

**KINDERGARTEN TERM SAFETY AND MAINTENANCE
CHECKLIST**

OSH/2

- These areas/items should be checked once a term and any hazards attended to as appropriate.
- Please send / fax/ or email a copy of this to the Facilities Manager, (or email to lorrainec@wn-kindergarten.org.nz) at the end of each term.

DATE:.....

KINDERGARTEN:.....

		Please tick appropriate box		
		OK	HAZARD	
			Can be eliminated within 2 days	Wont be eliminated within 2 days
FLOORS	Free of trip, slip, fall hazards			
ENTRANCES / EXITS	Emergency routes and exits clearly marked			
	Passages, door openings, etc clear and unobstructed.			
LIGHTING	Work areas adequately lit			
	Fixtures are clean			
WASTE DISPOSAL	Adequate and appropriate			
ERGONOMICS (Relationship between workers and their environments)	Are there any issues? eg Office design? Reaching/ carrying/ lifting?			
STACKING / STORAGE	All equipment and furniture (inside and outside) is appropriately secured to meet safety standards			
ELECTRICITY	No bare, worn or broken wires or cables			
	Away from liquid			
WARNING SYSTEMS	Fire alarms work (tested by Assn annually)			
	Smoke detectors work			
FIRE PROTECTION	Appropriate extinguishers available and checked on schedule			
	Staff know how to use them			
	Drill carried out at least every month this term			
PHOTOCOPIERS	Adequately ventilated			
CLEANING MATERIALS	Appropriate labelled and stored			
FIRST AID KITS	Located as required by Regulations or guidelines			
	Stocked as required by Regulations or guidelines			
HEATING	Nothing leaning or stacked against heaters			

	Portable heaters clear of access ways, curtains etc.			
OUTSIDE AREAS				
EQUIPMENT	All equipment is In a good state of repair and meets safety standards:			
	Ropes not frayed			
	Metal on metal, are shackles and thimbles not worn and are greased regularly			
	Are all bearings lubricated and working smoothly?			
	All screw/bolt connections tight?			
	Weld joints smooth, free of rust, secure?			
	Timber sound and free of rot and damage			
	All structures securely placed			
	Minimum spacing around all equipment?			
	Do tyres have a clear hole for drainage?			
	Are there places which can jam body parts?			
	Chain links small enough to avoid jamming fingers?			
	Crush points eliminated (eg moving parts, barrels, swings)?			
	Gaps or v-shaped wedges more than 600 mm above the ground are not able to trap heads, feet or arms?			
SURFACES	Safety matting/safety surfacing in place where appropriate			
	General surfacing in good condition?			
	Do surfaces drain freely?			
	Have loose fill materials been raked recently to fill hollows and make them more impact absorbing?			
	Is there provision for this job to be done on a regular basis?			
	No tripping hazards, exposed tree roots, concrete footings etc.			
	Grounds are clean and free of dangerous items, including poisonous plants as per schedule in <i>Nga Kupu Oranga</i> , appendix 6?			
	Shelter against wind, sun and rain is adequate and effective?			
	Decking areas clear of sand, stones and splinters?			
	No places where water collects and stagnates?			
	Are embankments, mounds, main traffic areas adequate?			

	Are painted surfaces in good condition?			
	Is there adequate signage about the use of the playground, ie designed for children 3-5 years under supervision of an adult?			
OTHER ISSUES:				

Check completed by:		Date:
Hazard Register Updated:		
Priority Actions:		
Action completed by:		Date:

References: WRFKA Facilities Manual

Please refer to this manual or ring the Wellington Region Free Kindergarten Assn if you have any questions or require further information.