



INDOOR AREAS

Check each of these areas, tick if ok, x if issues found. Record details in far right column.	Sessions: Enter date					Issues Identified/Actions Needed
General Environment						
Is the temperature a minimum of 18C at and above 0.5m from the floor?						
Is there hot water? (60°C at the cylinder, but no higher than 40°C at children's taps)						
Are all the lights working?						
Floors						
Are they clean and clear of small choking or tripping hazards?						
Doors & Cupboards						
Are doors securely fastened back or closed (no swinging doors or doors closing on fingers?)						
Are cupboards that contain poisons, medicines and/or choking hazards locked?						
Emergency Planning						
Is the telephone working (for cellphones: on & in credit?)						
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?)						
Is equipment stored next to high shelves that children could easily climb? If so, this should be relocated.						
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?						
Are there any signs of pests? (mice/ants/cockroaches)						
Is the fridge cold?						
Rubbish						
Has the rubbish been put out as required?						
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?						
Is there adequate ventilation?						
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?						



Playcentre Aotearoa's Daily Health and Safety Checklist



Sleeping Area						
Are the cot/s clear of previously used laundry and is new laundry available (if providing)?						
Is there adequate cross ventilation?						
Is the Sleeping Children record sheet available with pen?						
OUTDOOR AREAS						
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?						
Are there signs of pests evident (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?						
No poisonous plants present?						
Outdoor Playhouses & Sheds						
Are they in good condition (anything broken)?						
No sign of intruders/ vandalism?						
Safety Surfaces						
Are bark, woodchips or sand areas evenly distributed?						
Are safety surfaces free from foreign objects?						
Windows and Glass						
Glass is not cracked or broken?						
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?						

