



*Solutions for Safe Vehicle
& Pedestrian Movement*

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Safety Checklist For Educational Facilities

CAR PARK - DRIVEWAYS - KISS & RIDE - DELIVERY ZONES

| | |
|---|--------------------------|
| *Wheel Stops prevent encroachment - Are any missing or broken? (AS2890.1:2004) | Qty <input type="text"/> |
| *Speed Humps - Are there any high risk locations needing traffic to slow down? (AS2890.1:2004) | Qty <input type="text"/> |
| *Parking Bollards - Is the DDA bollard in the disabled shared zone 1300mm high to meet standards? (AS/NZS 2890.6:2009) | Qty <input type="text"/> |
| *Bollards - Are safety bollards required to stop out-of-control vehicles and protect Kiss & Ride zones, protect classrooms and other buildings, protect fire hydrants, protect services infrastructure, protect auto gates? | Qty <input type="text"/> |
| *Flexible Bollards - Are there any tight corners or ramps needing flexible impact bollards? | Qty <input type="text"/> |
| *Convex Safety Mirrors - Are there any blind corners or ramps needing mirrors? | Qty <input type="text"/> |
| *Lane Dividers - Are any lane dividers or lane markers needed? (especially at entry / exit points, ramps) | Qty <input type="text"/> |
| *Parking Space Protectors - Are there any staff that need to secure/ reserve their parking spaces? | Qty <input type="text"/> |
| *Signage - Is there adequate signage in the car park for good traffic management? | Qty <input type="text"/> |
| *Covid Signage - are any covid signs required on walls or floors? | Qty <input type="text"/> |
| *Portable Swing Stand Signs - Are these available for deployment when needed? | Qty <input type="text"/> |
| *Stencils & Paint - Does the car park stencilling need to be refreshed or new areas done? | Qty <input type="text"/> |
| *Potholes are potential trip hazards - Are there any pot holes that need to be filled with Pothole Filler? | Qty <input type="text"/> |
| *Pedestrian Rails - Are there any walkways or exit doors where pedestrians could walk out into traffic? | Qty <input type="text"/> |
| *Access Control - Is there a need for height restriction bars, removable bollards or a manual boom gate? | Qty <input type="text"/> |
| *Corner Guards - Are columns and corners adequately protected from potential damage? | Qty <input type="text"/> |
| *Traffic Cones - Are cones available for traffic wardens to divert vehicles when needed? | Qty <input type="text"/> |
| *Cone Top Retractable Belt Barriers - Are these needed for traffic management? | Qty <input type="text"/> |
| *Bike Racks - Are bike racks needed in a suitable location? (AS2890.3 Class 2 or 3) | Qty <input type="text"/> |
| *Bird Spikes - Are bird deterrent spikes needed to prevent bird droppings (health/slip hazard)? | Qty <input type="text"/> |
| *Waiting Area Seats - Are maintenance-free bench seats required to reduce stress and fatigue? Are existing seats easy to clean & sanitise? | Qty <input type="text"/> |
| *Rubbish/Recycling Bins - Spaced a maximum of 5-10m apart and not obstructing pathways (DDA)? | Qty <input type="text"/> |

