

INDOOR SAFETY CHECKLIST



Week beginning: _____

| Potential Hazards | Mon | Tues | Wed | Thurs | Fri |
|--|-----|------|-----|-------|-----|
| Indoors | | | | | |
| <i>General</i> Floors clean- swept, mopped or vacuumed. No trip, slip or choking hazards | | | | | |
| Toys and equipment clean and in good repair- broken/damaged toys removed | | | | | |
| Power point plugs in sockets | | | | | |
| Childproof locks attached, stair guards/gates in place if required | | | | | |
| Matches/lighters inaccessible. Play environment smoke free. | | | | | |
| Play spaces well lit, heated or cooled as required. Fireguard in place around heaters and fires when in use. | | | | | |
| Exits kept clear of obstructions and front door kept locked once children are in care | | | | | |
| Electrical cords for TV, Fish tank and other electronics are out of reach of children | | | | | |
| <u>Kitchen</u> Cleaning products/chemicals/medicines stored safely | | | | | |
| Sharp knives, plastic bags, electrical cords out of reach. Dish washer locked. | | | | | |
| Food stored at appropriate temperature, food preparation area clean. | | | | | |
| Rubbish bin emptied as required | | | | | |
| <u>Bathroom</u> Bathroom and toilet clean, no spills on floor | | | | | |
| Supply of liquid soap, clean individual towels or paper towel maintained | | | | | |
| Hairdryer, razors, toiletries, cleaning products inaccessible | | | | | |
| <u>Nappy change area</u> Clean and well stocked (gloves, wipes, barrier paper), nappy change mat in good repair. Nappy bin inaccessible | | | | | |
| <u>Sleep area, cots, beds, bedding</u> Cots AS/NZ standard and correctly assembled, beds safely positioned and in good repair. No entrapment hazards/ curtain cords out of reach | | | | | |
| Bedding clean and stored appropriately | | | | | |
| Cot sheets are fitted, with no strangulation hazards in cot | | | | | |