# Risk assessment and management - Indoor and outdoor learning environment safety checklist

Developing risk assessment and management plans is an ongoing part of daily practice. One way to support this is by using a system of daily hazard identification and risk management. This can help you to identify, assess and manage the risk of harm before an incident occurs.

This checklist is not exhaustive but can be used as a starting point and should be adapted to meet the individual needs of your service. It is a living document, to be amended as circumstances change and new hazards arise. It is therefore important to schedule regular reviews of this checklist to make sure that hazards in your service are identified and risks managed before they cause harm.

* To begin using these checklists, inspect the environment as a team or in consultation with your family day care coordinator to determine which hazards need to be checked for each day.
* Adapt the checklists to be relevant for your service context. You can add rows by pressing tab in the last column.
* Make the checklists available to educators to complete each day.

Each day, it will be the responsibility of one or two education and care professionals to use the tool that you have created as an embedded part of risk management practices. Sometimes a hazard will be identified which may require a formal risk management plan to be developed. In other circumstances you might use professional judgement to take immediate action which you will then later document.

Refer to the Risk Assessment and Management tool for more information.

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| **Indoor learning environment safety – Daily checklist**  Week beginning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | |
| **NQS Element** | **Hazard identification and Risk management** | **M** | **Tu** | **W** | **Th** | **F** | **Action required** | |
| **Immediate** | **Follow up** |
| **2.2** | Hazards from human activity have been managed (e.g. broken glass, rubbish or dirt). |  |  |  |  |  |  |  |
| **2.2** | Hazards from the natural environment have been managed (e.g. animal waste, spider webs, insect remains). |  |  |  |  |  |  |  |
| **2.2** | All doors and gates are closed securely and locked where appropriate.  **Note - fire exits should not be locked**. |  |  |  |  |  |  |  |
| **3.1** | All facilities, materials and equipment are in good repair and are appropriate for the age group of children. |  |  |  |  |  |  |  |
| **2.2** | Hazards from electrical outlets and cords have been managed. | *AK* | *AK* | *AK* | *SP* | *KJ* | *Replaced missing safety covers on group mat power points (Tu)* |  |
| **2.2** | Chemical hazards have been managed through secured cupboards and signage where appropriate. |  |  |  |  |  |  |  |
| **2.2** | Trip and slip hazards have been managed  (e.g. loose equipment or loose tiles, damaged mats/rugs). |  |  |  |  |  |  |  |
| **2.1** | Rubbish bins are clean and ready for use. |  |  |  |  |  |  |  |
| **2.1.2**  **2.2.2** | Forms for accident/injury/illness, medication and asthma or anaphylaxis management are stocked, up to date, filed and displayed where appropriate. | *MA* | *MA* | *FH* | *FH* | *HK* |  | *Several asthma management forms will expire next month – follow up with families* |

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**Staff full name and signatures**

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| **Outdoor learning environment safety – Daily checklist**  **Week beginning: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | | | | | | | |
| **NQS Element** | **Hazard identification and risk management** | **M** | **Tu** | **W** | **Th** | **F** | **Action required** | |
| **Immediate** | **Follow up** |
| **2.2** | Hazards from human activity have been managed (e.g. broken glass, rubbish, cigarette smoke). |  |  |  |  |  |  |  |
| **2.2** | Hazards from the natural environment have been managed (e.g. insects, animal waste, hazardous plants, pooling water). |  |  |  |  |  |  |  |
| **2.1.2** | Weather conditions have been checked and practices for the day adjusted where appropriate |  |  |  |  |  |  |  |
| **2.2** | Equipment and play areas (such as gardens, fixed swing structures and sandpits) are clear of rubbish, waste and excess debris (raked as appropriate). | *JB* | *EJ* | *JB* | *JB* | *JB* | *Animal waste was removed and disposed of (M, W, Th)* | *Sandpit is not being covered effectively, discuss with team.* |
| **3.1.2** | Movable outdoor equipment is in good working order and positioned according to the relevant regulations and/or national standards. |  |  |  |  |  |  |  |
| **2.2** | Trip and slip hazards on walkways have been managed (e.g. leaf litter, loose equipment or raised concrete). |  |  |  |  |  |  |  |
| **2.1** | Bathrooms and handwashing facilities are accessible from the outdoor environment. Facilities are clean, well-stocked and in good working order. |  |  |  |  |  |  |  |
| **2.1** | Fresh drinking water is accessible from or in the outdoor environment. |  |  |  |  |  |  |  |

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**Staff full name and signature**

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