



Physical Environments Policy

Aim

To provide a physical environment that is safe, appealing, constructive, well-maintained and welcoming to all individuals who use it.

Sutherland Presbyterian Church Preschool prioritises the safety, wellbeing and welfare of our enrolled children over all others. The aim of this policy is to allow us to support positive outcomes for all children through our approaches.

Scope

This policy covers all aspects of the physical environment including safety, learning opportunities and administration. This policy covers the following areas:

- Resources and equipment
- Facilities
- Environment
- Layout
- Experiences
- Safety checks
- Maintenance
- Inspection and testing of electrical equipment
- Back Care and Manual Handling

Implementation

Resources and Equipment

The Nominated Supervisor will:

- provide appropriately sized furniture and equipment in the indoor and outdoor settings for the age ranges at the service
- provide sufficient furniture, resources, materials, toys and equipment for the number of children and ensure they are developmentally appropriate
- check that all equipment, including meets Australian Standards and it has been assembled/installed as per guidelines/instructions provided by the manufacturer.
- ensure non-fixed play equipment in the grounds is less than one metre high and that educators can adequately supervise children at all times



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- **place any outdoor climbing equipment, swings or slides that is over 50cm off the floor on impact absorbing surfaces (soft fall materials) and ensure that a fall zone of 1.5m is provided around any equipment over 50cm in height.**
- maintain an up-to-date inventory/registry of equipment
- select resources and equipment that reflect the cultural diversity of our families, local community and nation, including the culture and diversity of Australia's Indigenous community
- actively seek the views of parents and families about our resources and equipment
- advise educators and families about the purchase of new large equipment and ensure a risk assessment is carried out or that it falls within the scope of existing risk assessments (See Risk Management Policy)
- ensure maintenance systems are maintained on all equipment as per this policy.

Educators will:

- introduce children to new resources and equipment, and teach them how to use and care for them appropriately
- store equipment that should only be used under supervision in a secure place
- regularly check equipment and resources to ensure it is clean and safe
- ensure they comply with cleaning schedules for resources and equipment (see Health & Hygiene Policy).
- pack resources away in a manner that ensures their safety and longevity –
 - monitor storage containers and packaging to identify any damage or safety issues
 - ensure all pieces are parts are accounted for in a good condition
 - place all puzzles away once completed



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Facilities

The Nominated Supervisor will:

- provide adequate, sufficient and accessible facilities for hand-washing, toileting, eating and sleeping. Toileting and hand-washing facilities will be accessible from our indoor and outdoor environments
- provide adequate, sufficient and hygienic facilities for nappy changing which are inaccessible to children if they are not directly supervised, and providing at least 1 properly constructed nappy changing bench for children under 3 years of age
- provide access to clean drinking water in our indoor and outdoor environments
- provide secure and hygienic laundry facilities
- ensure that the premises and grounds comply with building regulations (Local, State and Federal Government) and the Building Code of Australia in relation to fire, ventilation, lighting and safety glass
- provide appropriate and hygienic areas for food preparation
- complete a Building Safety Checklist (WHS Quarterly Checklist) of the premises and grounds once a term and ensure any work necessary meets Australian standards. This checklist is kept on the main computer where it will be completed. (See Appendix A)
- implement management plans to ensure the safety of educators, children, families and visitors if the service undertakes major renovations
- ensure there are at least 3.25 square metres of unencumbered indoor space for each child at the service (does not include passageways, bathrooms, food preparation areas, staff or administrative rooms, storage areas, kitchens unless primarily used by children as part of the program and any space not suitable for children)
- ensure there are at least 7 square metres of unencumbered outdoor space for each child at the service (does not include areas like thoroughfares, car parks and storage sheds)
- covered veranda spaces can only be included in indoor OR outdoor measurements and not in both.
- Indoor and outdoor space requirements do not apply to children being educated and cared for in:
 - an emergency for no more than two consecutive days the Service operates, or
 - exceptional circumstances where all the children are siblings in the same family, or the child is in need of protection under a child protection order.



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Environment

The Nominated Supervisor will work with the educators to:

- include natural elements like plants, trees, gardens, rock, mud and water
- provide adequate shading
- adequately fence the environment and ensure fences and gates prevent children from leaving the preschool premises independently
- incorporate natural and artificial lighting, appropriate ventilation, heating, cooling and fresh air
- include elements that challenge children and encourage appropriate risk taking for the child's developmental level (See Risk Management Policy)
- incorporate specific requirements for special needs children as seamlessly as possible
- incorporate sustainable practices which develop environmental responsibility
- ensure elements in the environment encourage children to explore, solve problems, create, construct and engage in critical thinking (See Pedagogical Documentation and Learning Policy).

Layout

The Nominated Supervisor will work with the educators to:

- organise the environment so children, educators and visitors can move around without disrupting children's play
- create spaces which encourage collaborative learning through group interactions and one-on-one interactions
- create areas where children can engage in quiet, restful or independent activities
- establish the environment so children can be adequately supervised at all times
- provide space for administrative functions, consultation with children's parents and private conversations with stakeholders.
- critically reflect on the arrangement of the rooms and outdoor spaces to show how our service creates inviting learning spaces, and document how the arrangement, resources and equipment contribute to children's learning.



