



Property Checklist – Children and Youth

..... Congregation

..... Facility

The following form is the recommended 'children/youth friendly' property check. Place a Y for 'yes'; an N for 'no'; and a D for 'don't know' beside each question. Note the action needed for the N and D answers and then sign off when action has been taken to make the item 'children/youth friendly'.

Y/N/D	Children/Youth Friendly Or Not?	Action Needed	Action Taken
	Are the steps, entrances, railings, gates secure?		
	Are there adequate fencing/railings to keep children under 5 years - safe?		
	Are storage cupboards secured to keep young children out?		
	Are glass doors and windows visible and safe?		
	Is the furniture safe?		
	Are poisons and cleaning products stored appropriately?		
	Has all electrical equipment been checked by an electrician in the last 12 months?		
	Are the premises free of poisonous plants?		
	Are the power points and electrical cords safe?		
	Do leaders have access to a phone in an emergency?		
	Does the play equipment meet Australian standards?		
	Are knives and other kitchen utensils properly stored?		
	Is the kitchen area secure during children's/youth activities?		
	Are the urns and hot water taps out of reach of young children?		



	Are smoke detectors and fire extinguishers installed?		
	Has a demonstration of fire extinguishers been given to key people in the previous 12 months?		
	Have the fire extinguishers been serviced recently?		
	Are all the exits clearly marked and unobstructed?		
	Is the first aid kit adequately stocked and easily accessible?		
	Are first-aiders appointed for all children's/youth programs?		

Date check Completed: _____

Person Completing Check: _____