



WORKPLACE HEALTH & SAFETY **INSPECTION CHECKLIST** for Long Day Care Services



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RISK RATING MATRIX

Risk assessment involves determining the level of risk associated with each task so that the actions to control the risk can be prioritised.

The method of assessing risk involves considering the likelihood and consequences of an incident occurring.

Likelihood

To estimate the likelihood of an incident occurring, the following aspects can be considered:

- how often the action is undertaken;
- the number of people performing the same or a similar action;
- the duration of time for which the action is performed;
- distractions;
- the environment;
- the availability and use of equipment;
- the capacity and characteristics of the people in the environment;
- the characteristics of the child.

Consequences

To estimate the consequences of an incident, the severity of a potential injury or illness that could result from performing a task can be considered.

Reference can be made to past injury reports and statistics and information on similar activities in related or other industries.

The matrix below can be used to help prioritise the risks.

LIKELIHOOD	CONSEQUENCES				
	NO INJURIES OR ILLNESSES	FIRST AID TREATMENT	MEDICAL TREATMENT	SERIOUS INJURY/ ILLNESS	FATALITY
ALMOST CERTAIN	MODERATE (M)	HIGH (H)	ACUTE (A)	ACUTE (A)	ACUTE (A)
LIKELY	LOW (L)	MODERATE (M)	HIGH (H)	ACUTE (A)	ACUTE (A)
POSSIBLE	LOW (L)	MODERATE (M)	HIGH	ACUTE (A)	ACUTE (A)
UNLIKELY	LOW (L)	LOW (L)	MODERATE (M)	HIGH (H)	ACUTE (A)
RARE	LOW (L)	LOW (L)	MODERATE (M)	HIGH (H)	HIGH (H)

ROADS AND CAR PARK

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Streets/roads – •clear vision, •speeds restricted				
Car park/s – •pedestrian access safe •pedestrians complying				
Trees – •clear of overhanging branches •no dead branches				
Lighting – •adequate				
Other security hazards - •clear of potential risks				
Paths – •clear of slip/trip/fall hazards •available as traffic protection				
Timber surfaces – •no loose splinters				
Other – •free from other risks				

PERIMETER OF PROPERTY

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Powerlines – •no low power lines •poles and lines appear to be in good condition				
Fencing – •adequate height •good repair				
Gate/s – •child proof catches •good repair •self closing •double gated				
Paths – •free of trip/slip hazards •good repair				
Timber surfaces – •no loose splinters				
Lighting – •adequate				
Other Observations – •free from other risks				

BUILDINGS EXTERNAL

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Gutters/drainage – •in good repair •free from leaks •free from slip/trip hazards				
Door/s – •self closing •free from trip hazards				
Lawns and ground surfaces – •free from serious slip/trip hazards •free from sharp vegetation				
Paths – •free from trip/slip hazards •In good repair				
Lighting – •adequate				
Other Observations – •free from other risks				



ENTRANCE and OFFICE/S and PASSAGEWAYS

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Sign In/Out Records – •complete and accurate (sample a couple)				
Floor surfaces – •free of trip/slip risks •clear of obstructions				
Ramps and stairs – •free of slip/trip/fall risks •clear of obstructions				
Steps and stairs – •free of slip/trip/fall risks •clear of obstructions				
Fire exit signs – •clear and undamaged •illumination working				
Lighting – •adequate				
Switchboards – •locked and secure •safety switch present				
Fire extinguisher/s – •in test (six monthly) and full				
Electrical test (and tag) register – •up to date				
Photocopier – •well ventilated •not too close to staff				
Filing cabinets/bookcases – •secure and unlikely to fall •tidy and organised				
Printers/faxes •adequate power points •area clean and tidy				
Storage – •adequate •tidy				

continued...

ENTRANCE and OFFICE/S and PASSAGEWAYS (cont'd)

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Housekeeping – •organised •well laid out •tidy				
Passageways – •clear •free of slip/trip hazards				
Windows – •locks working •clean •restricted access for children				
Furniture, fittings, shelves – •adequate •in good repair •secure with no risk of falling				
Chairs – •provide adequate back support •in good repair				
Trailing phone cables – •tidy and present no trip/fall risk				
Electrical cords – •not accessible to children •clean and tidy and adequate power points				
Evacuation and emergency procedures and records – •up to date and complete				
Chemicals and substances – •Material Safety Data Sheets available, used				
Cleanliness – •Overall area clean				
Employee induction records – •up to date and complete				
Other Observations – •free from other risks				



NURSERY

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Gates and fences – •child proof •in good repair •gates self closing				
Doors – •self closing •free from trip hazards				
Power outlets – •protective caps •in good repair •adequate number				
Power cords and boards – •out of reach of children				
Cleaning records – •comprehensive •up to date				
Hand washing – •thorough •for each required situation				
Sanitising – •sanitising occurring for each required situation				
Floors – •clean •free from slip/trip risks				
Lighting – •adequate				
Furniture, fittings, shelves – •adequate •in good repair •secure with no risk of falling				
Chairs – •not stacked higher than 4				
Toilets – •clean •regularly sanitised				

continued...