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- keep a record of any major changes made to the physical environment e.g. rearrangement of rooms, additions/changes to outdoor environment – application should be made to the regulatory authority to make permanent and structural changes to the layout of the preschool that differ from the approved premises.

Experiences

The Nominated Supervisor will work with the educators to:

- undertake regular risk assessments to ensure risk is minimised or eliminated at all times (See Risk Management Policy)
- engage children in a wide variety of indoor and outdoor experiences
- **discuss safety issues with children (e.g. using toys or equipment) and involve children in rule setting to minimise or eliminate safety risks**
- Follow all risk assessment control measures
- provide families with the latest child-related safety information
- provide engaging and inclusive experiences for children based on their current interests, abilities and needs that are safe and appropriate for their skills and abilities

Safety Checks

To ensure the safety of all children and educators, the Nominated Supervisor will ensure the following safety checks are carried out:

- a daily outdoor inspection of the premises before children arrive (use Outdoor Daily Safety Checklist – Appendix B) to ensure the service is safe, secure and hygienic, and there are no dangerous objects on the premises or service grounds that could have been changes overnight.
- regular pest inspections by an accredited pest control company. Any recommendations made by the company will be implemented if they will not compromise the health and safety of children and adults.
- indoor environments are checked throughout the day in an ongoing nature in line with the indoor safety procedure (Appendix C) and cleaning duties and expectations outlined in the Daily Routines and Tasks (Appendix D).

The Nominated Supervisor will keep records of pest inspections and findings, and records to verify completion of safety checks. These are kept in the orange WHS records folder.



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Maintenance

Any staff member who identifies or is informed of a maintenance need (ie item broken, dangerous) should be proactive in managing the risk.

They should:

Remove item or add a sign to the item requiring maintenance. Dangerous or urgent maintenance should be managed immediately as per the risk assessment process.

Verbally inform the NS or RP (if NS not present)

Complete the Maintenance Form (Appendix D)

Plan for maintenance or replacement of item

Hazardous Substances

When purchasing dangerous chemicals, substances, medicines or equipment, the Nominated Supervisor will:

- select and use the least hazardous substance or equipment
- only select substances which have child resistant lids or caps
- ensure dangerous substances/chemicals are supplied with a Safety Data Sheet (SDS)
- ensure educators adhere to the manufacturer's instructions for use, storage, and first aid recorded on the SDS
- keep a register of all hazardous chemicals, substances and equipment used at the Service. Information recorded will include where they are stored, their use, any risks, and first aid instructions and the current SDS. The register will be readily accessible.

When using dangerous chemicals, substances, medicines or equipment, educators will:

- ensure the child resistant lids or caps are properly closed after use
- adhere at all times to manufacturer's advice and instructions (eg follow advice for products which need to be stored in a refrigerated environment)
- wear appropriate personal protective clothing recommended on the manufacturer's instructions.

When storing dangerous chemicals, substances, medicines or equipment, educators will:

- store all dangerous substances in their original containers – never refill a container with a different product other than what is on the label.
- keep all labels and/or use by dates intact at all times – labels must include the name of the product and directions for use.
- dispose of (without using) any dangerous substance not stored in the original container, or with destroyed labels and/or unknown use by dates. Disposal will be safe and in line with local council guidelines. Containers will not be reused under any circumstances
- lock all dangerous substances and equipment, including cleaning materials, detergents, toiletries poisons, dangerous tools and equipment with sharp and razor edges, in a place or facility which is labelled, secure and inaccessible to children.



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- lock particularly dangerous and hazardous materials such as pesticides, herbicides, petroleum, kerosene, solvents and equipment which is operated by an engine or hazardous to children, in a locked facility external to the main building of the service, and separate from children's play or outdoor environments. The facility must have a bonded floor, be inaccessible to children and be clearly labelled as storing dangerous substances and/or equipment
- store any dangerous substances that need to be refrigerated in a labelled, child resistant container, preferably in a separate compartment or in a part of the refrigerator inaccessible to children
- ensure associated SDS are stored in the location of the items so that they are accessible at all times

The Nominated Supervisor will:

- notify the appropriate Workplace Health and Safety Authority if there is any major emergency involving a hazardous chemical or equipment, a gas, fire or explosion hazard or a child or any other person is seriously injured by a chemical, substance or equipment (refer Work Health and Safety Policy).
- regularly implement the Poison Safety Checklist attached to this policy to ensure we protect the health and safety of all children and adults at the service.

Inspection and testing of electrical equipment

Services must ensure that electrical equipment is regularly inspected and tested by a competent person if the electrical equipment is supplied with electricity through an electrical socket and used in conditions where it could be damaged, including exposure to moisture, heat, vibration, mechanical damage, corrosive chemicals or dust. A record of the testing, which may be a tag attached to the equipment tested, must be kept until the equipment is next tested or disposed of and must specify:

- the name of the tester
- the date and outcome of the testing
- the date on which the next testing must be carried out.

Back Care and Manual Handling

Manual handling means any activity requiring the use of force exerted by the person to lift, lower, push, pull, carry or otherwise move, hold or restrain any person or object.

