**attachment 88**

Checklist for Weekly Inspection – External

Recommend rotational basis, complete different Part 1 to 4 each week over four week cycle.

**Recommended Instructions**

Refer to instructions for Safety Checklist for Weekly Inspection – Internal in Attachment 87. Over every
four to five week period ideally each of the four parts of the Internal and External Checklist will have
been completed.

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| **Part 1 – External** |  Yes | No | Comments |
| **Vehicle parking area and building perimeter** |
| Entrances and exits are clearly marked |  |  |  |
| Adequate lighting throughout parking areas is installed and functioning |  |  |  |
| Surface of parking area and driveways is free from pot-holes, cracks and other tripping hazards |  |  |  |
| Drainage grates are not blocked |  |  |  |
| Traffic and speed restriction signs are clearly visible |  |  |  |
| There are signs indicating intersections and pedestrian areas (e.g. crossings) |  |  |  |
| Adequate disabled and emergency services parking spaces provided and appropriately designated |  |  |  |
| Assembly area for emergency evacuations is accessible and clearly marked |  |  |  |

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| **Part 2 – External** |  Yes | No | Comments |
| **Boundaries and access points** |  |  |  |
| Walls, gates and fences in good order without gaps or protrusions and do not have footholds for climbing |  |  |  |
| Signs clearly displaying to indicate security arrangements in place |  |  |  |
| Pathways are free of raised curbs, pot-holes, tree branches and other hazards |  |  |  |
| Anti-slip surfaces provided where necessary, and moss, fallen leaves etc. cleared regularly |  |  |  |

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| **Part 3 – External** |  Yes | No | Comments |
| Steps and changes of level are clearly defined and indicated |  |  |  |
| Childproof locks fitted to gates where needed |  |  |  |
| **Children’s play equipment** |  |  |  |
| Impact-absorbing material under all equipment where fall height could exceed 50cm |  |  |  |
| Fall zone free from objects and extends at least 2.5m beyond perimeter of equipment |  |  |  |
| Equipment has no protruding bolts, nails or splinters |  |  |  |
| All equipment is checked regularly to ensure it is safe and in good repair |  |  |  |

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| Sandpits are clean, and any rubbish and dangerous objects, such as glass, has been removed and are raked prior to being re-covered |  |  |  |
| **Sun protection** |  |  |  |
| Adequate sun protection provided |  |  |  |
| Sunscreen provided for children and staff |  |  |  |
| Hats are worn by children and staff when outside in the sun |  |  |  |

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| **Part 4 – External** |  Yes | No | Comments |
| **Storage** |  |  |  |
| Adequate storage provided |  |  |  |
| Storage areas kept tidy |  |  |  |
| Shelving in good order |  |  |  |
| Storage areas locked and kept free of obstructions and rubbish |  |  |  |
| In the shed, equipment is stored between shoulder and knee level if possible |  |  |  |
| All chemicals are locked away and an MSDS has been supplied for each hazardous substance |  |  |  |
| **Maintenance** |  |  |  |
| Gardens maintained – debris and dead, loose or overhanging branches are removed and grass is cut |  |  |  |

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| Gardens and grounds are free of sharp objects (glass, metal, wood, needles etc.) |  |  |  |
| Trolley or wheelbarrow available to move heavy or unstable loads (e.g. play equipment or bags of mulch or fertiliser) |  |  |  |
| If any building, renovation or demolition is being carried out, qualified professionals have been consulted to determine there is no asbestos present |  |  |  |

Information developed by KPV in conjunction with Loddon Mallee Preschool Association *Safety at work –
A guide for kindergarten*.