

4.1.1 Indoor Areas Daily Risk Management Checklist

Checklist must be completed for 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
OSHC ROOM	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Fire exits/doors free from obstructions											
Fire exits/doors open easily and safely											
Windows and glass doors intact											
All lights working											
Notices of evacuation procedures displayed at exits											
Plug sockets are protected with safety covers											
Electrical cords are tidy, secure to children											
Flooring clean and free from spillage											
Bins clear and clean											
Broken or inappropriate play equipment removed											
Play areas clean and tidy											
TOILETS	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Toilets are flushed properly											
Toilets are clean											
Toilet paper available											
Toilet floors clean and dry											
Sinks clean and taps working											
Hand soap available											
Bins clear and clean											
KITCHEN AREA	AM	PM	AM	PM	AM	PM	AM	PM	AM	PM	
Floor area clean and dry											
Work surfaces clean, hygienic, and sanitised											
Hazardous items inaccessible to children (e.g. knives)											
Poison's cupboard locked											

Bins clear and clean										
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