Manual handling injuries can be the result of incorrect manual handling techniques, overuse, or from accidents. Injuries include back strains, and sprains in other parts of the body such as the neck, arm, shoulder and knee, bruising and lacerations.

Employers and managers have a legal duty to provide safe workplaces and implement safe workplace practices.



Principles of Preventing Manual Handling Injuries

1. Eliminate or reduce the amount of manual handling.
2. Reduce the amount of bending, forward reaching, and twisting, in all tasks.
3. Reduce worker fatigue.
4. Keep all equipment in good working order.
5. Keep the workplace environment safe.

The Nominated Supervisor will:

- display written, current information regarding manual handling in the Educator Kit.
- ensure equipment and facilities are designed and maintained to reduce manual handling injuries
- ensure work practices are consistent with safe manual handling guidelines
- ensure educators and staff follow our safe manual handling procedures
- identify, assess and control all risks associated with manual handling
- clearly mark any equipment which requires more than one person to lift or move it.

To help prevent manual handling injuries educators and staff will:

- kneel rather than bend down eg to help a child put their shoes on
- sit rather than bend eg to comfort a child, educators will sit on the floor and encourage the child to sit on their lap
- sit in an appropriate sized chair (or on the floor) so their upper legs are horizontal to hips and feet flat on the floor
- sit in an appropriate sized chair and table to complete writing tasks (eg programming)
- carry children with one arm under the child's buttocks and the other arm supporting the child's back, with the child facing them as close as possible to their body
- not carry a child on their hip because this can strain the back, and only carry children when necessary
- lift safely and avoid twisting, especially with awkward loads
- lift a child out of a cot by leaning against the cot and raising the child as close as possible to their body. Educators and staff will not stretch over and lift
- help larger children to climb up steps/ladder provided to change table
- use a step ladder to reach above shoulder level
- avoid extended reaching forward eg leaning into low equipment boxes
- share the load if the equipment is heavy, long or awkward
- ask for help and organise a team lift when sliding, pulling or pushing equipment that is not easy to move e.g. trestles or gym mats
- rearrange surroundings to meet the needs of both children and adults where possible
- use equipment and furniture that can be moved around as safely and easily as possible
- store seldom-used objects up high between the shoulder-to-raised arm height
- avoid storing objects between a person's knuckles and the floor
- use mechanical aids like ladders and trolleys where possible to avoid lifting and stretching
- Reduce accidents by implementing good housekeeping practices including ensuring:
 - the floors and other walking surfaces are uncluttered, even and non-slippery
 - the environment is tidy
 - there is adequate space to work
 - equipment is maintained regularly
 - lighting is adequate.



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- Staff may choose to do warm-up exercises for three to five minutes before starting work, particularly during cold periods. Simple exercises to warm and stretch all the major muscle groups help prevent injury. Regular exercise such as walking, tennis, or aerobics will help condition muscles, but anyone with neck, back or muscular problems should see a doctor before exercising.

How to Lift Safely

1. Place your feet in astride position
2. Keep your breastbone as elevated as possible
3. Bend your knees
4. Brace your stomach muscles.
5. Hold the object close to your centre of gravity i.e. around your navel
6. Move your feet not your spine
7. Prepare to move in a forward-facing direction
8. Ask for help when it is not possible to lift on your own

Avoid Twisting when Lifting

To avoid injuries result from twisting educators and staff will:

- move equipment when children are not around
- rearrange storage so that it is easier and safer to replace and remove items
- lift only within the limits of their strength
- use beds and equipment that are easy to move
- ensure they can see where they are going when carrying equipment or children
- be especially careful when lifting a child with special needs.

Organising a Team Lift

Educators and staff will:

1. Ask a colleague who is willing and able to help, and ideally is fairly well matched with them in size and strength
2. Agree on a plan of action to achieve a coordinated lift
3. Appoint one person as team leader to 'call' the lift.

How to Assess the Correct Storage and Shelving Height

Correct storage and shelving height is important to prevent slips, falls and strains. When standing with feet together and hands by sides:

- the best height range for handling loads is around waist level
- the acceptable height for lifting is any point between a person's knuckle and shoulder.



Associated policies

- Risk management Policy
- Pedagogical Learning and Documentation Policy
- Emergency planning Policy
- First Aid Policy
- Water Safety Policy
- Supervision Policy
- Health & Hygiene Policy
- Visitors, students and volunteers Policy
- Medication & Medical Conditions Policy
- Relationships Policy

Sources

- Education and Care Services National Regulations
- Dangerous Substances (National Code of Practice for the Labelling of Workplace Substances) Code of Practice Approval 2006
- National Quality Standard
- Work Health and Safety Act
- Work Health and Safety Regulation
- Staying Healthy
- KidsafeNSW

Compliance evidence

- Education and Care Services National Regulations (2025) 82, 99, 103, 104, 105, 106, 107, 108, 109, 110, 111, 112, 113, 114, 115
- National Quality Standards 1.1.2, 2.1.1, 2.1.2, 2.2.1, 2.2.2, 3.1.1, 3.1.2, 7.1.2

Current Review: May 2026

Last Reviewed: March 2024

Date for next review: May 2027



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Appendix A – WHS Quarterly Checklist - Original is kept on main computer

12:37 pm Mon 27 Apr

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SUTHERLAND PRESBYTERIAN CHURCH PRE-SCHOOL

God said, "I have loved you with an everlasting love," Jeremiah 31: 3

Quarterly WHS Checklist

Where an area is marked as not compliant you must complete a Maintenance Request.
Please indicate specific date work carried out where relevant.

