

Playcentre Aotearoa's Daily Health and Safety Checklist



Check each of these areas, tick if ok, x if issues found. Record details in far right column.

NB: This completed form to be kept for 2 months for tracking and assurance purposes

INDOOR AREAS	Sessions: Enter date					Issues Identified/Actions Needed
General Environment						
Is the temperature a minimum of 16C at & above 0.5m from the floor?						
Is there hot water? (FYI: should be 60°C at the cylinder, but no higher than 40°C at children's taps)						
Are all the lights working?						
Are floors clean and clear of small choking/ tripping hazards?						
Has the rubbish been put out as required?						
Doors & Cupboards						
Are doors securely fastened back or closed (no swinging doors or doors closing on fingers?)						
Are cupboards that contain cleaning agents, poisons, medicines, and/or other hazardous substances locked?						
Emergency Planning						
Is the telephone working (for cellphones: on & in credit?)						
Are all Exit signs visible and are all exit routes and doors well marked and clear of obstruction?						
Are Fire extinguishers & fire safety equipment untampered with, in the correct place and unobstructed?						
Areas of Play						
Are these areas clean and tidy, free of sharp objects and broken equipment?						
Is equipment stored appropriately? (presentable, children able to reach themselves and secure if stored high?)						
All equipment is away from high shelves or windows that children could climb up/through?						
Kitchen						
Is it clean, tidy and the stove top clear of material?						
Are children unable to access the area without supervision?						
Is food stored appropriately?						
Is it free of any signs of pests? (mice/ants/cockroaches)						
Is the fridge cold?						
Toilets						
Are the toilets and potties clean?						
Is there enough soap and toilet paper for the session?						
Is the Nappy changing area clean and well stocked with supplies to keep it hygienically clean?						
Is there disinfectant/bleach available & ready for use?						
Electrical Hazards						
Are all power sockets protected by safety plugs/out of reach of children or are specifically designed 'safety' sockets?						
Are all heaters, electrical equipment, hot surfaces inaccessible to children?						
Sleeping Area						
Are the cot/s clear of previously used laundry and is new laundry available (if providing)?						
Is the Sleeping Children record sheet available with pen?						



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OUTDOOR AREAS	Sessions: Enter date					Issues Identified/Actions Needed
Sandpit						
Is the area free from foreign objects (glass, stones, animal droppings, etc) and raked if not covered overnight?						
Are covers and fastenings working?						
Grass						
Is the area free from foreign objects (glass, stones, animal droppings, mushrooms etc)?						
Fencing						
Is the perimeter fencing secure (no holes, or climbable equipment against it?)						
Are gates locked and working?						
Rubbish						
Is rubbish secure and away from the children?						
Is it free of any signs of pests? (rats/mice)						
Play Structures						
Are connections for removable equipment in good condition on the structure (bolts)?						
Are the pieces of equipment in good condition (swing ropes, climbing nets, boxes)?						
Are any required barriers in place?						
Is equipment over 600mm high on soft fall and 1.5m away from other equipment and fences/edges?						
Drainage & Water						
Is the area free from puddles or collected bodies of water?						
Are drains flowing properly?						
Are play surfaces free from slipping hazards (mud, etc)?						
Plants & Trees						
Do the branches appear safe?						
Are foliage/bush areas free of foreign objects?						
Have any poisonous plants been removed?						
Outdoor Playhouses & Sheds						
Are they in good condition, safe and nothing broken?						
There is no sign of intruders/ vandalism?						
Safety Surfaces						
Are bark, woodchips or sand areas evenly distributed? (depth for fall protection should be min 30cms)						
Are safety surfaces free from foreign objects?						
Windows and Glass						
There is no cracked or broken glass or windows?						
Are open windows safe for passing heads?						
Specific Playcentre Hazards						
Are Hazards listed on your centre Hazard register eliminated or minimized according to your Hazard management plan?						