NURSERY (cont'd)

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Washing facilities – •clean •adequate •maintained				
Water play – •supervised				
Children – •always directly supervised				
Daily checklists – •completed				
All chemicals – •stored in dangerous products storage areas				
MSDS – •available for all chemicals				
Child proof locks – •in place				
Chemicals – •mixed in correct ratios				
Latex gloves – •available at nappy change area				
Plastic gloves – •available at each tissue box and in food preparation areas				
Hand wash – •available in each area where hand washing facilities not available				
Phones – •labelled with poisons information number				
Heavy items – •stored on ground •nothing heavier than 3kg stored above shoulder height				
Room and yard – •checked daily for dangerous objects/spiders				

continued...

NURSERY (cont'd)

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Tarps (if used) – •folded and stored away				
Team members – •wearing closed in shoes •have and wear appropriate hats				
Toys – •do not present choking/ swallowing hazard				
Equipment – •stored neatly and not present a falling hazard				
Evacuation procedures – •clearly displayed				
Fire exits and doorways – •clear for evacuation including cots				
Mouthed toys – •in separate container for washing				
Children's dietary requirements – •clearly displayed				
Team members – •are using correct food handling procedures				
Climbing equipment – •is stable •located appropriately in soft fall areas •no hard objects in fall zones				
Other observations – •free from other risks				

TODDLERS

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Gates and fences – •child proof •in good repair •gates self closing				
Doors – •self closing •free from trip hazards				
Power outlets – •protective caps •in good repair •adequate number				
Power cords and boards – •out of reach of children				
Cleaning records – •comprehensive •up to date				
Hand washing – •thorough •for each required situation				
Sanitising – •sanitising occurring for each required situation				
Floors – •clean •free from slip/trip risks				
Lighting – •adequate				
Furniture, fittings, shelves – •adequate •in good repair •secure with no risk of falling				
Chairs – •not stacked higher than 4				
Desks – •arranged so carers can sit and work at adult height •appropriate lighting				

continued...

TODDLERS (cont'd)

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Toilets – •clean •regularly sanitised				
Washing facilities – •clean •adequate •maintained				
Dirty laundry – •stored in baskets •out of children's reach				
Accident, illness, near miss reports & investigations – •completed •actioned				
Water play – •supervised				
Children – •always directly supervised				
Water and other items that require adult supervision – •not left in unsupervised play areas				
Daily checklists – •completed				
All chemicals – •stored in dangerous products storage areas				
Material Safety Data Sheets – •available for all chemicals				
Child proof locks – •in place				
Chemicals – •mixed in correct ratios				
Latex gloves – •available at nappy change area				
Plastic gloves – •available at each tissue box and in food preparation areas				

continued...

TODDLERS (cont'd)

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Hand wash – •available in each area where hand washing facilities not available				
Paper towel/soap/toilet paper – •available as needed				
Phones – •labelled with poisons information number				
Heavy items – •stored on ground •nothing heavier than 3kg stored above shoulder height				
Room and yard – •checked daily for dangerous objects/spiders				
Tarps (if used) – •folded and stored away				
Team members – •wearing closed in shoes •have and wear appropriate hats				
Toys – •do not present choking/ swallowing hazard				
Nappy bins – •inaccessible to children				
Equipment – •stored neatly and not present a falling hazard				
Evacuation procedures – •clearly displayed				
Fire exits and doorways – •clear for evacuation including cots				
Mouthed toys – •in separate container for washing				

continued...

TODDLERS (cont'd)

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Linen – •not touching other children's linen				
Children's hats – •not touching other children's hats				
Children's dietary requirements – •clearly displayed				
Team members – •are using correct food handling procedures				
Adult equipment (e.g. scissors) – •not in children's reach				
Climbing equipment •is stable •located appropriately in soft fall areas •no hard objects in fall zones				
Other observations – •free from other risks				

KINDY

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Gates and fences – •child proof •in good repair •gates self closing				
Doors •self closing •free from trip hazards				
Power outlets – •protective caps •in good repair •adequate number				
Power cords and boards – •out of reach of children				
Cleaning records – •comprehensive •up to date				
Hand washing – •thorough •for each required situation				
Sanitising – •sanitising occurring for each required situation				
Floors – •clean •free from slip/trip risks				
Lighting – •adequate				
Furniture, fittings, shelves – •adequate •in good repair •secure with no risk of falling				
Chairs – •not stacked higher than 4				
Desks – •arranged so carers can sit and work at adult height •appropriate lighting				

continued...

