

## HEALTH & SAFETY - INDOOR ENVIRONMENT

### POLICY

Most accidents that happen to small children occur in the home or garden; It is essential that Educators are vigilant in maintaining a safe environment at all times when children are in care.

### PROCEDURE

1. Furniture on which a child could climb and fall more than 1.5 metres is to be made inaccessible to children.
2. Rugs and carpets must be placed securely on floors and kept in a reasonable condition to prevent a child from tripping and falling.
3. Internal flights of stairs (3 or more rises) are to be made inaccessible to babies and toddlers.
4. Electrical outlets, plugs, cords and appliances are to be safely constructed to Australian Standards and maintained to a safe standard. These are to be guarded or located so they are not able to be operated by young children.
5. Toys which require connection to electrical mains must be closely supervised and kept out of reach of young children.
6. All glass that is accessible to children (and is not safety glass) must be either laminated or guarded and marked with stickers at children's eye level.
7. Table cloths are not to be used whilst children are in care.
8. All internal doors with locking devices must be able to be opened from the outside at all times (eg. toilet door). If not, they must be rendered inoperable.
9. Windows which are 1.75 metres or higher above the ground and open more than 100mm shall either be guarded or kept locked.
10. Windows which can be opened must be kept locked or, if opened, be able to be safely secured in a position which prohibits a child from climbing through.
11. Doors which allow access to prohibited areas (i.e. unsecured yards) must be unable to be opened by FDC children.
12. Keys to deadlocks/security doors must be kept on a hook beside the door.
13. Blinds and curtain cords must be looped out of reach of children.
14. Items which could lead to the entrapment of the head, neck, limbs or fingers of a young child must be stored out of reach of children or rendered inoperable.
15. Items which could become unstable and fall onto a child (ie. tall items of furniture) must be kept secured/guarded and/or out of reach of children.
16. Items which could be swallowed or inhaled to cause choking of a child, or could smother or suffocate a child, shall be kept out of reach.
17. Smoke detectors must be installed and maintained in the house.

Source: Mt Alexander FDC handbook  
National Law, Regulations and Standards (ACECQA 2011)  
Kidsafe Guidelines

Reviewed September 2005, September 2008, July 2009, July 2012