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EDUCATOR SAFETY AUDIT – DAILY & WEEKLY HAZARD MANAGEMENT PLAN.

Educator Name **Date:**

Week: (Code: YES -✓ or NO – X or N/A)

INDOOR	M	T	W	TH	F	OUTDOOR	M	T	W	Th	F
Inaccessible areas made secure						Inaccessible areas made secure					
Power point covers on exposed outlets						Are pathways clear of hazards					
Chemicals/hazardous substances / equipment in secure storage						Outside play equipment in good condition					
Is kitchen area safe						Branches at children’s eye level					
Toys in good condition and safe						Water catching containers empty					
Bathroom / toilet areas safe (tap covers)						Sandpits – raked daily, remove debris					
Nappy change supplies close to change area						All bins inaccessible to children					
All bins lined											
Cords (electrical / blinds) secured out of reach											
Cot check											

DAILY CLEAN	M	T	W	Th	F	WEEKLY CLEAN	M	T	W	TH	F
Bathrooms, tap handles, door knobs						Low Shelves					
Toilet – door knob, flush handles						Door Knobs					
Nappy Change Area – mats, surfaces						Toy Storage Shelve					
Mouthed Toys						Play / gym mats					
Surfaces – table tops, chairs, cots, highchair						Oven					
All Floors						Bed Linen (if used by 1 child)					
Mattress Covers & Linen						Pillows & cushion covers					
Empty Rubbish Bins						Fridge					
Handwash basin						Other surfaces commonly touched by children & floors					
						Children’s dress up clothes					
						Blankets and Rugs					
						Indoor rubbish bin					
						Indoor rubbish bin					

Are there any other identified hazards?.....

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General Comments:.....

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