

# Termly Health and Safety Checklist

Health and Safety Officer: Complete once per term with Property and Equipment Officers.  
 Present to a Centre GBM.  
 Send copy of last page ONLY to Association.  
 Retain this original document in your Centre Health and Safety Folder for 3 years.

CENTRE: \_\_\_\_\_ DATE: \_\_\_\_\_

Area	Per Term Checks	Problems Identified and date <i>Add your action required and date completed to the last page of this report.</i>
<b><u>FIRST AID</u></b>	Check contents of centre First Aid Kit Check contents of Trip First Aid Kit Check expiry dates of products, restock contents as required	
	Update First Aid and Medical records: Medicine Agreements Child Action Plans Homeopathic Remedy records	
	Update Health and Safety Folder with new Supervision Approval list for your approved First Aiders Check First Aid training needs and advise Education Officer	
<b><u>EMERGENCY KIT</u></b>	Check water in Emergency Kit – replace/renew 6 monthly. Check expired items and replace Renew batteries etc  Update Emergency Contact list – new members, new phone numbers etc	
<b><u>ACCIDENT REGISTER</u></b>	Review Accident forms. Check for potential hazards, take action to <b>eliminate, isolate, minimise</b> . Remove Association copies and post to Headquarters with your Report	
<b><u>HAZARD REGISTER</u></b>	Review Hazard Register and management plan Update with new hazards, remove hazards that have been eliminated Present to Centre Meeting and display in Centre  Run Icebreaker on Poisonous Plants 6 monthly	
<b><u>FIRE AND BUILDING CHECKS</u></b>	Ensure Fire Equipment and Building Checks have been completed monthly for the past term Ensure Fire and Earthquake drills have been completed for each session Check smoke alarm batteries and renew 6 monthly	
<b><u>TRAINING</u></b>	New members, visitors and contractors trained on evacuation procedures and Hazards	

<b>Area</b>	<b>Per Term Checks</b>	<b>Problems Identified and date</b> <i>Add your action required and date completed to the last page of this report.</i>
<b><u>INDOOR</u></b> <b><u>TERMLY</u></b> <b><u>CHECKS</u></b>	Cleaning procedures – are they adequate? Is the lino and carpet being cleaned well? Does the lino/carpet need replacing/repaired? Mats – are they fastened (stop people tripping)	
	Is the kitchen inaccessible to children? (or access restricted to fridge, oven etc with safety catches) Do rubbish containers have a securely fitted lid? Are they cleaned regularly? Is the kitchen sink and food prep area only used for this purpose? Are poisons inaccessible to children? (e.g. cupboard and child proof latch)	
	Sleeping arrangements – are there adequate cots? Are mattresses covered in non-porous coverings? Are the washing linen procedures adequate? (Warm water must be used) Heating/ventilation – is this adequate in the sleeping room? 16 degrees C Is the Sleeping Child record sheet being completed and kept in the Health and Safety folder for 3 months?	
	Heating/Ventilation – are heaters working efficiently? Are they inaccessible to children (guards or located up high) or are they supervised? 16 degrees C Is the property adequately ventilated?	
	Food register – Is all baking, cooking and shared food being recorded in the Food Register? (Records must be available for 3 months after the food was served.)	
	Eating Procedures – Does your Centre have procedures for morning tea/shared morning teas? Are children washing their hands before eating and baking/cooking?	
	Dishwasher – A domestic dishwasher may be used in centres licensed for less than 40 children provided that: a) Dishes are rinsed thoroughly before going into the dishwasher b) Dishes are washed using the hottest water and longest washing, rinsing and drying cycles (at least 60 degrees Celcius) c) The maximum recommended dose of detergent or soap is used, and d) Tea towels or cloths are not used to dry or polish the dishes	
	Food storage – Are perishable foods stored in the fridge? Check expiry dates of all food. Is the fridge temperature less than 4 degrees Celcius? Are food items stored in covered containers? Are lunchboxes and rink bottles stored adequately?	
	Nappy Changing Procedures – is there a policy in place? Is it visible? Are members adhering to the policy? Is this area being cleaned adequately? Is hypochlorite bleach/water solution made daily?	
	Earthquake proofing/shelving /large units – is there adequate earthquake proofing in the kitchen, equipment areas and on shelving? Safety catches/child proof latches – any broken and need repairing? Are CD Players, microwaves, other large equipment items secured?	
	Water temperature – Children’s toilets and any other taps accessible to children – 40°C Kitchen and cleaner’s sinks – 55°C	
	Safety glass – is this fitted where needed on windows and doors under 800 mm high (or adhesive film adhered) Do low windows & doors have stickers for visibility?	

