**Playgroup Health and Safety Checklist**

Playgroup Name: Date of check:

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| Playgroup area/issue | Item | Yes/No/NA | Comments |
| Record keeping | Attendance - Families sign into playgroup each session |  |  |
| Emergency contact details for playgroup members listed in the playgroup attendance book |  |  |
| Record kept of any playgroup family’s allergies e.g. anaphylaxis |  |  |
| Families are aware of their responsibilities regarding notifying the playgroup of a communicable illness and the applicable exclusion period. |  |  |
| Indoor play area | Doors or gates to stop children from exiting the building |  |  |
| All accessible power points are covered |  |  |
| Cords from electrical equipment are away from children |  |  |
| Outdoor play area | Installed outdoor equipment meets Australian Safety Standards and is in good working order |  |  |
| The playgroup venue and equipment checked regularly for insects, spiders and snakes both inside and out |  |  |
| Garden and outdoor area checked for poisonous plants. |  |  |
| Toys and equipment | Playgroup toys and equipment are robust and developmentally/age appropriate |  |  |
| Playgroup toys and equipment are cleaned and/or disinfected regularly |  |  |
| Playgroup Toys and equipment are checked regularly for damage |  |  |
| All craft materials at playgroup are non-toxic |  |  |
| Kitchens and electrical items | Cords from electrical equipment are inaccessible to children at playgroup |  |  |
| Kitchen area is not able to be accessed by children |  |  |
| Kitchen cupboards have child locks or barriers to access by children |  |  |
| Storage areas | Storage areas at playgroup are made inaccessible to children during sessions |  |  |
| Cupboards have child locks or barriers if appropriate |  |  |
| Poisonous or hazardous substances are stored out of reach of children |  |  |
| Building access and safety | Access to the parking area and/or street is restricted during the playgroup session |  |  |
| Families have information about safety | Opportunities for families to provide input about safety issues |  |  |
| Information or policy for attendance of members with contagious and infectious diseases which is available to members |  |  |
| Suitable First aid kit is available and accessible |  |  |
| Sun protection | Playgroup families take sun protective measures at playgroup |  |  |
| Hot drinks | Hot beverages are consumed safely e.g. lidded, insulated cups, away from children |  |  |
| Emergency procedures | The playgroup has developed a procedure for leaving the venue in case of a fire which is displayed/available to families |  |  |
| All members can locate and use the fire extinguisher |  |  |
| The venue has working smoke detectors |  |  |
| Hygiene and infection control | Colour coded sponges for cleaning different areas (i.e. Yellow for dishes, blue for tables, pink for benches) |  |  |
|  | Effective hygiene methods used at playgroup e.g. washing of hands and toileting |  |  |
|  | Procedures for cleaning toys, equipment, surfaces, floors, bodily fluids |  |  |
| Child safety and protection | Contractors and volunteers have working with children checks if appropriate |  |  |
| Adults supervise their children at all times |  |  |
| New members are aware of they are required to supervise and care for their children and to attend with them for the whole session unless other agreed arrangements have been put in place for the care and supervision of their child. |  |  |
| Personal belongings and handbags | Adults’ bags and belongings are stored out of reach of children during playgroup sessions |  |  |
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