

Check this template against your local regulations and your own policies before you use it.

Business _____ Location _____ Date _____

Indoor checklist Before children arrive

TASK	TIME	INITIALS
Entry and security		
☐ Check the entry doors and gates close and latch by themselves		
☐ Check the attendance record and the visitors' sign-in book are ready		
☐ Check the family and emergency contact list is up to date and to hand		
Rooms		
☐ Check furniture and shelving are stable and fixed where needed		
☐ Remove broken toys and anything with sharp edges		
☐ Check for small objects that could choke a child under three		
☐ Check power points are covered and cords are out of reach		
☐ Check hot drinks and kettles are kept out of children's areas		
Sleep area		
☐ Check cots and beds are in good repair and set up as your safe sleep procedure says		
☐ Check cots are free of pillows, bumpers and soft toys where your procedure requires		
☐ Check the sleep room can be seen into and checked during rest time		
Kitchen, bathrooms and diaper area		
☐ Check cleaning products and medicines are locked away		
☐ Check the hot water at children's taps is not too hot Use the temperature limit in your local regulations.		
☐ Check the diaper (nappy) change area is clean and stocked		
☐ Check the fridge holding children's food is cold enough		
Safety equipment		
☐ Check the first aid kit is stocked		
☐ Check children's emergency medication is in date and with their action plans		
☐ Check the emergency evacuation plan is displayed and every exit is clear		
☐ Check the phone works and is charged		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____

Outdoor checklist Before children go outside

TASK	TIME	INITIALS
Fences and gates		
☐ Check the fences have no gaps, damage or climbable objects next to them		
☐ Check every gate closes and latches by itself		
Ground		
☐ Walk the whole area and remove sharp objects, glass and litter Report any syringe to the person in charge; don't pick it up by hand.		
☐ Check for animal droppings, fungi and wasp or bee nests		
☐ Check the soft-fall under climbing equipment is deep enough and evenly spread		
Play equipment		
☐ Check the climbing equipment is stable, with no loose bolts, rust or splinters		
☐ Check for gaps that could trap a child's head or fingers		
☐ Check swings, slides and wheeled toys are in good repair		
Sandpit and water		
☐ Check the sandpit was covered overnight, then rake it and remove anything harmful		
☐ Empty buckets and containers that hold water		
☐ Check any water play is set up where an educator can supervise it		
Sun, plants and storage		
☐ Check there is shade over play areas and sunscreen is ready		
☐ Check for plants or fungi that could be poisonous		
☐ Check the sheds and storage areas are locked		

Completed by _____ Checked by (manager) _____ Date _____ Notes _____