

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 | |
| 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 | |
| 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 | |
| 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 | | | | | | | | | | | |