

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									
Hand railings safe and secure											
Toilet doors secure											
Toilet floors clean and dry											
Sinks clean and taps working											
Paper towels available											
Liquid soap available											
COURTYARD	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.											
UNDERCOVER AREA	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									
Playground equipment checked for:											
• Nails and other sharp objects/protrusions											
• Cleanliness											
• Insects/spiders											
Soft fall checked for:											
• Sharps											
• Foreign objects											
• Animal droppings											
• Level and even spread											
• Snakes and other animals											
• Biological hazards											
OVAL/COURTS AREA	AM	PM									
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											