Area	Term 1	Term 2	Term 3	Term 4
Building Maintenance				
Checked for hazards				
Building (outside) is safe, clean & in hygienic condition				
Doors have finger jam protectors				
Floors have been regularly vacuumed to prevent dust mites				
Room has been regularly dusted to prevent dust mites				
Maintenance Log				
Up to date & maintained				
Emergency Evacuation Doors				
In good repair				
Sign well lit				
Clear access				
Window Fly Screens				
Securely fitted, maintained & permanent				
Powerpoints				
Inaccessible to children				
Fitted with safety caps				
Nappy Change				
Soiled nappies are placed directly into outside garbage bin & contents are inaccessible to children				
Wiped down with detergent after each use				
Aired in sun during day				
Air Conditioners				
Well maintained				
Filters removed and washed or vacuumed				
Lighting				
Comfortable				
Well maintained				

Quarterly WHS Checklist Sample only for Policy.odt

Page 1



Sutherland Presbyterian Church Preschool

12:38 pm Mon 27 Apr

77%

Area	Term 1	Term 2	Term 3	Term 4
Safety Glass				
Installed to all glass doors and windows accessible to children, according to Australian Standards				
Window decals are place on glass doors at child & adult eye level				
Supervision of Children				
Children are visible & supervised at all times				
At least 2 educators must be on premises at all times, with vision of each other & children				
2 educators present or within view during nappy change or when washing a child				
Safe Sleep Practices – added Oct 2023				
Checked for updates to safe sleep practices (Red Nose)				
Sleep checks are being recorded on the Sleep Chart				
Toys				
Meet Safety Standards				
Age appropriate				
Maintained				
Non toxic				
Washed as per toy cleaning schedule				
Dress up clothes washed WEEKLY & dried in the sun				
Trampoline only used under adult supervision				
Children’s Bedding & Mattresses				
Washed at end of each child’s weekly attendance				
Choking Hazards - Removed				
Small toys parts				
Beads				
Blind Cords				
Plastic bags				
Sandwich bags				
Balloons				
Furniture				
Stable				
Maintained				
Meets Safety Standards				
Access for Children & Adults with a Disability				
Safe access into, within & without service				
Access to Toilet & washing facilities				

Quarterly WHS Checklist Sample only for Policy.odt

Page 2



Sutherland Presbyterian Church Preschool

12:38pm Mon 27 Apr

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Area	Term 1	Term 2	Term 3	Term 4
Emergency Evacuation				
Evacuation Plan is reviewed yearly & at other times when necessary				
Emergency plan displayed				
Emergency contact numbers displayed				
Families are informed of Emergency Evacuation Procedure				
Emergency Evacuation Plans are practiced every 3 months				
Evacuation map is up to date				
Fire				
Fireblanket				
Extinguisher				
Fire Exits				
Smoke Detectors checked				
Electrical Safety Switch				
First Aid				
First Aid Kit is maintained & accessible				
First Aid certificates are current for relevant educators				
Kitchen				
Is not accessible by children				
Bathroom				
Hot Water is regulated to below 43.5 degrees C				
Access				
Entry doors are locked at all times & bell available for visitors				
Floors				
Floors are in good repair & are non slip				
Classroom				
Foyer				
Bathroom				
Kitchen				
Deck				
Ramp				
The following items are stored in a locked cabinet which is labeled, secure & inaccessible to children				
Chemicals				
Cleaning Materials				
Detergents				

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Page 3



Sutherland Presbyterian Church Preschool

12:38 pm Mon 27 Apr

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Area	Term 1	Term 2	Term 3	Term 4
Poisonous or dangerous substances				
Medicines				
Knives & Razors				
Toiletries				
Electrical Equipment, other dangerous tools & equipment				
Chemicals, Substances & Medicines				
Are stored in original containers from manufacturer				
All labels/ use by dates kept intact				
Containers where the labels are not in date or intact are not used				
Substances that need to be refrigerated are stored in a labelled, child resistant container, in separate compartment (where possible) or a part of the refrigerator inaccessible to children				
Safety Data Sheets Recording Manufacturer's:				
Instructions for use				
Instructions for storage				
First Aid instructions				
Register of all hazardous Substance or Equipment:				
Where they are stored				
Use				
Any risks				
First Aid Instructions				
Updated				
Use & Disposal of Hazardous Substances or Equipment				
Appropriate personal protective clothing worn				
Medical advise/ call poisons line/ call ambulance 000 sought immediately if poisoning or potentially hazardous ingestions, inhaled, skin or eye exposure occurs				
Poisons Information				
Poisons Information Centre Number available at every phone				
Low toxicity products used wherever possible				
Checked for flaking paint which may contain lead				
Families have been provided with information on poison safety				