KINDY (cont'd)

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Toilets – •clean •regularly sanitised				
Washing facilities – •clean •adequate •maintained				
Dirty laundry – •stored in baskets •out of children's reach				
Accident, illness, near miss reports & investigations – •completed •actioned				
Water play – •supervised				
Children – •always directly supervised				
Water and other items that require adult supervision – •not left in unsupervised play areas				
Daily checklists – •completed				
All chemicals – •stored in dangerous products storage areas				
Material Safety Data Sheets – •available for all chemicals				
Child proof locks – •in place				
Chemicals – •mixed in correct ratios				
Latex gloves – •available at nappy change area				
Plastic gloves – •available at each tissue box and in food preparation areas				

continued...

KINDY (cont'd)

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Hand wash – •available in each area where hand washing facilities not available				
Paper towel/soap/ toilet paper – •available as needed				
Phones – •labelled with poisons information number				
Heavy items – •stored on ground •nothing heavier than 3kg stored above shoulder height				
Room and yard – •checked daily for dangerous objects/spiders				
Tarps (if used) – •folded and stored away				
Team members – •wearing closed in shoes •have and wear appropriate hats				
Toys – •do not present choking/ swallowing hazard				
Nappy bins – •inaccessible to children				
Equipment – •stored neatly and not presenting a falling hazard				
Evacuation procedures – •clearly displayed				
Fire exits and doorways – •clear for evacuation including cots				
Mouthed toys – •in separate container for washing				

continued...

KINDY (cont'd)

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Linen – •not touching other children's linen				
Children's hats – •not touching other children's hats				
Children's dietary requirements – •clearly displayed				
Team members – •are using correct food handling procedures				
Adult equipment (e.g. scissors) – •not in children's reach				
Climbing equipment – •is stable •located appropriately in soft fall areas •no hard objects in fall zones				
Other observations – •free from other risks				

PRE PREP

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Gates and fences – •child proof •in good repair •gates self closing				
Doors •self closing •free from trip hazards				
Power outlets – •protective caps •in good repair •adequate number				
Power cords and boards – •out of reach of children				
Cleaning records – •comprehensive •up to date				
Hand washing – •thorough •for each required situation				
Sanitising – •sanitising occurring for each required situation				
Floors – •clean •free from slip/trip risks				
Lighting – •adequate				
Furniture, fittings, shelves – •adequate •in good repair •secure with no risk of falling				
Chairs – •not stacked higher than 4				
Desks – •arranged so carers can sit and work at adult height •appropriate lighting				

continued...

PRE PREP (cont'd)

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Toilets – •clean •regularly sanitised				
Washing facilities – •clean •adequate •maintained				
Dirty laundry – •stored in baskets •out of children's reach				
Accident, illness, near miss reports & investigations – •completed •actioned				
Water play – •supervised				
Children – •always directly supervised				
Water and other items that require adult supervision – •not left in unsupervised play areas				
Daily checklists – •completed				
All chemicals – •stored in dangerous products storage areas				
Material Safety Data Sheets – •available for all chemicals				
Child proof locks – •in place				
Chemicals – •mixed in correct ratios				
Latex gloves – •available at nappy change area				
Plastic gloves – •available at each tissue box and in food preparation areas				

continued...

PRE PREP (cont'd)

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Hand wash – •available in each area where hand washing facilities not available				
Paper towel/soap/toilet paper – •available as needed				
Phones – •labelled with poisons information number				
Heavy items – •stored on ground •nothing heavier than 3kg stored above shoulder height				
Room and yard – •checked daily for dangerous objects/spiders				
Tarps (if used) – •folded and stored away				
Team members – •wearing closed in shoes •have and wear appropriate hats				
Toys – •do not present choking/ swallowing hazard				
Nappy bins – •inaccessible to children				
Equipment – •stored neatly and not presenting a falling hazard				
Evacuation procedures – •clearly displayed				
Fire exits and doorways – •clear for evacuation including cots				
Mouthed toys – •in separate container for washing				

continued...

PRE PREP (cont'd)

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Linen – •not touching other children's linen				
Children's hats – •not touching other children's hats				
Children's dietary requirements – •clearly displayed				
Team members – •are using correct food handling procedures				
Adult equipment (e.g. scissors) – •not in children's reach				
Climbing equipment – •is stable •located appropriately in soft fall areas •no hard objects in fall zones				
Other observations – •free from other risks				

PREP

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Gates and fences – •child proof •in good repair •gates self closing				
Doors •Self closing •Free from trip hazards				
Power outlets – •protective caps •in good repair •adequate number				
Power cords and boards – •out of reach of children				
Cleaning records – •comprehensive •up to date				
Hand washing – •thorough •for each required situation				
Sanitising – •sanitising occurring for each required situation				
Floors – •clean •free from slip/trip risks				
Lighting – •adequate				
Furniture, fittings, shelves – •adequate •in good repair •secure with no risk of falling				
Chairs – •not stacked higher than 4				
Desks – •arranged so carers can sit and work at adult height •appropriate lighting				

continued...

