

Are certain areas (eg: kitchen, cleaning cupboard) off-limits to children, with doors locked accordingly?								
Do you conduct regular inspections of your premises to identify potential hazards (try looking around from the eye-level of a child)? Does the inspection include less commonly encountered areas such as pot plants, storage sheds, etc?								
Are all power cables and any other potentially dangerous items out of a child's reach or safely secured?								
Are all walkways regularly inspected to ensure they are clear from obstructions?								
Is all equipment, fixtures and furniture free of sharp edges and properly secured?								
Do you have spill kits or equipment to deal with spills?								
Are spills cleaned up immediately?								
Do you have storage areas that require minimal effort to access items?								
Do you ensure shelves and storage areas are not overloaded?								
Do you conduct regular inspections to discard any unnecessary or out-dated items?								
Are your premises well lit?								
Are signs easy to read and unobstructed?								
Are staff and volunteers instructed in the need for tidiness at your premises?								
Are all loose items stored appropriately?								
Are your paths in good condition and well maintained?								
Do you regularly ensure paths are free of obstructions and in good repair?								

What potential risks have you identified?	Date Inspected	What Problem was Detected (if any)	Likelihood A,B,C,D,E	Impact A,B,C,D	Risk Rating H,M,L (see Risk hart)	Who Will fix the problem?	When will it be fixed?	Completed (signed off)
Are illnesses documented in case an outbreak occurs?								
Are precautions taken to prevent sick children infecting other children or staff?								
Are you dealing with trade or craft based education? If so read the arts and culture checklist and ensure that you comply with any relevant OSH guidelines.								
Have you checked the General Checklists at www.ourcommunity.com.au ?								
INSERT YOUR OWN								
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Risk Chart

LIKELIHOOD

IMPACT	RATING		A	B	C	D	E
			Frequent	Probable	Occasional	Remote	Improbable
	A	Catastrophic	High	High	High	High	High
	B	Critical	High	High	High	Medium	Low
	C	Marginal	High	Medium	Medium	Low	Low
D	Negligible	Medium	Low	Low	Low	Low	

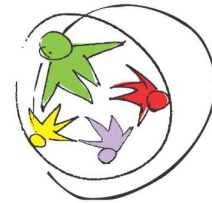
MEASURE	IMPACT	Effect/description
A	Catastrophic	Death – severe injury (e.g. loss or crushed limb, brain damage)
B	Critical	Major Injuries – require medical assistance (inc concussions)
C	Marginal	Minor Injuries, cuts, treated internally (inc minor sprains)
D	Negligible	No injury

MEASURE	LIKELIHOOD	DESCRIPTION
A	Frequent	Will occur regularly – day to day
B	Probable	Will occur on most occasions, circumstances
C	Occasional	Will occur from time to time
D	Remote	May occur but not regularly or often
E	Improbable	Unlikely to ever occur

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