**Accessibility and Safety of Premises Checklist**

**First visit**

Please indicate the appropriate response.

*A “no” answer means that the hazards should be assessed and control measures considered where the assessment indicates it is necessary.*

|  |  |
| --- | --- |
| Date of Inspection |  |
| Address of Premises: |  |

|  |  |  |
| --- | --- | --- |
| **Accessibility and Safety or Premises** | **Yes/No** | **Nature or hazard identified/How can the risk be managed?** |
| **Outside the residence** |
| Is it safe to park the vehicle on the road |  |  |
| Is the gate easy to open and close |  |  |
| Is the pathway from vehicle to house safe (e.g. lighting, steps, ramps, rail, trip hazards and overgrown vegetation)? |  |  |
| Are pets restrained and/or non-threatening? |  |  |
|  |  |  |
| Are doorways clear, free from obstruction and easy to open and close |  |  |
| Are there any hazards presented by pools, dams or other waterways? |  |  |
| **Inside the residence** |
| **General** – Are the following safe? |  |  |
| * Floor surface (level and smooth)
 |  |  |
| * Access ways (level and uncluttered)
 |  |  |
| * Power points
 |  |  |
| * Electrical cords
 |  |  |
| * Temperature/humidity
 |  |  |
| * lighting
 |  |  |
| * position and design of furniture
 |  |  |
| If there are tasks involving working at heights, is there a safe method or carrying out the work? |  |  |
| Are smoke detectors fitted and appropriately situated? |  |  |
| Have you located the exits of the home in case of a fire or other emergency where you need to exit quickly |  |  |
| Is there appropriate domestic fire and safety equipment (e.g. fire blanket, extinguisher)? |  |  |
| **Bathroom** – Are the following safe? |  |  |
| * Access to shower, bath, toilet
 |  |  |
| * Floor surface (level, smooth and non-slip)
 |  |  |
| * Electrical equipment (e.g. leads on floor or heaters in bathroom)
 |  |  |
| * Water temperature easy to control
 |  |  |
| * ventilation
 |  |  |
| **Kitchen** – Are the following safe |  |  |
| * Floor surface (level and smooth)
 |  |  |
| * Electrical equipment and power points
 |  |  |
| **Laundry** – Are the following safe? |  |  |
| * Location of washing machine
 |  |  |
| * A table or trolley to reduce the need to bend or twist when loading and unloading the washing machine
 |  |  |
| * Floor surfaces
 |  |  |
| * Electrical cords (e.g. on ground, water on floor)
 |  |  |
| * Provision for soiled items
 |  |  |
| **Bedroom** – Are the following safe? |  |  |
| * Space around the bed sufficient to perform tasks in comfortable posture
 |  |  |
| * ventilation
 |  |  |
| * power points and electrical leads
 |  |  |
| * floor surface (level and uncluttered)
 |  |  |
| **Client/other people in residence** |
| Are appropriate management methods in place to manage: |  |  |
| * a history or aggression or violence?
 |  |  |
| * threats or aggression to staff in any way?
 |  |  |
| * Animals on site secured or friendly?
 |  |  |
| * Evidence of a risk or infectious disease?
 |  |  |

 **Manual Tasks Checklist**

Please indicate the appropriate response.

*A “no” answer means that the hazards should be assessed and control measures considered where the assessment indicates it is necessary.*

|  |  |
| --- | --- |
| Date of Inspection |  |
| Address of Premises: |  |

|  |  |  |
| --- | --- | --- |
| **For any manual task** | **Yes/No** | **Nature of hazard identified / hazard report completed** |
| Can you comfortably move without restriction around the work area to do the task? |  |  |
| **Can you work without:** |
| * Excessive bending, twisting or over reaching
 |  |  |
| * Holding part of your body still for long periods
 |  |  |
|  |  |  |
| **Are appropriate handling methods in place to handle clients who are:** |
| * Awkward to handle, unstable or unbalanced?
 |  |  |
|  |  |  |
| * Uncooperative or have other behavioural problems?
 |  |  |
| Is there a safe method for transferring clients up or down stairs? |  |  |
|  |  |  |
| Can the task be carried out in a safe working environment (floor, lighting, too hot/cold)? |  |  |

