Cot and Sleep Room Safety - Nominated Supervisor

NQS 2.2.1 Supervision
NQS 3.1.1 Fit for purpose
NQS 3.1.2 Upkeep

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

Facilities			
Are light switches visible and easy to locate?	○ Yes	○ No	○ NA
Does the room have access to natural light?	○ Yes	○ No	○ NA
Do doors work properly eg open and close?	○ Yes	○ No	○ NA
Is the room well ventilated?	○ Yes	○ No	○ NA
Can cots can be removed from rooms without obstruction in an emergency?	○ Yes	○ No	○ NA
Is appropriate heating/cooling provided in the room?	○ Yes	○ No	○ NA
Do cots meet the Australian Standards AS/NZS 2172:2010 or AS/NZS 2195:2010 (folding cots)?	○ Yes	○ No	○ NA
Are the cots/beds in good repair with no visible damage eg paint peeling off?	○ Yes	○ No	○ NA
Can cots be removed from rooms without obstruction if there is an emergency?	○ Yes	○ No	○ NA
Are cot mattresses firm enough to comply with AS/NZS 8811.1:2013? (Do not check this by hand)	○ Yes	○ No	○ NA
Is all plastic packaging removed from cot mattresses?	○ Yes	○ No	○ NA
Are all waterproof mattress protectors strong, not torn and a tight fit?	○ Yes	○ No	○ NA
Are only mattresses supplied with portable cots used in those cots, and no additional padding or mattress added under or over the mattress?	○ Yes	○ No	○ NA
Do educators know never to use electric blankets, hot water bottles and wheat bags in cots?	○ Yes	○ No	○ NA
Are there only cots/beds in the room? Using the cot room for storage is NOT recommended?	○ Yes	○ No	○ NA
Are light fittings clean and dust free?	○ Yes	○ No	○ NA
Supervision	○ Yes	○ No	○ NA
Do educators regularly check all sleeping children including breathing and skin colour?	○ Yes	○ No	○ NA
Do educators check babies every 10 minutes?	○ Yes	○ No	○ NA
Can educators always see and hear sleeping children?	○ Yes	○ No	○ NA
Safety Checks	○ Yes	○ No	○ NA
Are all cots/beds spaced so educators can move freely among them?	○ Yes	○ No	○ NA
Are all hanging cords or strings from blinds, curtains, mobiles or electrical devices aren't near cots and mattresses inaccessible to children?	○ Yes	○ No	○ NA
Are heaters and electrical appliances away from cots?	○ Yes	○ No	○ NA
Are curtains in good repair and not frayed, worn or with strings/cotton coming off?	○ Yes	○ No	○ NA
Are electrical appliances unplugged when not in use and stored appropriately?	○ Yes	○ No	○ NA
Are cot sides lowered before picking up a child?	○ Yes	○ No	○ NA
Do all unused power sockets have safety plugs in them?	○ Yes	○ No	○ NA
Display	○ Yes	○ No	○ NA
Are manual handling procedures displayed eg how to properly carry children and put them into cots?	○ Yes	○ No	○ NA
Are safe sleeping practices displayed in cot/sleep rooms?	○ Yes	○ No	○ NA
Sleeping Practices	○ Yes	○ No	○ NA
Can you always see and hear sleeping children?	○ Yes	○ No	○ NA
Do educators make sure children's faces are always uncovered?	○ Yes	○ No	○ NA
Do educators always place babies and toddlers placed on their backs to sleep/rest?	○ Yes	○ No	○ NA

Do educators reposition babies onto their backs when they roll over if they cannot repeatedly roll from back to front to back?	○ Yes	○ No	○ NA
Do educators make sure only light bedding is used?	○ Yes	○ No	○ NA
Do educators leave babies arms free from wraps once the startle reflex disappears?	○ Yes	○ No	○ NA
Do educators put children to bed without chains, bottles, bibs, pillows, cot bumpers, quilts and toys?	○ Yes	○ No	○ NA
Do educators provide dummies if required without chain attachments?	○ Yes	○ No	○ NA
Do educators leave dummies out when child loses dummy while asleep?	○ Yes	○ No	○ NA
Do educators always place babies and toddlers feet close to the bottom end of the cot?	○ Yes	○ No	○ NA
Are babies always placed in cots to sleep and never left in bassinets, hammocks, prams or strollers?	○ Yes	○ No	○ NA

Actions required