

## **Caroline Chisholm School Preschool Unit Safety of Preschool Grounds Procedure (Indoors and Outdoors)**

### **Indoor**

Each morning, the designated staff member is required to check inside the preschool room to ensure the space is safe for the children attending. This involves:

- checking power points and ensuring safety plugs are installed on power points not being used;
- checking all hazards and cleaning products are stored away properly (lockable cupboard as required)
- checking ceilings and walls for water damage (particularly after excessive rainfall);
- making sure the flooring is free of foreign objects and tripping hazards;
- ensuring the equipment being used (e.g. chairs, tables etc.) are in good working condition; and
- checking the heating/cooling systems are working appropriately.

### **Outdoor**

Each morning, the staff setting up preschool outdoor space need to conduct the following safety check. This involves:

- checking the grounds for foreign objects (e.g. glass, sticks etc.) and removing these if found;
- checking the grounds and outside the preschool fence within reach (1m outside the grounds) for mushrooms and remove with gloves, bag them and dispose;
- checking fixed equipment to ensure it is still in working order.
- making sure all equipment in the shed is checked (broken, sharp and clear of insects/spiders) before it is put out on the grounds for the children to play with.
- making sure equipment is placed in the correct spaces for use (e.g. height and soft fall or stable or flat surface).

Staff are required to sign the checklist form (for indoor and outdoor) in the top draw of under the sign in book.