

DAILY HAZARD IDENTIFICATION CHECKLIST

CBC5 Use Only

Reference: Centre Based Care Standards 2011: Standard 11.1 b), 14.1 b), 15.3

This checklist is to assist in conducting and recording daily inspections of all areas of a centre where foreseeable risks may have arisen overnight or where safety may have been affected since the last check.

(Proforma to be adapted to suit the service's individual situation, including the age of the children)

1. Checklist to be conducted and signed off on a daily basis, e.g. tick if safe, cross if needing attention *(centre to nominate person/s to be responsible for this task)*.
2. Centre to develop procedures to deal with maintenance matters.
3. Completed checklists to be saved.

INDOORS

Week beginning _____	M	T	W	Th	F	Maintenance Required	
						Urgent	Non-urgent
Toys and children's equipment e.g. tables, high chairs.							
Toys and equipment are in good repair.							
All accessible toys are suitable for that age group.							
Broken / unsafe toys and equipment are stored out of children's reach.							
Toys are stored safely.							
Safety harnesses in high chairs clean, in good working order.							
Heating and electrical							
Electrical outlets are capped with safety plugs.							
Electrical cords are out of children's reach.							
All heaters within children's reach are safely guarded.							
Cots/Beds and Bedding							
Cots are free of transfers, and any string, ribbon, ties, beading and cot bumpers.							
Cots safely positioned.							
Cots are in good repair.							
There are no entrapment hazards on the cot or because of the way the cot is positioned.							
Bedding is stored appropriately.							
Storage							
Cleaning materials, detergents etc are stored out of children's reach, in secured and labelled cupboards.							
All chemicals are stored separately from food.							
Medicines* stored out of children's reach/in appropriate container, at the temperature stated on container.							
First aid kit is labelled.							
In an under school age care setting, first aid kits are to be locked, and/or inaccessible to children.							
Items such as knives, plastic bags, matches etc kept out of children's reach.							
Safety latches on cupboards are in good working order.							
General							
Entries and exits are clear and exit doors are able to be opened easily by adults.							
Rubbish bins are empty and clean							
Floors are clean and maintained so likelihood of accidents is reduced.							
There are no cords within children's reach e.g. curtain / blind cords.							
Windows are not damaged.							
Windows, when open, do not create a hazard.							

*Excludes emergency medication, which is to be stored according to CBC Standards.

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OUTDOORS

Week beginning _____	M	T	W	Th	F	Maintenance Required	
						Urgent	Non-urgent
Outdoor area is free of hazards e.g. broken equipment, rubbish, water collections, garden tools, trip hazards etc (also being aware of possible vandalism).							
Gates are locked/closed as applicable and latches are in working order.							
There is nothing near any fence/gate that would assist children to climb over.							
The effective height of all fences/gates is maintained.							
The sandpit is clear of rubbish (raked as appropriate).							
Softfall is clear of rubbish (e.g. syringes, broken glass, rocks) and other objects that may be a hazard if children fell.							
The softfall under/around equipment is the required depth (raked as appropriate).							
Rubbish bins for children's use are clean and empty.							
Rubbish awaiting collection is inaccessible to children and is stored appropriately until collection.							