|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Person completing the checklist** |  |  |  |  |  |  |
| **Signature** |  |  |  |  |  |  |
| **Date** |  |  |  |  |  |  |
| **Indoor environment**  | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Notes/ action** |
| Equipment and furniture, including dress-ups, dolls and cushion covers, are clean and in good repair. |  |  |  |  |  |  |
| Toys and resources are suitable for the children expected today. |  |  |  |  |  |  |
| Broken/ unsafe toys and equipment are stored out of children’s reach.  |  |  |  |  |  |  |
| Toys and equipment are stored safely and do not create a tripping hazard. |  |  |  |  |  |  |
| Safety harnesses in highchairs are clean and in good working order.  |  |  |  |  |  |  |
| Chairs and tables are clean and in good repair. |  |  |  |  |  |  |
| Bench tops are clean, free of cracks and clear of hazards. |  |  |  |  |  |  |
| Cleaning materials and chemicals are labelled and stored out of children’s reach.  |  |  |  |  |  |  |
| Medicines are stored out of children’s reach in an appropriate container, at the correct temperature. |  |  |  |  |  |  |
| First Aid kit available and in a secure, accessible location. |  |  |  |  |  |  |
| **Indoor environment** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Notes/ action** |
| Safety latches on cupboards are in good working order.  |  |  |  |  |  |  |
| Floor is clean, dry, clear of rubbish and tripping hazards.  |  |  |  |  |  |  |
| Entries, exits and walkways are clear, and doors can be opened and closed easily by adults.  |  |  |  |  |  |  |
| Bins are clean and lined.  |  |  |  |  |  |  |
| No cords within children’s reach, such as electrical or blind/curtain cords.  |  |  |  |  |  |  |
| Electronic devices stored out of children’s reach and with sufficient charge. |  |  |  |  |  |  |
| Power outlets within children’s reach are covered.  |  |  |  |  |  |  |
| Wheels on shelves are locked, and resources are placed securely on the shelves with minimal risk of falling off.  |  |  |  |  |  |  |
| Facilities in the children’s toilets are clean and in good repair. |  |  |  |  |  |  |
| All handwashing areas are stocked with soap and paper towel.  |  |  |  |  |  |  |
| Children’s stepping stools are in good repair and placed so as not to pose a tripping hazard. |  |  |  |  |  |  |
| Room is stocked with consumables: nappies, cleaning materials, gloves, soap and paper towel.  |  |  |  |  |  |  |
| Gate between bottle preparation area and main room is secure. |  |  |  |  |  |  |
| Cots are appropriately positioned and in good repair.  |  |  |  |  |  |  |
| Laundry has been switched on (if it is your room’s day to do laundry). |  |  |  |  |  |  |
| Children’s bedding that is to be used again before laundering is clearly labelled. |  |  |  |  |  |  |
| **Program kitchen** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Notes/ action** |
| Plates, cups and utensils stored away. |  |  |  |  |  |  |
| Fridge is within the correct temperature range (0-5˚C). Temperature recorded. |  |  |  |  |  |  |
| Freezer is below -18˚C. Temperature recorded |  |  |  |  |  |  |
| Benches are clean, uncracked and uncluttered.  |  |  |  |  |  |  |
| Sharp knives are stored out of children’s reach. |  |  |  |  |  |  |
| Child safety settings are in place on stovetops and ovens.  |  |  |  |  |  |  |
| Power outlets are out of children’s reach or covered.  |  |  |  |  |  |  |
| Electrical cords are secured.  |  |  |  |  |  |  |

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| **Outdoor environment** | **Mon** | **Tue** | **Wed** | **Thu** | **Fri** | **Notes/ action** |
| Equipment is reasonably clean and in good repair. |  |  |  |  |  |  |
| Equipment and resources are appropriate for a range of developmental stages and abilities. |  |  |  |  |  |  |
| Broken/unsafe equipment is stored in shed.  |  |  |  |  |  |  |
| Equipment in sheds is stored safely on shelves, and sheds are locked. |  |  |  |  |  |  |
| Walkways are clear of tripping hazards including sand. |  |  |  |  |  |  |
| Climbing equipment is positioned away from rocks, with sufficient and evenly spread soft fall area. Climbing equipment over 60cm tall is at least 1m away from fences and gates. |  |  |  |  |  |  |
| Gates and fences are secure, locked and in good repair. |  |  |  |  |  |  |
| Climbing equipment, including swing sets, is securely fastened.  |  |  |  |  |  |  |
| Bushes and fencing at the perimeter have been checked for hazardous items such as glass, syringes or rubbish. Follow appropriate OHS procedure to remove any hazards. |  |  |  |  |  |  |
| Outdoor area is clear of rubbish, standing water and hazardous items. Follow appropriate OHS procedure to remove any hazards.  |  |  |  |  |  |  |
| Sandpit has been raked and inspected for hazards. |  |  |  |  |  |  |