PEDESTRIAN AREAS

| | |
|--|--------------------------|
| *Tactiles - Are there any missing tactiles at top and bottom of stairs / ramps? (AS/NZS 1428.4.1:2009) | Qty <input type="text"/> |
| *Anti-Sip Stair Nosing - Are Australian Standard compliant stair nosing missing from any steps? (AS1428.1:2009) | Qty <input type="text"/> |
| *Entrance Matting - Are any mats worn and needing replacement? Do you need to review fit-for-purpose matting and uniformity of aesthetics across the campus? | Qty <input type="text"/> |
| *Accessible Ramps - Are there any ramps needed for easy disabled access? (AS 1428.1:2009) | Qty <input type="text"/> |
| *Braille Signs - Are any Braille signs missing for wheelchair access, Exit Levels, Lifts etc? (AS1428.1:2009) | Qty <input type="text"/> |
| *Signage - Is there adequate general signage? | Qty <input type="text"/> |
| *Covid Signage - are any covid signs required on walls or floors? | Qty <input type="text"/> |
| *Bag Racks - Are any multi-level bag racks required to prevent tripping hazards? | Qty <input type="text"/> |
| *Portable Expanding Barriers - Are any expanding barriers on hand to close off no-go zones? | Qty <input type="text"/> |
| *Floor Warning Signs - Are any floor warning signs available for protection from liability issues? | Qty <input type="text"/> |
| *Stainless Steel Floor Stand Sign - Are there any portable wayfinding signs available? | Qty <input type="text"/> |
| *Snap Frame / Poster Display - Is there a suitable cabinet for display of evacuation plans & notices? | Qty <input type="text"/> |
| *Floor Marking Tape - Are all safety zones marked with floor marking tape or painted lines? | Qty <input type="text"/> |
| *Cable Covers - Are cable covers available to prevent trip hazards with electrical leads or hoses? | Qty <input type="text"/> |
| *Rubbish/Recycling Bins - Spaced a maximum of 5-10m apart and not obstructing pathways (DDA)? | Qty <input type="text"/> |
| *Seats and Benches - Are any maintenance-free outdoor seats or benches needed for community use? Are existing seats easy to clean & sanitise? | Qty <input type="text"/> |
| *Pedestrian Rails - Are there any barriers needed outside walkways or exit doors needing to prevent pedestrians walking into the the path of traffic? | Qty <input type="text"/> |
| *Bird Spikes - Are bird deterrent spikes needed to prevent bird droppings (health/slip hazard)? | Qty <input type="text"/> |

FIRE EGRESS

| | |
|---|--------------------------|
| *Signage - Are compliant signs in place? Are any missing or needing replacement? (BCA section D2.23) | Qty <input type="text"/> |
| *Fire Door Bollards - Are bollards in place outside fire doors to prevent obstruction? (BCA section D1.10) | Qty <input type="text"/> |
| *Anti-Slip - Do all stairs have compliant anti-slip tape or stair nosing? (AS1428.1:2009) | Qty <input type="text"/> |
| *Tactiles - Are there any missing tactiles at top and bottom of stairs / ramps? (AS/NZS 1428.4.1:2009) | Qty <input type="text"/> |
| *Braille Signs - Are any Braille signs missing for wheelchair access, Exit Levels, Lifts etc? (AS1428.1:2009) | Qty <input type="text"/> |

OUTDOOR LEARNING / BREAK-OUT / LUNCH AREAS

*Picnic Settings - Has safe & easy people-flow been considered? Is there enough space between settings for wheelchair movement (1000-1200mm)? Are there enough seats for students?

Qty

*Wheelchair Access Ramps etc - Have wheelchairs been provided for? (Rubber Ramps, DDA table settings) (AS 1428.1:2009)

Qty

*Rubbish/Recycling Bins - Are they spaced a maximum of 5-10m apart and not obstructing pathways (DDA)?

Qty

*Seats and Benches - Are any outdoor seats, benches and platform benches required? Are existing seats easy to clean and sanitise?

Qty

*Planter Boxes - Are any planters required for demarcation between areas?

Qty

*Bird Spikes - Are bird deterrent spikes needed to prevent bird droppings (health/slip hazard)?

Qty

*Signage - Is any custom signage needed?

Qty

*Covid Signage - are any covid signs required on walls or floors?

Qty

MAINTENANCE WORKSHOPS

*Gas Bottle Storage - Is there compliant gas bottle storage for class 2 flammable gas? (AS 4332:2004)

Qty

*Flammable Liquid Storage - Is there a compliant cabinet for storage of class 3 flammable liquids? (AS1940:2017)

Qty

*Aerosol Storage Cage - Is there a compliant storage cage for flammable gas 2 aerosols? (AS/NZS 3833:2007)

Qty

*Pesticide Storage Cabinet - Is there a compliant 'Toxic 6' storage cabinet required? (AS/NZS 4452:1997)

Qty

*Corrosive Storage Cabinet - Is there a compliant 'Corrosive 8' storage cabinet required? (AS3780:2008)

Qty

*Mandatory Eye Wash Station & Emergency Shower - Are these installed where hazchem containers get opened? (AS 4775:2007)

Qty

*Floor Marking Tape - Are all exclusion / hazard zones marked with floor marking tape?

