



# Fit for Purpose Nominated Supervisor

## NQS Element 3.1.1 Fit for purpose

Name of the person conducting the checklist: \_\_\_\_\_ Date: \_\_\_\_\_

### Facilities

Is there age appropriate furniture and equipment eg sized for children?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there adult sized furniture for employees eg adult sized chairs?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there adequate space for children to play alone?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there adequate space for children to play in small or large groups?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are educators able to easily supervise children in all areas?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there are playground supervision plan for any hard to see areas?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does shade in outdoor play areas protect children from the sun?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Does the fence stop children getting outside the premises?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Can children and adults move easily between indoor and outdoor areas?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is natural lighting supplemented by artificial lighting when required?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there adequate ventilation and fresh air?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you ensure employees use artificial lighting and heating/cooling in the most sustainable way eg heating/cooling temperatures not set too high or low?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are food preparation and storage areas adequate and hygienically maintained?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are sleep/rest/relaxation areas quiet, comfortable and well ventilated?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are there administrative areas where employees and families can hold private conversations and consultations?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Are there adequate toilet and hand washing facilities? (Bathroom handwashing sinks should not be used for food preparation.)	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is there adequate equipment to support the inclusion of children with additional needs?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you notify the Regulatory Authority about any proposed changes to the premises?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Is soft fall material used to prevent injury from play equipment?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
Do you document evaluations of and changes in the location of furniture and equipment?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA
If you share facilities with a school, do you complete a written risk assessment covering things like shared access and use?	<input type="radio"/> Yes	<input type="radio"/> No	<input type="radio"/> NA

### Actions required