Area	Per Term Checks	Problems Identified and date <i>Add your action required and date completed to the last page of this report.</i>
<b><u>OUTDOOR</u></b> <b><u>TERMLY</u></b> <b><u>CHECKS</u></b>	Gates/fences – are all gates working and able to be child proofed? Are the fences meeting minimum requirements – 1.2 mm.	
	Drains/sewerage – are they being regularly cleared? Gutters – are they clear?	
	Pest control-ants/rats/mice – does your Centre have a problem? If so, what is being done about it?	
	Rubbish-disposal/recycling – is there a procedure for correct disposal of refuse? Is the rubbish area tidy (to avoid rats and mice), and safe from children? Is garden rubbish being disposed of correctly?	
	Water supply for drinking/tank treatment – are you regularly checking your water?	
	Poisonous plants – are regular checks being made and disposal of plants?	
	Hazards- tripping hazards and tree trimming, etc – are these hazards on your Hazards List? Are long term steps being taken to help prevent some of them?	
	Guardrails - Are they fixed properly? Guardrails have to be between 600 mm and 850 mm high above platform/standing surface.	
	Are entrapment situations lessened – e.g. can legs, bodies, fingers, heads, feet, knees etc. be trapped in any equipment?	
	Sunshade – is this adequate? Any repairs, cleaning of permanent structures?	
	Outside play equipment – is securely fixed unless designed to be portable? Are bolts, screws and other fastenings securely fixed? Nails not working loose? Are barriers securely fixed on any equipment? Is the equipment complete? – no missing parts? Are all timber joints and joins between timber and steel fastened properly (load bearing joints bolted)? Are timber components free of excessive warping or splintering? Are surfaces free from moss and mould?	
	Safety matting – if bark is used, is it's compacted depth at least 300mm? Has it been turned over in the term? If matting – is it secure? Any corners turning up, any tripping hazards?	

	Slides – Check for damage, foreign objects or water on slide or in the exit area. Check frame, slide chute & supports for looseness, corrosion, splinters. Check for chute smoothness, overlap of joins downwards.	
	Swings – Check for smooth swing action, seat for damage. If wear in chain connection is great than 40% worn advise replacement. Check seat & Pivot connections for tightness, s-hooks for closure. Is the seat over 350mm from the ground? Advise on adjustment.	
	Sandpits – any sign of ponding water or drainage issues – health hazard? Are sandpit edges and supporters secure? Is sand raked daily to remove foreign objects, fouling, glass?	
<b>Annual Property Checks</b>	<ul style="list-style-type: none"> <li>• <b>Annual Property Maintenance Survey</b> (Property Officer)</li> <li>• <b>Annual Playground Safety Check</b> (Property and Equipment Officers. Completed by end of Term 3 and sent to HQ.)</li> </ul> Are repairs and maintenance underway from the results of these annual checks? Add action required and timeframes for completion to Action Report.	
<b>Daily Inspection Checklists</b>	Note the hazards identified during the daily inspections of the Centre. Plan action and add to Action Report.	
<b>Last term's Action Report</b>	Refer to last term's Action Report. Has everything been completed? If not, add to this term's Action Report and carry out actions.	

Report presented to Centre Meeting dated \_\_\_\_\_ by Health & Safety Officer

# Termly Health and Safety Action Report

Health and Safety Officer: Complete once per term with Property and Equipment Officers.  
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CENTRE: \_\_\_\_\_ DATE: \_\_\_\_\_

Health and Safety problems identified		Action taken and planned	Date completed
Date e.g. 1 Feb 2011	Lino in toilet area entrance peeling up. Tripping hazard.	Temporarily repaired with duct tape. Property Officer contacted flooring repair contractor. Reglued and repaired.	6 February 2011

Report presented to Centre Meeting dated \_\_\_\_\_ by Health & Safety Officer

Health and Safety Officer's name \_\_\_\_\_