REQUIRED FOR LICENSING

Sessional Health and Safety Check

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

If a check is not applicable to your centre-please write N/A. DO NOT leave blank spaces or use notations (" ").

ENTER CENTRE NAME: *ENTER TERM AND YEAR:*

INDOOR AREAS	Sessions: Enter date below					Issues Identified/Actions Needed
General Environment						
Is the temperature a minimum of 18°C? (Measured 0.5m from floor)						
Is there hot water? (FYI: 60°C at the cylinder, 40°C max 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 and Windows						
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?						
Are windows and glass free of hazards such as breaks or cracks?						
Emergency Planning						
Is the telephone working (for cellphones: on & in credit?)						
Are all Exit signs visible and exit routes and doors well marked and clear of obstruction?						
Are Fire extinguishers & fire safety equipment valid, visible, untampered with, in the correct place and unobstructed?						
Areas of Play						
Are heavy furniture, fixtures and equipment that could fall or topple and cause serious injury or damage secure?						
Are areas of play clean, tidy, free of sharp objects & broken equipment?						
Is equipment stored appropriately? (Presentable, within children's reach, secure if stored high?)						
Is all equipment away from high shelves/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?						
Area is free from signs of any pests? (mice/ants/cockroaches)						
Is the fridge at 2-5°C? Check temp with a thermometer.						
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?						
Is there disinfectant/bleach available & ready for use?						
Laundry						
Is the area free of hazards or risks?						
Electrical Hazards						
Are all power sockets protected by safety plugs or sockets?						
Are all heaters, electrical equipment, hot surfaces inaccessible to children?						
Sleeping Area						
Is the previous day's Sleep Check form fully completed?						
Are cot/s clear of previously used laundry and all other items? Is new laundry available (if provided)?						
Initialed by person completing the form Initial Here ➡						

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ENTER CENTRE NAME: *ENTER TERM AND YEAR:*

OUTDOOR AREAS	Sessions: Enter date below					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 appropriate, fully cover pit and all 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 self-closing & secure to prevent children self exiting?						
Rubbish						
Is rubbish secure and away from the children?						
Area is free from signs of any pests? (mice/ants/cockroaches)						
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)?						
Does the placement of equipment ensure that safety requirements are being met?						
Are any/all required barriers in place?						
Are bark, woodchips or sand areas evenly distributed?						
Is equipment over 600mm high on soft fall (not grass) 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 Areas, 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						
Are windows and glass free of hazards such as breaks or cracks?						
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?						
Initialed by person completing the form Initial Here →						