

Fixed Cot Checklist

Cots used in Family Day Care services need to meet Australian Standards- (AS/NZS 2172-2003)

The following checklist of cot safety points should be considered to reduce the risk for a baby in your care being injured or dying

Is the cot in good condition? YES No

Do you know the history of this cot ?

Are the vertical bars safe YES NO

The space between the vertical bar needs to be between 5cm and 9.5 cm

Is the distance from the top of the mattress to the top of the cot at least 50cm ? YES NO

Are the edges of the cot smooth and rounded? YES NO

Is the cot free from knobs or things sticking out such as screws or bolts ?

YES NO

Is the frame sturdy? YES NO

Is the base strong ? YES NO

Is the inside of the cot free from small openings or holes ? YES NO

Does the cot have wheels or castors ? YES NO

It is recommended removing these wheels if there is no break mechanism

Is the cot painted with lead free paint ? YES NO

Is the mattress the right size for the cot? YES NO

Is the cot enclosure free from decorative transfers? YES NO

Has the cot been assembled according to the manufactures instructions ?

YES NO

Do you have these instructions ? YES NO

Portable cots checklist

Portable Cots used in Family Day Care Services need to meet Australian Standards (AS/NZS 2195-2009)

Has the cot been assembled according to the manufactures instructions ?

YES

NO

Do you have these instructions ?

YES

NO

I will not use the cot with a child weighing over 15 kgs ?

YES

NO

I check all the locking devices are properly latched before putting a child in
the cot.

YES

NO

I remove all toys from the cot when the child is sleeping?

YES

NO

I repair tears in the mesh or fabric as soon as they occur?

YES

NO

I regularly check the locking devices to ensure that they have not become
loose and are operating properly.

YES

NO

To be completed for both fixed and portable cots

I have completed the checklist for Cot Number _____

Brand of cot _____

Educators Name _____

Signature _____

Date _____

PLEASE NOTE THE FOLLOWING COTS HAVE BEEN RECALLED DURING 2011 AND 2012

bobby bebe- Q Tee Baby Cot in Rimu design

Baby Cot+ "My Bub" Cot mattress