

Indoor or Outdoor Storage - Nominated Supervisor

NQS 2.2.1 Supervision

NQS 3.1.1 Fit for purpose

Name of the person conducting the checklist: _____ Date: _____

Access

Are the storage areas secure and inaccessible to children? Yes No NA

Do the storage areas have locks on them (recommended)? Yes No NA

Are the doors in good working order? Yes No NA

Fittings

Are the light fittings adequate and clean? Yes No NA

Does the layout (eg shelving/benches) give educators space to work and move freely? Yes No NA

Is the shelving stable? Yes No NA

Storage

Can all of the objects in the storage area be lifted and removed safely (There should be no objects stored in front of the shelving)? Yes No NA

Are heavy items kept on lower shelves? Yes No NA

Are light objects on the top shelf? Yes No NA

Are storage containers correctly labelled? Yes No NA

Are most of the objects stored between shoulder and knee height? Yes No NA

Has action been taken to ensure nothing can fall or roll off a shelf (eg wheeled items)? Yes No NA

Is the paper and cardboard stacked so it doesn't slip off a shelf? Yes No NA

Is all food stored outside the storage area ie play dough material? Yes No NA

Are hazardous chemicals stored in a secure, independent location? Yes No NA

Practices

Is there a step ladder? Yes No NA

Are there step ladder signs or symbols to identify shelving that requires the use of a step ladder? Yes No NA

Do employees use a step ladder to access higher shelving? Yes No NA

Actions required