Qty

*Covid Signage - are any covid signs required on walls or floors?

Qty

*Machinery & Fuel Stickers - Are there any stickers required for machinery and fuel containers?

Qty

*Signage - Are all mandatory, prohibition & danger signs in place where needed?

Qty

*Floor Warning Signs / Swing Stand Signs - Are these available for deployment when needed?

Qty

*Floor Mats - Are there any anti-fatigue mats and other floor mats needed?

Qty

*Shoe/ Boot Cleaner - Is a shoe cleaning brush required? Floor mats?

Qty

*Portable Expanding Barriers - Are any expanding barriers available to cordon off hazards or work zones?

Qty

*Kerb Ramps - Are kerb ramps on hand for vehicular access to grassed areas when required?

Qty

*PPE - Do you need any hi-vis safety vests or other PPE?

Qty

*Are any hand trucks or trolleys needed to prevent heavy lifting?

Qty

SECURITY ROOM / CONTINGENCY ROOM

| | |
|---|--------------------------|
| *Trauma Tent/ Screen - Is there a light-weight trauma tent on hand for fast incident response? | Qty <input type="text"/> |
| *Fire Warden Kits - Are the necessary warden kits available? | Qty <input type="text"/> |
| *First Aid Kit - Is there a compliant first aid kit on hand suitable for the number of personnel on site? | Qty <input type="text"/> |
| *Spill Kits - Is there a suitable spill kit available and is it fully topped up? | Qty <input type="text"/> |
| *Portable Barriers / Barrier Tape - Are these on hand for emergencies? | Qty <input type="text"/> |
| *Floor Warning Signs / Swing Stand Signs - Are these available for deployment when needed? | Qty <input type="text"/> |
| *Alert / Evac. Megaphone - Is this available with fully charged batteries? | Qty <input type="text"/> |
| *Wheel Chair - Is there a folding wheel chair on hand? | Qty <input type="text"/> |
| *Sharps Disposal kit - Are these available for keeping the precinct safe and clean? | Qty <input type="text"/> |
| *Key Cabinet - Is there a key cabinet available with a suitable key capacity and tags? | Qty <input type="text"/> |
| *Stop / Slow Traffic Control Batten Sign - Is this available for traffic wardens? | Qty <input type="text"/> |
| *Traffic Cones - Are cones available for wardens to divert vehicles when needed? | Qty <input type="text"/> |
| *Covid Signage - are any covid signs required on walls or floors? | Qty <input type="text"/> |
| *Bag Racks - Are any multi-level bag racks required to prevent tripping hazards? | Qty <input type="text"/> |

