



Classroom Safety Nominated Supervisor

NQS Element 2.2.1 Supervision

NQS Element 3.1.1 Fit for purpose

NQS Element 3.1.2 Upkeep

Name of the person conducting the checklist: _____ Date: _____

Facilities

Are (cleaning) chemicals and medications properly labelled and stored securely?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do storage cupboards with dangerous goods like chemicals or medications have warning signs?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are powerboards with electricity surge protectors used rather than double adaptors?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are Material safety Data Sheets stored with chemicals or dangerous substances?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are doors in good repair and do they swing easily?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are doors free of splinters or sharp surfaces?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are electrical cords placed so they don't obstruct movement or present a safety hazard?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are electrical appliances secure and stable on shelving?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are electrical appliances and cords clear of any water sources?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are any cords on toys less than 300 mm long?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are all products free from any rough or sharp edges?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are all products and resources free from finger traps ie gaps between 5 mm and 12 mm wide?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Have you checked equipment/furniture is free from leg and arm traps eg gaps between verandah railings between 30 mm and 50 mm wide?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Have you checked all equipment for head traps ie gaps between 75 mm and 230 mm that a child's body could fit through but not their head, especially those more than 600 mm off the ground?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Have you checked folding frames etc have a space between them of more than 5 mm to ensure there are no pinch points?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are only non-slip mats and rugs used?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are working childproof latches on all drawers and cupboards?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all unused power sockets have safety plugs in them?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are cords and appliances clear of water sources?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Hygiene

Do you use dedicated cleaning material (eg paper towels) for cleaning spills on the floor?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are floors clear of substances that may cause falls and slips?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is the room always clear of garbage and litter?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do all bins have liners and lids?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Practices

Do educators close drawers and cupboards immediately after use?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you prepare and consume hot food and drinks away from classrooms?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you empty water containers after use?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you put cleaning materials away after each use?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you empty rubbish containers before they are overflowing?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you unplug electrical appliances when not in use and store them appropriately?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA



Is electrical equipment which is exposed to moisture, heat etc regularly tested and tagged by a licensed tradesperson?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do educators involve children in setting safety rules?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you organise regular audits of stored substances and medicines to ensure that they are being stored correctly and within their expiry date?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you implement an effective maintenance and repair program for facilities, furniture, equipment and resources?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do educators immediately remove broken equipment, toys and furniture and ensure it's inaccessible to children if appropriate?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

Actions required