|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Hazard/Risk management:** | **M** | **T** | **W** | **Th** | **Fri** | **Action required** | **Who has been contacted** |
| **Check** *Victorian emergency app* **for external community hazards** |  |  |  |  |  |  |  |
| **Weather conditions checked & required practices adjusted(thunderstorm asthma & pollen forecasts) via Melbourne Pollen app** |  |  |  |  |  |  |  |
| **UV Index checked and protection practices implemented (UV index recorded, sunscreen & hat reminders)** |  |  |  |  |  |  |  |
| Human activity hazards managed inside and outside (Broken glass, rubbish, sand, dirt) |  |  |  |  |  |  |  |
| Natural environment hazards managed inside & outside (animal waste, spider webs, insect remains, hazardous plants) |  |  |  |  |  |  |  |
| All doors and gates are closed securely and locked where appropriate |  |  |  |  |  |  |  |
| Fire exit doors unlocked and levers down |  |  |  |  |  |  |  |
| All facilities materials and equipment in good repair and appropriate for children’s age group |  |  |  |  |  |  |  |
| Moveable equipment inside & outside well positioned for safety, clear walking pathways and meets relevant regulations and/or national standards |  |  |  |  |  |  |  |
| Hazards from electrical outlets and cords have been managed |  |  |  |  |  |  |  |
| Chemical hazards managed with secured cupboards and signage |  |  |  |  |  |  |  |
| Rubbish bins are sanitised, clean and ready for use |  |  |  |  |  |  |  |
| Trip and slip hazards managed inside & outside (loose equipment, slippery rugs, tanbark/sand on concrete) |  |  |  |  |  |  |  |
| Bathroom & handwashing facilities are clean, well-stocked and in good working order |  |  |  |  |  |  |  |
| Detail other hazards – |  |  |  |  |  |  |  |