PREP (cont'd)

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Toilets – •clean •regularly sanitised				
Washing facilities – •clean •adequate •maintained				
Dirty laundry – •stored in baskets •out of children's reach				
Accident, illness, near miss reports & investigations – •completed •actioned				
Water play – •supervised				
Children – •always directly supervised				
Water and other items that require adult supervision – •not left in unsupervised play areas				
Daily checklists – •completed				
All chemicals – •stored in dangerous products storage areas				
Material Safety Data Sheets – •available for all chemicals				
Child proof locks – •in place				
Chemicals – •mixed in correct ratios				
Latex gloves – •available at nappy change area				
Plastic gloves – •available at each tissue box and in food preparation areas				

continued...

PREP (cont'd)

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Hand wash – •available in each area where hand washing facilities not available				
Paper towel/soap/ toilet paper – •available as needed				
Phones – •labelled with poisons information number				
Heavy items – •stored on ground •nothing heavier than 3kg stored above shoulder height				
Room and yard – •checked daily for dangerous objects/spiders				
Tarps (if used) – •folded and stored away				
Team members – •wearing closed in shoes •have and wear appropriate hats				
Toys – •do not present choking/ swallowing hazard				
Nappy bins – •inaccessible to children				
Equipment – •stored neatly and not presenting a falling hazard				
Evacuation procedures – •clearly displayed				
Fire exits and doorways – •clear for evacuation including cots				

continued...

PREP (cont'd)

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Mouthed toys – •in separate container for washing				
Linen – •not touching other children's linen				
Children's hats – •not touching other children's hats				
Children's dietary requirements – •clearly displayed				
Team members – •are using correct food handling procedures				
Adult equipment (e.g. scissors) – •not in children's reach				
Climbing equipment – •is stable •located appropriately in soft fall areas •no hard objects in fall zones				
Other observations – •free from other risks				



PLAY AREAS

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Ground surfaces – <ul style="list-style-type: none"> •protective surfacing/fall protection/soft fall •foreign objects/debris •trip hazards •drainage •needles •broken glass •animal faeces 				
Equipment – <ul style="list-style-type: none"> •sharp points, corners or edges •protective caps or plugs •projections/protrusions •hooks •exposed moving parts •fall hazards •worn/damaged/rusted •rot •splinters 				
Sun – <ul style="list-style-type: none"> •shades •hats •UV cream 				
Treated pine – <ul style="list-style-type: none"> •removed or enclosed 				
Sandpits – <ul style="list-style-type: none"> •covered •clean 				
Any other observations				



KITCHEN

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Doors/Doorway – •restricted access for children •clear access for others •clear floor				
Staff qualified – •in accordance with legislated requirements				
Electrical equipment – •in good repair •insulated				
Chemicals – •MSDS available •used •personal protective equipment used				
Fire – •extinguisher/fire blanket available and tested				
Appliances – •clean •safe				
First aid kit – •available •complete				
Moving equipment parts – •guarded				
Food safety – •cleanliness •personal hygiene •temperature records •delivery/receipt records •sealed containers				
Gas isolator valves – •known in case of fire				
Cylinders of compressed gases – •away from ignition/heat sources, shaded				
Evacuation and fire procedures – •clearly displayed				
Other Observations				

LAUNDRY

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Doors/Doorway – •restricted access for children •clear access for others •clear floor				
Chemicals – •clearly labelled •MSDS available and used •inaccessible for children •stored away from heat				
Personal protective equipment – •available •used				
Lighting – •appropriate				
Evacuation procedures – •clearly displayed				
Other observations				

GENERAL STORAGE AREAS

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Access – •restricted for children				
Power tools – •appropriately tested and tagged				
Material Safety Data Sheets – •available •used				
Chemicals – •access restricted				
Tools and equipment – •stored safely				
Personal protective equipment – •available •used				
Lighting – •adequate				
Other observations				

STAFF ROOM

What Needs to be Checked	Occurring Y/N	Hazard Found Y/N AND Level of Risk	What Needs To Be Done?	Date Completed (Director Date and Sign Off)
Doors/Doorway – •restricted access for children •clear access for others •clear floor				
Food – •in sealed containers				
Cleanliness – •overall clean				
Furniture – •good repair •appropriate				
Evacuation procedures – •clearly displayed				
Cooling/heating – •appropriate •effective				
Lighting – •adequate				
Other observations				





**WORKFORCE
COUNCIL**

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