

## 4.1.2 Outdoor Areas Daily Risk Management Checklist

Checklist must be completed each session.  
Educators are to initial each AM & PM Session to confirm areas have been checked and are free from any hazards or risks of harm.

DATE:	MON		TUE		WED		THU		FRI		COMMENT
TOILETS	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Ramp/stairs free of obstructions											
Hand railings safe and secure											
Toilet doors secure											
Toilet floors clean and dry											
Sinks clean and taps working											
paper towels available											
Liquid soap available											
VERANDAH	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Windows and glass doors intact											
Cement area clear of rubbish and/or hazards											
Seating safe and secure											
Area checked for spiders/birds etc.											
Bag Hooks secure											
UNDERCOVER AREA	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Cement area clear of rubbish and/or hazards											
Seating safe and secure											
Fences secure and in good repair											
Pathways clear											
Graffiti or vandalism											
Rubbish bins not overflowing and secure											

**TURN PAGE OVER, SECOND PAGE TO BE COMPLETED AS WELL**

## 4.1.2 Outdoor Areas Daily Risk Management Checklist Cont.

Checklist must be completed each session.

Educators are to initial each AM & PM Session to confirm areas have been checked and are free from any hazards or risks of harm.

	MON		TUE		WED		THU		FRI		COMMENT
PLAYGROUND AREA	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
<b>Playground equipment checked for:</b>											
• Nails and other sharp objects/protrusions											
• Cleanliness											
• Insects/spiders											
<b>Soft fall checked for:</b>											
• Sharps											
• Foreign objects											
• Animal droppings											
• Level and even spread											
• Snakes and other animals											
• Biological hazards											
<b>OVAL/COURTS AREA</b>	<b>AM</b>	<b>PM</b>	<b>AM</b>	<b>PM</b>	<b>AM</b>	<b>PM</b>	<b>AM</b>	<b>PM</b>	<b>AM</b>	<b>PM</b>	
Undercover areas are clear of rubbish and hazards											
Grass is a suitable length											
Fences secure											
Pathways clear											
Goalposts secure											
Court area is clear of rubbish/hazards											
Water bubbler working											