Quarterly WHS Checklist Sample only for Policy.odt

Page 4



Sutherland Presbyterian Church Preschool

12:38 pm Mon 27 Apr

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Area	Term 1	Term 2	Term 3	Term 4
The following items are stored in a locked facility external to main building. Facility has bonded floor, is inaccessible to children, separate from children's play or outdoor environments & clearly labelled as storing dangerous substances				
Pesticides				
Herbicides				
Petroleum				
Kerosene				
Solvents				
Equipment operated by engine or dangerous to children				
Hazardous containers & Equipment				
Are properly discarded pursuant to local council guidelines				
In the event a child/ educator is injured by chemical, substance or equipment, emergency, medical & first aid procedures are followed, & the appropriate authorities informed as required by regulations				
Smoke Free Environment				
All areas				
Pest Inspection				
Does not use dangerous chemicals				
Educator's Personal Items				
Bags, sharp instruments, toiletries & medicines are kept secure & are inaccessible to children				
Garbage				
Bins are lidded to prevent child access				
Bins are in clean & safe condition				
Safe & prompt disposal				
Noise				
Excessive exposure is reduced				
Pets				
Parents are informed of any pets kept on premises				
Parents are informed of plans to obtain a new pet				
Pets are kept in good health & under clean conditions				
Pet accessories are kept away from children				
Dogs are not allowed access to playground				
Children wash hands after handling pets				
Risk assessment carried out for new pets				



Sutherland Presbyterian Church Preschool

12:38 pm Mon 27 Apr

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6 of 10

Area	Term 1	Term 2	Term 3	Term 4
Record Details				
Records of any child safety incidents are recorded & parents informed				
Risk assessment carried out on incidents occurring				---
Back Care & Manual Handling				
Staff are provided with annual information on Manual Handling & Back Care				
Up to date written information is displayed regarding manual information				
Equipment & containers are designed & maintained to be safe & without risk to health & safety when manually handled				
Work practices involving manual handling are consistent with safe manual handling practises				
Risks associated with manual handling are identified, assessed & controlled				
Equipment requiring more than one person to lift or move is clearly marked				
Safe Workplace				
Workplace is tidy				
There is adequate space to perform each task				
Equipment is maintained regularly				
Lighting is adequate				
Safe Play Rules				
Are explained to children & children are regularly reminded in a positive manner				
Children are encouraged to walk indoors				
Furniture is placed to avoid collisions as children/ adults move about room				
Garden				
Bushes & plants are trimmed				
Tree have been check for health & safety (once a year term)				
Hazardous plants (indoors & outdoors) identified & removed or made inaccessible to children				
Fences				
Securely & effectively separate playground from road, water hazards & driveways.				



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12:38 pm Mon 27 Apr

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Area	Term 1	Term 2	Term 3	Term 4
Machinery, tools & equipment				
Engine operated & other hazardous equipment, tools & machinery are stored securely & are inaccessible to children				
Sun Protection				
Oct – Mar: Sun protection worn at all times.. Depending on UV, checked on website				
Apr – Sept: Outdoor Activity at any time. Extra sun protection between 10am – 2pm				
June/ July: UV index below 3, no sun protection required				
Outdoor activities occur in shade & moved as shade moves				
Adequate shade is provided & maintained				
Personal Sun protection measures used by both children & educators include: Legionnaire hat/ bucket or broad brimmed hat, protective clothing & sunscreen				
Children without sun safe hat will play in shade				
30+ Cancer Council Sunscreen applied 20min before going outdoors & every 2 hours				
Sunscreen is stored in cool, dry place and in within use by date.				
Sun safe information is supplied to families				
Under Service Access				
Access is blocked or locked to prevent access by children				
Food Safety Check (Kitchen – foods used for cooking experiences or staff kitchen)				
Foods are stored with required exp date and date opened clearly displayed				
Foods are in date. Out of date foods thrown out				
Fridge thermometer is in good working order and is being checked daily				
ADDED 10 NOV 2025				
Emergency				
Check contents of Evacuation Bag (see Emergency Planning Policy)				
Any additional areas or comments				



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12:38 pm Mon 27 Apr

76%

Quarterly WHS: To be actioned

Term 1, 2026

Date	Task	Who	Progress/ Completion

Term 2, 2026

Date	Task	Who	Progress/ Completion

Term 3, 2026

Date	Task	Who	Progress/ Completion



Sutherland Presbyterian Church Preschool

12:38 pm Mon 27 Apr

76%

Term 4, 2026

Date	Task	Who	Progress/ Completion



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Appendix B – Outdoor daily checklist

The following checklist must be completed each morning prior to children attending the preschool. If there are any issues or hazards identified these must be responded to immediately or communicated to the RP on duty to assess how to respond. Responses should be in line with the Risk Management Policy. Staff completing the checklist must tick or mark N/A for each item and then initial at the bottom of the day's check to take responsibility for the safety of the preschool yard. Record any issues or explain steps taken in comment section. There is a sharps container at Sutherland Police Station if needed.