SCIENCE LABORATORIES / ART ROOMS / INDUSTRIAL TECHNOLOGY/ STEM

| | |
|---|--------------------------|
| *Flammable Storage Cabinet - Is there a compliant cabinet for storage of class 3 flammable liquids? (AS1940:2017) | Qty <input type="text"/> |
| *Aerosol Storage Cage - Is there compliant storage for flammable gas 2 aerosols? (AS/NZS 3833:2007) | Qty <input type="text"/> |
| *Corrosive Storage Cabinet - Is there a compliant 'Corrosive 8' storage cabinet required? (AS3780:2008) | Qty <input type="text"/> |
| *Mandatory Eye Wash Station & Emergency Shower - Are these installed where hazchem containers get opened? (AS 4775:2007) | Qty <input type="text"/> |
| *Document Storage Boxes - Are any missing for prominent storage of Safety Data Sheets for the cabinets? | Qty <input type="text"/> |
| *Signage - Do you have all compliant signage required? E.g. Mandatory signs, Danger signs, Prohibition signs, Hazchem signs, 'No Student Access' signs (storerooms), Fire signs, Caution signs. | Qty <input type="text"/> |
| *Anti-Fatigue Matting - Is there suitable matting as required? | Qty <input type="text"/> |
| *Expanding Barriers - Is an expanding barrier available to cordon off a spill or hazard? | Qty <input type="text"/> |
| *Spill Kits - Is there a suitable spill kit available and is it fully topped up? | Qty <input type="text"/> |
| *Floor Warning Signs - Is there a 'Caution Wet Floor' sign on hand to help prevent slips? | Qty <input type="text"/> |
| *Cable Covers - Are any cable covers needed to avoid trip hazards with electrical leads? | Qty <input type="text"/> |
| *Dome Mirrors - Are safety mirrors needed to help provide visibility at blind corners? | Qty <input type="text"/> |

*Fire Extinguishers & Signage - Are any signs or extinguishers missing or out of date? Qty

*First Aid Kit - Is there a compliant first aid kit on hand suitable for the number of personnel on site? Qty

*PPE - Is the stock topped up with eye protection, face masks, hand protection etc? Qty

*Floor Marking Tape - Are all exclusion / hazard zones marked with floor marking tape? Qty

*Covid Signage - are any covid signs required on walls or floors? Qty

*Bag Racks - Are any multi-level bag racks required to prevent tripping hazards? Qty

*Manual Handling / Trolleys - Is there a scissor lift trolley available for safe lifting of equipment? Other trolleys? Qty

CAFÉ / KIOSK & CANTEEN AREAS

*Seating - Are there enough tables, benches & seats? Has good people-flow been designed into the layout? Are existing seats easy to clean and sanitise? Qty

*Wheelchair Access Ramps etc - Have wheelchairs been provided for? (Rubber Ramps, DDA table settings) (AS 1428.1:2009) Qty

*Rubbish/Recycling Bins - Spaced a maximum of 5-10m apart and not obstructing pathways (DDA)? Qty

*Queue Separation - Is there a need for pedestrian hand rails, crowd control barriers or queue control? Qty

*Planter Boxes - Are any planter boxes required for demarcation between areas? Qty

*Bird Spikes - Are bird deterrent spikes needed to prevent bird droppings (health/slip hazard)? Qty

*Signage - Is there any custom signage needed including queue signs? Qty

*Covid Signage - are any covid signs required on walls or floors? Qty

*Matting - Is there a need for entrance matting or safety cushion matting? Qty

*BBQ area - Is there a compliant gas bottle cage for safe storage? (AS4332-2004) Qty

WASHROOMS & CHANGE ROOMS

*Braille Signs - Are any Braille signs missing off doors? (AS1428.1:2009) Qty

*Covid Signage - are any covid signs required on walls or floors? Qty

*Accessories - Are any accessories needing replacement? (Soap dispensers, hand sanitiser station, paper towell dispensers, toilet roll holders, electric hand dryers) Qty

*Floor Warning Signs - Is there a 'Caution Wet Floor' sign available to prevent slips? Qty

*Doorway Barrier - Is an expanding barrier on hand to close washrooms off when needed? Qty

*Bench Seating - Are any changeroom benches required? Are existing seats easy to clean and sanitise? Qty

*Bag Hooks / Coat Hooks - Are any bag hooks missing or required? Qty

*Bag Racks - Are any multi-level bag racks required to prevent tripping hazards? Qty

*Wet area anti-slip matting - Is suitable matting needed on wet area floors? Qty

*Rubbish Bins - Are they spaced a maximum of 5-10m apart and not obstructing walkways (DDA)? Qty

