	M	Lose plugs are stored inaccessible to children and not left near sinks Children are supervised when using taps Sinks with fixed taps are monitored to ensure water is not pooling If possible, plugs that are screwable are removed and made inaccessible KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS Educator to have read and understand all policies and procedures Educator complies with all policies and procedures
Family in an Unlicensed area	Safety during emergency drills	M	Family members are aware of evacuation procedures in the event of an emergency Family members are advised and aware of compliance requirements when moving into a licenced area During an emergency, family members are advised to evacuate KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS Educator to have read and understand all policies and procedures Educator complies with all policies and procedures
Dishwasher	Burns - injuries		Restrict access to the dishwasher Use a safety lock or barrier to make it inaccessible to children Educate children about the dangers of appliances Establish a safe distance for children to stand from the dishwasher if it is in use – preferred when children not in care Regular checks that the dishwasher is not faulty Address any leaks, electrical issues or mechanical failures immediately Door to remain closed for children to not be able to access Supervision while children are in the kitchen KDFC POLICIES, PROCEDURES AND REFERENCE MATERIALS Educator to have read and understand all policies and procedures Educator complies with all policies and procedures
Other:			

Other:			
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Notes:			