Item	M	T	W	T	F	Comment
Ground outside fence clear of foreign items children may reach such as rubbish, syringes etc.						
Fences, gates and locks secure and in good condition						
Playground clear of rubbish and other foreign objects (incl animal droppings, glass, insect hives/nests, webs at child height)						
Check trees and plants for stability and issues including low hanging branches etc. Leaves and branches on floor swept and removed where necessary.						
Equipment is free of damage including cracks, frayed rope, sharp edges, protruding items, splinters, rust etc.						
Climbing equipment is not more than 1m high and does not obstruct view						
Climbing equipment over 50cm tall has a 1.5m fall zone around it (unless attached to other equipment as part of an obstacle course)						
Equipment has been dried if necessary						
3 climbing shirts are available						
All resources are in good condition						
Sandpit – uncovered, raked, foreign objects removed and exposed to air and sun						
Dirt pit – uncovered, raked, foreign objects removed and exposed to air and sun						
Sheds locked when not in use						
Emergency evacuation doors kept clear of equipment						
First aid kit in location						
Gloves accessible						
Access and participation – no hazards for people in wheelchairs or with impaired sight						
Initial when checklist completed						



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Appendix C – Indoor Safety Procedure

To ensure the safety and wellbeing of all stakeholders within the preschool premises the following areas must be regularly checked and monitored by all staff while children are being educated and cared for. If any issues are identified they must be addressed immediately, if safe to do so, or communicated to the RP on duty and handled in accordance with the Risk Management Policy.

Preschool room:

- Flyscreens are secure or windows are shut
- Door to kitchen is kept shut (and locked where appropriate)
- Children are not given access to kitchen unless supervised e.g. passing through to church building or accessing fridge
- Door to office is kept shut (and locked when not attended)
- Children not given access to the office unless supervised
- Floor is clean and dry (or wet floor sign used if not dry)
- Pins on noticeboard are not too low and are not loose
- Surfaces are clear and uncluttered
- Bags are stored in lockers and tidy
- First aid kit is accessible
- Emergency bag is accessible
- Clear pathways – reset room as needed
- Doorways kept clear of hazards
- Resources and equipment in good working order

Kitchen:

- Passageway is clear
- Cupboards are shut (and locked where applicable)
- No dangerous items left on bench
- Drawers are shut (and locked where applicable)
- Stove top is clear and not covered by items (even when not in use)
- Child lock on church fridge is applied

Foyer and children's bathroom:

- Floor is clean and dry (or wet floor sign is used)
- Benches are clutter free
- Toilets and sinks are in good condition and free of hazards

Church and church grounds:

- Door to church yard is closed
- Gate to church yard from street is closed
- **Doors between preschool classroom and church space are kept closed throughout the day (unless there are children and educators in both spaces in which case the doors to the bathroom passageway may be open for supervision purposes).**
- Church space is clear and safe – see Church excursion risk assessment



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Appendix D - Hazard/ Maintenance Identification Procedure

1/ Reporting the hazard/ maintenance	
Employee Name	
Description/ Title	Date Time
<input type="checkbox"/> Hazard	<input type="checkbox"/> Maintenance
Exact Location of hazard/ Maintenance	
Description of Hazard/ Maintenance (provide additional sheets if needed)	
Relevant policy/ procedure	
Employee Signature	Date

2/ Assessment of Hazard/ Maintenance				
Type of Hazard (tick all that apply)				
<input type="checkbox"/> Manual Handling	<input type="checkbox"/> Trip/fall	<input type="checkbox"/> Hit by object	<input type="checkbox"/> Hit object	<input type="checkbox"/> Equipment <input type="checkbox"/>
<input type="checkbox"/> Overuse	<input type="checkbox"/> Stress	<input type="checkbox"/> Assault	<input type="checkbox"/> Burn	<input type="checkbox"/> Biological
<input type="checkbox"/> Chemical	Other (provide details: _____)			
Origin of Hazard/ Maintenance				
Cause or contributing factors	Environment	Equipment	System	People
	<input type="checkbox"/> Accessibility	<input type="checkbox"/> Availability	<input type="checkbox"/> Task design	<input type="checkbox"/> Didn't follow procedure
	<input type="checkbox"/> Design/ layout	<input type="checkbox"/> Maintenance	<input type="checkbox"/> Inadequate training	<input type="checkbox"/> Impairment
	<input type="checkbox"/> Lighting	<input type="checkbox"/> Mechanical	<input type="checkbox"/> Other (specify)	<input type="checkbox"/> Poor housekeeping
<input type="checkbox"/> Natural/ external event	<input type="checkbox"/> Electrical	<input type="checkbox"/> Poor supervision		
Has training been provided for this task? Yes No N/A				

Has the hazard been previously identified?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	If so, when
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Sutherland Presbyterian Church Preschool

Assess the risk (Circle appropriate risk score - L, M, H or E)						Refer to SPCP Risk Assessment matrix
Likelihood	Insignificant	Minor	Moderate	Major	Catastrophic	When hazard to be controlled <u>Extreme</u> Immediately <u>High</u> As soon as possible <u>Medium</u> As soon as practical <u>Low</u> As appropriate
Almost certain	Moderate	High	High	Extreme	Extreme	
Likely	Moderate	Moderate	High	Extreme	Extreme	
Possible	Low	Moderate	High	High	Extreme	
Unlikely	Low	Low	Moderate	High	High	
Rare	Low	Low	Low	Moderate	High	

Determine prevention/ control options and consult with team members					
<input type="checkbox"/> Eliminate the hazard	<input type="checkbox"/> Substitute the hazard	<input type="checkbox"/> Modify the environment / Repair	<input type="checkbox"/> Administrative control (signage)	<input type="checkbox"/> Personal Protective Equipment (PPE)	<input type="checkbox"/> Not applicable