Daily Hazard Identification Checklist

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week Beginning:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | M | T | W | T | F | Maintenance required |
| **Toys and Children’s equipment e.g. tables, high chairs.** |  |  |  |  |  | Urgent  | Not Urgent |
| Toys and equipment are in good repair. |  |  |  |  |  |  |  |
| All accessible toys are suitable for that age group. |  |  |  |  |  |  |  |
| Broken/unsafe toys and equipment are sorted out of children’s reach |  |  |  |  |  |  |  |
| Toys are stored safely. |  |  |  |  |  |  |  |
| Safety harness in high chairs clean, in good working order. |  |  |  |  |  |  |  |
|  |
| **Heating and electrical** |  |  |  |  |  |  |  |
| Electrical outlets are capped with safety plugs. |  |  |  |  |  |  |  |
| Electrical cords are out of children’s reach. |  |  |  |  |  |  |  |
| All heaters within children’s reach are safely guarded. |  |  |  |  |  |  |  |
|  |
| **Cots/Beds and Bedding** |  |  |  |  |  |  |  |
| Cots are free of transfers, and tiny string, ribbon, ties, beading and cot bumpers. |  |  |  |  |  |  |  |
| Cots Safely positioned. |  |  |  |  |  |  |  |
| Cots are in good repair. |  |  |  |  |  |  |  |
| There are no entrapment hazards on the cot or because of the way the cot is positioned. |  |  |  |  |  |  |  |
| Bedding is stored appropriately. |  |  |  |  |  |  |  |
|  |
| **Storage** |  |  |  |  |  |  |  |
| Cleaning materials, detergents etc are stored out of children’s reach, in secured and labelled cupboards. |  |  |  |  |  |  |  |
| All chemicals are stored separately from food. |  |  |  |  |  |  |  |
| Medicines\*stored out of children’s reach/in appropriate container. At the temperature stated on container. |  |  |  |  |  |  |  |
| Fist aid kit is labelled. |  |  |  |  |  |  |  |
| In an under school age care setting, first aid kits are to be locked, an/or inaccessible to children. |  |  |  |  |  |  |  |
| Items such as knives, plastic bags, matches etc kept out of children’s reach. |  |  |  |  |  |  |  |
| Safety latches on cupboards are in good working order. |  |  |  |  |  |  |  |
|  |
| **General** |  |  |  |  |  |  |  |
| Entries and exits are clear and exit doors are able to be opened easily by adults. |  |  |  |  |  |  |  |
| Rubbish bins are empty and clean |  |  |  |  |  |  |  |
| Floors are clean and maintained so likelihood of accidents is reduced. |  |  |  |  |  |  |  |
| There are no cords within children’s reach e.g curtain / blind cords. |  |  |  |  |  |  |  |
| Windows are not damaged |  |  |  |  |  |  |  |
| Windows, when open, do not create a hazard. |  |  |  |  |  |  |  |

\*excludes emergency medication, which is to be stored safely in sealed container in the fridge or a high secure cupboard/shelf.

Daily Hazard Identification Checklist

**Outdoors**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Week Beginning:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | M | T | W | Th | F | Maintenance required |
|  |  |  |  |  |  | Urgent  | Not Urgent |
| Outdoor area is free of hazards e.g. broken equipment, rubbish, water collections, garden tools, trip hazards etc (also being aware of possible vandalism). |  |  |  |  |  |  |  |
| Gates are locked/closed as applicable and latches are in working order. |  |  |  |  |  |  |  |
| There is nothing near any fence/gate that would assist children to climb over. |  |  |  |  |  |  |  |
| The effective height of all fences/gates is maintained. |  |  |  |  |  |  |  |
| The sandpit is clear of rubbish (raked as appropriate). |  |  |  |  |  |  |  |
| Softfall is clear of rubbish (e.g syringes, broken glass, rocks) and other objects that may be a hazard if children fell. |  |  |  |  |  |  |  |
| Rubbish bins for children’s use are clean and empty. |  |  |  |  |  |  |  |
| Rubbish awaiting collection is inaccessible to children and is sorted appropriately until collection. |  |  |  |  |  |  |  |