

**Presbyterian Preschools WHS Audit**

Preschool being Audited:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date/s of Audit:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Names of Auditor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For each question, please select one of the following options:  
·   No significant action taken (<10%)  
·   Some progress but much still to do (10%-50%)  
·   Significant progress but some aspects incomplete (51%-90%)  
·   Substantially completed (>90%)

·   Unsure / I don’t know  
·   Not Applicable (N/A)

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| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **<10%** | **10%-50%** | **51%-90%** | **>90%** | **Unsure** | **N/A** | **Follow-up Required / Responsibility** |
| **Risk Management** |  |  |  |  |  |  |  |
| 1. Has the preschool adopted a WHS Policy statement? Is it hanging in a prominent place? |  |  |  |  |  |  |  |
| 2. Does the preschool have a means to communicate and consult with workers e.g., a Health and Safety Committee that has representatives from each section of the preschool or an alternative arrangement? |  |  |  |  |  |  |  |
| 3.Does the preschool have a risk management plan and risk register? |  |  |  |  |  |  |  |
| 4. Are all incidents, accidents and near misses recorded and reported/discussed/followed-up? |  |  |  |  |  |  |  |
| 5. Is an incident/accident/near miss register maintained? |  |  |  |  |  |  |  |
| 6. Do new staff, volunteers (including working bees) and work experience students receive an induction that includes WHS matters? |  |  |  |  |  |  |  |
| 7. Are staff to child ratios complied with at all times? |  |  |  |  |  |  |  |
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| **Building and Grounds** |  |  |  |  |  |  |  |
| 8. Does the preschool undertake WHS audits? Are buildings and grounds inspected each morning and any hazards assessed and prioritised? |  |  |  |  |  |  |  |
| 9. Has a program of corrective action been implemented to eliminate the hazards identified? |  |  |  |  |  |  |  |
| 10. Is there a collection of children from premises policy? Are car parks and drop off zones given high safety priority? |  |  |  |  |  |  |  |
| 11. Do playgrounds and sandpits comply with the Australian Standard and any Council by-laws; are they well maintained, inspected, and supervised? |  |  |  |  |  |  |  |
| 12. Is water, sun safety and health and hygiene policies in place and complied with? |  |  |  |  |  |  |  |
| 13. Does the building environment enable movement by people with a disability? |  |  |  |  |  |  |  |
| 14. Are prevention of slips, trips, and falls a high priority? Are damaged carpets, uneven and wet surfaces and damaged pathways repaired and spare mats available for temporary cables? |  |  |  |  |  |  |  |
| 15. Is safety glass installed in all buildings or glass treated to prevent shattering or guarded by barriers? |  |  |  |  |  |  |  |
| 16. Are furniture and equipment checked for safety? |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Emergency Evacuation and Fire** |  |  |  |  |  |  |  |
| 17. Has an emergency evacuation plan for all areas been developed communicated and diagrams displayed? |  |  |  |  |  |  |  |
| 18. Is the muster point appropriate and the management of children considered? |  |  |  |  |  |  |  |
| 19. Are exit signs and emergency lighting to standard and in working order? |  |  |  |  |  |  |  |
| 20. Have appropriate people been trained in evacuation procedures? |  |  |  |  |  |  |  |
| 21. Have practice evacuations been conducted in the last 12 months in all areas? |  |  |  |  |  |  |  |
| 22. Have the correct number and type of fire extinguishers and hose reels been installed and are they serviced every 6 months? |  |  |  |  |  |  |  |
| 23. Do wardens and some staff receive fire management and firefighting training? |  |  |  |  |  |  |  |
| 24. Have smoke detectors been fitted and regularly tested? |  |  |  |  |  |  |  |
| 25. Are filters on kitchen exhaust fans regularly cleaned? |  |  |  |  |  |  |  |
| 26. Has overgrown vegetation and combustible material been removed from around and under buildings? |  |  |  |  |  |  |  |
| 27. Are gas bottles and fuel containers kept in secure storage away from the fire risk and preschool activities? |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Electrical** |  |  |  |  |  |  |  |
| 28. Has the electrical wiring of all buildings been inspected by a licensed electrician in the last 3 years? |  |  |  |  |  |  |  |
| 29. Have safety switches been fitted to the power circuits in all buildings? |  |  |  |  |  |  |  |
| 30. Have electrical leads been appropriately tested and tagged? |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Hazardous Substances** |  |  |  |  |  |  |  |
| 31. Is someone responsible for ensuring that there is Safety Data Sheets (SDS) for all chemicals and hazardous substances used at the preschool? |  |  |  |  |  |  |  |
| 32. Are hazardous substances locked away from children and SDS sheets stored with them? |  |  |  |  |  |  |  |
| 33. Is there a medications management policy, staff trained and all aspects implemented? |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **First Aid** |  |  |  |  |  |  |  |
| 34. Are the correct number and type of first aid kits placed in appropriate locations and properly maintained? |  |  |  |  |  |  |  |
| 35. Do you have First Aid trained persons in every building and for excursions? |  |  |  |  |  |  |  |
| 36. Does the preschool have a process to identify people at risk of anaphylaxis and asthma and trained people to manage incidents? |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Working Environment** |  |  |  |  |  |  |  |
| 37. Has the physical comfort, lighting, heating & ventilation of work areas been reviewed, and improvements implemented where necessary? |  |  |  |  |  |  |  |
| 38. Have manual handling tasks been reviewed, correct procedures established and monitored? |  |  |  |  |  |  |  |
| 39. Are working bees planned; hazards assessed, people trained in use of equipment and procedures and sign on to safety plan; safe clothing and footwear worn, and work supervised? |  |  |  |  |  |  |  |
| 40. Are procedures in place to ensure that only appropriately trained and experienced people are engaged to work at heights (2m or higher)? |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Food Handling** |  |  |  |  |  |  |  |
| 41. Has the preschool adopted and communicated safe food handling practices and are people trained? |  |  |  |  |  |  |  |
| 42. Are staff trained in management of hot drinks? |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Contractor Management** |  |  |  |  |  |  |  |
| 43. Do you check contractors’ licences, insurances and safety plan and have them sign on and off at the preschool? |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |  |
| **Mental Health** |  |  |  |  |  |  |  |
| 44. Is there a sleep and rest for children policy? Are staff trained to ensure it is implemented? |  |  |  |  |  |  |  |
| 45. Has the preschool taken a pro-active approach to manage the risk of stress and fatigue through identifying and controlling risk factors? |  |  |  |  |  |  |  |
| 46. has the preschool taken a pro-active response to bullying through identifying and controlling risk factors and by recording and responding to all reports of alleged bullying? |  |  |  |  |  |  |  |
| 47. Has the preschool taken a pro-active approach in securing premises and managing the risk of violent behaviour? |  |  |  |  |  |  |  |