Action	Who	When	Review
			<input type="checkbox"/> Complete
			<input type="checkbox"/> Complete
			<input type="checkbox"/> Complete

3/ Cross check of procedures			
Action	Who	When	Review
			<input type="checkbox"/> Complete

Cross check of procedures/ Final Sign off		
Name	Signature	Date



Sutherland Presbyterian Church Preschool

Appendix E – Daily Routines and Tasks v5, May 2026

8am Tasks

- ✓ Print and display daily QR code - 1 copy outside front gate (weather permitting) and one just outside first door.
- ✓ Complete Outdoor safety check/ Indoor safety checks and mark off.
- ✓ Ensure inside is prepared as per Indoor Safety Procedure.
- ✓ Check Quiet Corner is set up and tidy (this should be ready to go and available at all times)

✓ Put preschool mobile phone in “Take Basket”. Check it is charged.

✓ Make up fresh detergent as per instructions. Label with date/ time on masking tape. Wipe over tables

✓ Set out hand towels in children’s bathroom

✓ Put away dry art tools from drying rack.

Set up visuals charts in position and check they are tidy/ ready to go

- Outdoor choices chart
- First/ Then charts are set up and ready for quick access
- Indoor choices chart is on the wall just inside the room entry

✓ Set up learning zones - Keep fresh and topical ie based on children’s interests and learning plans. Do not set up and just leave spaces for weeks on end with no change. Regular learning zones provide the children with meaning activities to engage in when they arrive and when educators are otherwise less free to work one on one with them.

✓ **Regular zones** (set up every day):

- Playdough - unless an outbreak of infectious disease or increase in illness
- Outdoor story space
- Outdoor literacy zone (table, two chairs, clipboards with fresh paper, tub with pens, textas, word cards
- Top Deck - usually two tables and a mat - but always open to adaption as inspired.

✓ Sign in children as they arrive and add to the Daily List. Ensure lists match

✓ **Nappy changes** - 11am & 2pm - remember to document nappy change times, wet/ dry or soiled in the Nappy Change book.

✓ Ensure a second educator is within sight or sound during process.

✓ **Sunscreen** - 9am, 11am & 1pm. June/ July generally not required due to UV under 3 -check UV on preschool website - www.spcp.com.au. Mark off each child on the Daily List as they are sunscreensed.

Access - Note that the door between the church and outdoor space is a fire exit so it can be opened at any time ie It cannot be locked. Therefore to prevent a child reaching this door unaccompanied, remember to keep the three doors through to the church closed when the space is not being used. Each day, check the gate between the manse and the preschool is **closed** - as per Indoor Safety Procedure.



Sutherland Presbyterian Church Preschool

Kitchen Tasks

- ✓ 11am - Check fridge temperature on **both** fridges. Mark on the temperature charts displayed on the fridges.
- ✓ 1 - 1.30pm - Check fridge for any uneaten lunches and follow up with children.
- ✓ 2pm - Run dishwasher. Label dishwasher as clean or dirty

For sleeping children

- ✓ 10min sleep checks. Record in Sleep book. Complete all parts of the chart.
- ✓ Ensure Safe Sleep Chart is with the beds and that safe sleep practices are followed as per chart.

Re-set Periodically throughout the day - hygiene/ makes the space look cared for and more inviting to the next child who approaches, helps teach children about care of learning space

- ✓ Sweep around meal areas/ wipe over meal table
- ✓ Tidy book, art, construction zones
- ✓ Pick up playdough off floor
- ✓ Gently guide and teach the children about re-setting as they go - this teaches respect for the learning space and the other children. Gently coach and model desired behaviour and outcomes rather than just telling children to tidy up. **Be mindful of language and tone used when coaching/ guiding children.**
- ✓ Works in progress can be saved and protected by placing barrier around the space and creating a sign to indicate the owner of the work and the intention. These children will still be responsible for packing away their work when they are no longer working on it.
- ✓ Be responsible for keeping your own work areas and materials tidy, packing away items you have finished using.
- ✓ If you set up a messy activity, you are responsible for cleaning it up afterward.

Afternoon outdoor re-set

- ✓ Pack away Sandpit tools
- ✓ Pack away dirt pit tools
- ✓ Move mini tramp under cover
- ✓ Bring in books etc under cover
- ✓ If it looks like rain put any wooden equipment under cover, cover the books with a tarp and bring in the small white tables. Also do this on a Friday - don't leave everything to the Friday afternoon team.
- ✓ Lower imaginative play area - can be left set up if there is play in progress (no need to pack away, they only have to re-do it the next day).
- ✓ **The afternoon re-set should not be done too early** - be mindful about leaving the children with nothing to do.
- ✓ Later in afternoon - Cover sandpit - not too early so children can still play.



Sutherland Presbyterian Church Preschool

- ✓ Be mindful about timing in the afternoon. Always have something for the children to move to before doing packing away (otherwise the children will have nothing to do and will be standing around - we always want to avoid this).
- ✓ If pack up is complete and Afternoon Movement is not ready, organise a game for the children in the playground while waiting.

