This checklist can be customised to suit your site’s individual work environment and is suitable for all sectors.

|  |  |
| --- | --- |
| **Name of Site Location:** | **Date:** |
| **Area inspected:** | **Inspected by:** |

**1. Administration**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| Have all previously reported defects been rectified? |  |  |  |  |
| Have incident reports been reviewed to identify hazards? |  |  |  |  |

**2. Site**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| Is the site clear of litter and dangerous objects? |  |  |  |  |
| Are the trees free from potential falling deadwood and other hazards? *(e.g. pointed or broken branches at eye height)*  |  |  |  |  |
| Is access to the site clear and free of obstruction? |  |  |  |  |

**3. Swings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A**  | **Corrective Action Required** |
| Does the main framework appear free of visible defects? |  |  |  |  |
| Do all moving parts appear to be working correctly?  |  |  |  |  |
| Are the seats and attachments in good condition?  |  |  |  |  |
| Are students able to get their fingers caught in the chains? |  |  |  |  |
| Do the chains, shackles and “S” hooks appear in good condition and not worn? *(check for obvious signs of corrosion and worn components)*  |  |  |  |  |
| Are all nuts/bolts in place and secure?  |  |  |  |  |
| Are bolt ends covered? *(they should have some form of protective capping)* |  |  |  |  |
| Is the soft fall material, level and clear of objects such as broken glass, sticks, needles, and animal faeces?  |  |  |  |  |
| Is the absorbing material maintained to the recommended compacted depth? *(Minimum compacted depth of 300mm.)* |  |  |  |  |
| Are all borders free of splinters, exposed nails or pins? |  |  |  |  |

**4. Slides**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A**  | **Corrective Action Required** |
| Does the main framework appear secure and free of defects? |  |  |  |  |
| Is the sliding surface clear of obstructions? *(cracks in the fiberglass, exposed rivet/screw heads)*  |  |  |  |  |
| Is the sliding surface secure and free of gaps that can trap fingers? |  |  |  |  |
| Are all surfaces free from rust, rotting or splintering? |  |  |  |  |
| Is the gel-coat surface of the fibreglass intact and free from glass fibre protrusions? |  |  |  |  |
| Is the soft fall material loose, level and clear of objects such as broken glass, sticks, needles, and animal excreta?  |  |  |  |  |
| Is the soft fall material maintained to the recommended compacted depth? *(Minimum compacted depth of 300mm.)* |  |  |  |  |
| Are all borders free of splinters, exposed nails or pins? |  |  |  |  |

**5. Structures *(including portable)***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A**  | **Corrective Action Required** |
| Does the main framework appear secure and free of defects? |  |  |  |  |
| Do timber posts appear in sound condition and free of structural cracks or splinters? |  |  |  |  |
| Are timber floors and palings stable and free of large cracks and splinters? |  |  |  |  |
| Are nail heads flush with the timber? *(not protruding)* |  |  |  |  |
| Are all nuts/bolts in place and secure? |  |  |  |  |
| Are bolt ends covered? *(they should have some form of protective capping)*  |  |  |  |  |
| Do all joints and connections appear secure? |  |  |  |  |
| Do all chains and ropes appear secure and in good condition? |  |  |  |  |
| Are all components in place? *(none missing)* |  |  |  |  |
| Are frames maintaining shape? *(not visibly distorted)* |  |  |  |  |
| Are surfaces free from corrosion? |  |  |  |  |
| Are all structures free from spiders or other dangerous insects? |  |  |  |  |
| Is the soft fall material loose, level and clear of objects such as broken glass, sticks, needles, and animal excreta?  |  |  |  |  |
| Is the soft fall material maintained to the recommended compacted depth? *(Minimum compacted depth of 300mm.)* |  |  |  |  |
| Are all borders free of splinters, exposed nails or pins? |  |  |  |  |

**6. Sand Pit**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A**  | **Corrective Action Required** |
| Is the sandpit regularly raked, weeded and checked for animal faeces and dangerous objects?  |  |  |  |  |
| Is there a program to ensure sand is replaced or replenished when necessary?  |  |  |  |  |
| Are borders free of splinters, sharp edges, exposed nails or pins? |  |  |  |  |
| Is the sandpit covered when not in use? |  |  |  |  |

**7. General sports and play areas**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
| Are hard surfaces free of cracks, holes projections & other hazards likely to cause slips or trips? |  |  |  |  |
| Are grass areas even & well maintained, free of hazards likely to cause slips or trips? |  |  |  |  |
| Is the playing surface free from hazardous objects? |  |  |  |  |
| Are goal posts, basketball and netball rings in good condition? *(no cracks, loose fittings or damage)*  |  |  |  |  |
| Is the goal post padding in good condition? |  |  |  |  |
| Is the surrounding perimeter of designated sporting areas free of hazardous objects? |  |  |  |  |
| Is drainage adequate & in good condition? |  |  |  |  |

**Additional Items specific to site**

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| --- | --- | --- | --- | --- |
| **Inspection item** | **Yes** | **No** | **N/A** | **Corrective Action Required** |
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