

KINDERGARTEN DAILY HAZARD CHECKLIST

OSH/1

- The kindergarten buildings and grounds will be checked each day before children and whanau arrive to ensure the environment is safe and complies with all safety and health requirements.
- This inspection is part of the daily Supervision Plan as described in the Kindergarten’s Management Plan.
- Please ensure all team members and relievers are made aware of this requirement.
- **If any hazards are identified** – update the Hazard Register and follow process described in Hazard Checking and Reporting Procedures.

INSIDE AREAS	<ul style="list-style-type: none"> • Equipment placed to allow easy and safe movement around the room
FLOORS	<ul style="list-style-type: none"> • Free of trip, slip or fall hazards • Clear of plugs, nails etc.
ENTRANCES, EXITS AND PASSAGEWAYS	<ul style="list-style-type: none"> • All clear and unobstructed • Open doors safely secured
STACKING / STORAGE	<ul style="list-style-type: none"> • All stable and secure • Cabinets, etc firmly secured
ELECTRICITY	<ul style="list-style-type: none"> • No bare broken or worn wires or cables on any appliances • Away from liquid
FIRE PROTECTION	<ul style="list-style-type: none"> • Fire exits open easily without use of a key • Fire extinguishers accessible
FIRST AID KIT	<ul style="list-style-type: none"> • In place and fully stocked
HEATING	<ul style="list-style-type: none"> • Nothing leaning on or stacked against heaters • Portable heaters clear of access ways, curtains, etc
OUTSIDE AREAS	<ul style="list-style-type: none"> • Grounds are clean and free of dangerous items including poisonous plants as per schedule in <i>Nga Kupu Oranga</i>, appendix 6. • Sandpit checked/raked • Safety surfacing under equipment as required by Safety Standards • Equipment in good state of repair <ul style="list-style-type: none"> - No protruding nails, bolt heads or splinters - Ropes not frayed, shackle bolts and mounting brackets not worn - Guard rails are in place and in good order - No tripping hazards, exposed tree roots, concrete footings etc • If equipment has been moved, required minimum space has been maintained • Fencing perimeter checked (visual)
AREAS SPECIFIC TO OUR KINDERGARTEN	