

# Creating a Safe Space Checklist

## Indoor Areas

### Building

	Yes/No	Comments
<b>Floors</b>		
1. Clean		
2. Even surface		
3. Walkways clear of obstacles for strollers & wheel chairs		
4. No holes or tripping hazards		
<b>Steps/Stairs</b>		
1. Highlighted at nosing		
2. Handrails		
3. Any floor level 1m or higher should be fitted with balustrades.		
4. Ramps for disability access		
5. Restrict access to stairs where possible.		
<b>Windows</b>		
1. Curtain cords are at a safe height at least 1600mm above floor.		
2. Keep furniture that could be climbed on away for corded window furnishings.		
3. Window open freely		
4. Clean and in good repair		
5. A window or through which someone could walk or fall through should be safety glass.		
6. Windows free of objects & obstructions		
<b>General Lighting</b>		
1. Adequate illumination		
2. Good natural light		
3. No direct reflection or glare		
4. Light bulbs in lamps or wall fittings should be out of reach of children.		
<b>Fire &amp; emergency</b>		
1. Visible emergency evacuation plans and procedures.		
2. Exits indicated with illuminated signs.		
3. Fire fighting equipment checked regularly.		

<b>Electrical</b>		
1. No broken plugs, sockets or switches.		
2. Plastic safety plugs in sockets when not in use or automatic safety sockets installed.		
3. No cords which could allow appliances to be pulled over.		
<b>First Aid Cabinet</b>		
1. Labelled for easy access		
2. Clean, orderly and stocked.		
3. No unauthorised items available.		
4. Out of reach of children		
5. Emergency numbers displayed.		
<b>Rubbish</b>		
1. Adequate number of bins.		
2. Bins located in accessible points but not in walkways.		
3. Bins emptied regularly.		
<b>Hazardous Substances</b>		
1. Locked away (including common degergents).		
2. Material safety data sheets kept with substances.		
<b>Heating/Cooling</b>		
1. All heating and cooling devices should be out of the reach of children.		
<b>Doors</b>		
1. Ensure you have required exit doors operable from the inside with lever handle at all times. <b>Note:</b> This does not necessarily have to be in the room you are using. Please check with Congregational Property Advisor if unsure.		
<b>Storage areas</b>		
1. Should not be accessible to young children		
2. Should be clean and orderly		
3. Items should be stacked in a safe manner which can easily be moved or retrieved.		
4. Shelving should be secure and items stored on shelving should not be too heavy for the shelf.		

## Furniture

<b>Chairs</b>	<b>Yes/No</b>	<b>Comments</b>
1. Stackable chairs should not be stacked higher than 4 chairs high, and stacked chairs should be avoided around children where possible.		
2. Chairs should be stacked in an area where children will not climb on them. (Either by lack of access or supervision).		
<b>Folding Tables</b>		
1. Should be stored in an area where children do not have access to them.		
<b>Room divider screens &amp; portable display boards</b>		
1. Ensure that they can not be pulled over.		
<b>Pianos</b>		
1. Piano lids should be able to be secured shut or piano cover fitted.		
<b>Bookcases</b>		
1. Should be secured tot he wall.		

## Bathroom Areas

	<b>Yes/No</b>	<b>Comments</b>
1. Regularly cleaned and maintained.		
2. Hand washing and drying facilities		
3. Supervise use of water with young children.		
4. Hot water temperature regulated, this can be in the form of supervision.		
5. Disable toilet		

## Baby and Child Facilities

	Yes/No	Comments
Is the change table sturdy & secure? (We recommend the wall mounted style*)		
Does the change table have a safety belt?		
If the change table is not set up at all times, can it be set up with one hand?		
Is there a place for the carer to put the nappy changing bag/items on and is it within arms reach of the change table?		
Is there a bin for used nappies and is it changed regularly? Have you supplied nappy sacks to put the nappies in? The biodegradable ones are best.		
Could you supply complementary nappies and good quality wipes? (No alcohol)		
Is there a sink close by for the carer to wash their hands?		

\* Commercial Change Stations are more expensive than those bought at a regular baby store, but they save space, are easy to operate, last longer, are more hygienic as they are easier to clean because they are not made of porous materials and are safer. Here are some websites that stock commercial wall mounted change tables:

<http://www.childcaresupplies.com.au/content/changetables.htm> Based in Sydney, NSW. Staton Wall Mounted Change table costs Approx. \$489.

[http://www.litesourceaustralia.com/washroom\\_equipment/baby\\_change\\_stations.html](http://www.litesourceaustralia.com/washroom_equipment/baby_change_stations.html) Based in Edwardstown South Australia. KB 100 Model costs: Approx. \$463 + GST

[http://www.shsproducts.com.au/nappy\\_change.html](http://www.shsproducts.com.au/nappy_change.html) Australia wide company. Both horizontal & vertical wall mounted change tables cost Approx. \$700.

<http://www.jdmacdonald.com.au/baby-change-stations/baby-change-stations> Based in Victoria. Their change stations are Approx. \$850.

## Kitchen Areas

	Yes/No	Comments
1. Barrier or door to stop small children entering.		
2. Cleaning products locked away.		
3. Hand washing facilities provided for food handlers.		

## Outdoor Areas

	Yes/No	Comments
Are pathways evenly surfaced?		
Are pathways free from obstacles, and overgrown plants?		
<b>Play Equipment</b>		
1. Should comply with current Australian Standards.		
2. Located in a space that can be supervised.		
3. Shade or sun smart policy.		
4. Checked for wear and tear and spiders.		
5. No protruding parts.		
6. Maintain impact absorbing fall zones under equipment where falls are greater than 500mm.		
7. Sandpits should also be checked for dangerous objects and care should be taken to ensure that cats and dogs cannot access the sand.		
<b>Fencing</b>		
1. Should inhibit climbing.		
2. Should be free from sharp edges, protruding bolts etc.		
3. Self closing gate		
4. Gate can be seen and monitored.		
<b>Plants</b>		
1. Remove or protect any plants that may be harmful to children. Common poisonous garden plants include Oleanders and Agapanthus.		
2. Check trees for overhanging limbs or trees that shed limbs, and for protruding tree roots in walkways. Ensure there is no build up of weeds around buildings, which might harbour spiders and snakes.		
<b>Outdoor furniture</b>		
Plastic — is it in good condition without any areas being brittle or cracked?		
Wood — does it need sanding and painting/varnishing to avoid splinters?		

**Useful safety websites:**

Playground safety: [www.kidsafe.com.au](http://www.kidsafe.com.au)

Blinds and curtain cords: [www.accc.gov.au](http://www.accc.gov.au)

Poisonous plants: [www.childsafetyaustralia.com.au](http://www.childsafetyaustralia.com.au)