

Term Safety Checklist

Please complete this checklist daily regarding the safety and maintenance of the indoor & outdoor environments.

This check is to be completed once per term.

Place a X in the check column indicate safety has been checked and is in good repair.

In the case of unsafe equipment/environment remove if safe to or create a barrier around the space and contact Junior Executive and Building Services Officer.

Term _____

	<i>Check</i>	<i>Notes</i>
There are adequate stocks of tissues, paper towel, latex gloves, liquid soap for the following term.		
Storage is cleared of unnecessary collections		
Children’s hats are sent home for cleaning		
Cushions & blankets are sent home for cleaning		
Emergency procedures rehearsal record is updated		
Refrigerated items are checked for expiry dates		
Food items are checked for expiry dates		
Trees & Shrubs do not pose a safety risk		
Preschool Signage is in good repair		
Dress up clothes washed		
Completed incident & illness/medical forms are scanned and saved correctly		
Fish tank is clean and in good repair		

Other notes:

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