

OUTDOOR, PETS AND ADMINISTRATION SAFETY CHECKLIST



Week beginning _____

Potential Hazards	Mon	Tues	Wed	Thurs	Fri
<u>Outdoors</u>					
Entrance clean and uncluttered.					
Fences secure and in good repair, gate latched/locked.					
There is nothing nearby that could assist children to climb over the fence.					
Outside play equipment checked for spiders, damage, sharp edges, splinters					
Yard is free of rubbish, animal droppings, broken equipment, tools. Checked for snakes.					
Sandpit is raked (and covered when not in use)					
Garage and garden chemicals are inaccessible					
<u>Pets</u>					
Dogs housed in a separate, finger - proofed area while children are in care					
Food and water bowls, litter tray out of children's reach					
Animal hair vacuumed/swept up					
<u>Administration</u>					
Mobile phone charged and on hand Attendance records available and signed daily					
Program displayed, compliance documentation displayed or at hand.					
Forms submitted, office notified of excursions, incidents, accidents, changes (renovations)					