Afternoon movement (music, gross motor etc) group (generally in church space but may be elsewhere as required) - remember, this is a choice and children are able to choose to not go. Regardless, you can only transition a few children at a time as they will be going to the toilet.

Transition to afternoon movement (at 2.15/2.20pm at the latest)

- ✓ **2pm** - The educator responsible for afternoon movement should take 10min or so to prepare the space (materials, music etc).
- ✓ **2.15pm** - Once you are ready for your group, let the outdoor team know and they will start to transition the children to you. You must wait in the room to receive the children.
- ✓ For supervision purposes and smooth transition, there will be an educator at each step of the journey into the movement space, gently moving the children, a few at a time.
- ✓ Educators outside (at least one at all times until all children are inside - double check no child is left outside before coming in). Send a couple of children at a time to the bathroom. Finish outdoor tidy with children. Assist children to put shoes on. Begin with several children and as the number of children in space reduces, move educators through to movement space to assist movement leader.
- ✓ 1 Educator - Supervise bathroom - remind children to use hand towel in basket when finished.
- ✓ 1 Educator in room - Assist children to put hats in bags. Send children through to movement space. Monitor door to kitchen - this door is never to be left open and unsupervised for safety reasons. Children are always to move straight through to church space.
- ✓ Additional educators should be wherever the need is greatest and move about as required.
- ✓ ***Movement leader's role is to run the movement group. There must be at least one other educator present with them during the group session (always maintaining ratio) - their role is to assist the children to participate and manage any other needs of the children - this is not the role of the leader. If high need children are present there should be additional educators to assist the child to participate at their own level.***
- ✓ Children can return to the preschool room if they choose, and can play quietly. An educator must transition with the child to supervise and communicate the child's movements to ensure supervision when they are in the preschool space.
- ✓ Being in the church is considered an excursion as it is not part of the preschool space. As such, additional supervision is expected to ensure children do not leave the space allocated for movement group and ratio is maintained at all times as per the excursion risk assessment.



Sutherland Presbyterian Church Preschool

2pm - Afternoon room re-set tasks:

- ✓ Wash paint pots/ refill paint pots to only a quarter full
- ✓ Pack away playdough
- ✓ Check all surfaces throughout preschool for items that need to be returned to their correct location. **If this is done daily, it will keep the overall,space looking well kept (think about how the space looks to visitors).**
- ✓ Wipe out lunch crates if they need it
- ✓ Wipe over tables as per cleaning procedure
- ✓ Tidy the Quiet Zone
- ✓ Run the dishwasher - open and air when finished
- ✓ Note: The afternoon re-set does not involve cleaning up after a messy activity - the educator planning a messy activity is responsible for the majority of the cleanup eg slime, finger painting.
- ✓ Prep for cleaner Tue and Fri

3pm (4pm/ 4.30pm team)

- ✓ Load of washing (do by 2.30pm to get washing finished and hung out in time). Incl hand towels.
- ✓ Place the next day's hand towel in the bathroom if in the cupboard.
- ✓ Children's bathrooms + Vac room (M/W/ Th) - After 3pm when limited children present for safety reasons (as per SAT).
- ✓ Fill soaps in the Children and Adult bathrooms if they need filling (only fill to half way due to wastage of soap)
- ✓ Wipe over tables as per Health & Hygiene Policy. Empty and rinse container and turn upside down to dry over night.
- ✓ Tuesday/ Thursday - Ensure church is left tidy ready for nighttime church bible study.
- ✓ Friday - Ensure church is left packed away and tidy for church on Sunday.
- ✓ Complete the Cleaning check list
- ✓ Before going home make sure the office is locked, air cons are off in the rooms, including church. Windows are closed and blinds are pulled down.
- ✓ Staff sign out and Center check is done on Kindyhub ie **No children still present.**
- ✓ Lock the doors and one (outer) gate when leaving.

Supervision

- ✓ Be mindful of protective behaviours at all times
- ✓ Ensure an educator is within hearing or sight of at least one other educator whenever engaged with



Sutherland Presbyterian Church Preschool

children. Wherever possible, avoid being with one child only.

- ✓ Wherever possible avoid being alone with only one child.
- ✓ See the Supervision Plan for more information.

Visual Routine/ Signing

- ✓ Use the visual routines and signing to assist children to follow routines, make choices and communicate needs and wants.
- ✓ Know how to use the charts and sign
- ✓ Use them regularly and teach the children how to use them.

BE WITH THE CHILDREN -

- ✓ Limit time spent standing around chatting with other Eds or on ipads.
- ✓ Prioritise the children's needs at all times
- ✓ To be included in ratio you need to be actively working with the children
- ✓ Limit time spent talking to families when needing to supervise or attend the children.



Appendix F - Sign to indicate an item is broken and should not be used.

This item is broken

Please do not use it.

**A Maintenance Form has been completed
for this item.**

This item is broken

Please do not use it.

**A Maintenance Form has been completed
for this item.**



Appendix G - Spider Reminder - Keep copy on the top of the Outdoor Safety Checklist and on the wall

Spider Check

Remember to check for spiders - and in particular Red Backs under

- Tyres
- Tables
- Chairs
- Bushes
- Around garden beds/ pot plants
 - Bookshelves



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