MULTI-PURPOSE HALL / FUNCTION SPACES

| | |
|--|--------------------------|
| *Floor Marking Tape - Are all safety zones marked with floor marking tape or painted lines? | Qty <input type="text"/> |
| *Covid Signage - are any covid signs required on walls or floors? | Qty <input type="text"/> |
| *Cable Covers - Are any cable covers needed to avoid trip hazards with electrical leads? | Qty <input type="text"/> |
| *Rubbish/Recycling Bins - Are they spaced a maximum of 5-10m apart and not obstructing pathways (DDA)? | Qty <input type="text"/> |
| *Event Wheelie Bin Covers - do you need smart looking covers to use wheelie bins indoors? | Qty <input type="text"/> |
| *Entrance matting - Are there suitable entry mats to help prevent slips and protect the flooring? | Qty <input type="text"/> |
| *Chair Stacker Trolley - Is a chair stacker trolley on hand for safe handling of chairs? | Qty <input type="text"/> |
| *Platform Trolley - Is a scissor lift or platform trolley on hand for safe handling and lifting of equipment? | Qty <input type="text"/> |
| *Retractable Belt Barriers - Are any on hand for queue control during events and exams? | Qty <input type="text"/> |
| *Pedestrian Barriers - Are any portable (Plaslink) barriers required for protection around staging? | Qty <input type="text"/> |
| *High-Guard Expandable Barriers - Are any expanding barriers required to cordon off no-go zones? | Qty <input type="text"/> |
| *Floor Warning Signs - Is there a 'Caution Wet Floor' sign available to prevent slips when necessary? | Qty <input type="text"/> |
| *Bench Seating - Is any bench seating required in entry foyers or back-stage areas? Are existing seats easy to clean and sanitise? | Qty <input type="text"/> |
| *Change Room Seating - Is any bench seating or bag hooks required for change rooms? Are existing seats easy to clean and sanitise? | Qty <input type="text"/> |
| *Bag Racks - Are any multi-level bag racks required to prevent tripping hazards? | Qty <input type="text"/> |
| *Outdoor Seating - Are tables, benches & seats required? Has effective people-flow been designed into the layout? Are existing seats easy to clean and sanitise? | Qty <input type="text"/> |
| *Wheelchair Access Ramps etc - Have wheelchairs been provided for? (Rubber Ramps, DDA table settings) (AS 1428.1:2009) | Qty <input type="text"/> |

AQUATIC CENTRE / GYMNASIUM

| | |
|---|--------------------------|
| *Floor Marking Tape - Are all safety / exclusion zones marked with floor marking tape or painted lines? | Qty <input type="text"/> |
| *Covid Signage - are any covid signs required on walls or floors? | Qty <input type="text"/> |
| *Cable Covers - Are any cable covers needed to avoid trip hazards with electrical extension leads? | Qty <input type="text"/> |
| *Rubbish/Recycling Bins - Spaced a maximum of 5-10m apart and not obstructing pathways (DDA)? | Qty <input type="text"/> |
| *Event Wheelie Bin Covers - do you need smart looking covers to use wheelie bins indoors? | Qty <input type="text"/> |
| *Entrance matting - Are there suitable entry mats to help prevent slips and protect the flooring? | Qty <input type="text"/> |
| *Wet area anti-slip matting - Is suitable matting needed on wet area floors? | Qty <input type="text"/> |
| *Bench Seating - Is any bench seating required in entry foyers, outside or pool areas? Are existing seats easy to clean and sanitise? | Qty <input type="text"/> |

*Change Room Seating - Is any bench seating or bag hooks required for change rooms? Are existing seats easy to clean and sanitise?

Qty

*Bag Racks - Are any multi-level bag racks required to prevent tripping hazards?

Qty

*Chair Stacker Trolley - Is a chair stacker trolley on hand for safe handling of chairs to prevent back strain?

Qty

*Platform Trolley - Is a platform trolley on hand for safe handling and lifting of equipment?

Qty

*Retractable Belt Barriers - Are any on hand for queue control during events and exams?

Qty

*Pedestrian Barriers - Are any portable (Plaslink) barriers required for protection around staging or pits?

Qty

*High-Guard Expandable Barriers - Are any expanding barriers required to cordon off no-go zones?

Qty

*Corrosive Storage Cabinet - Is a compliant 'Corrosive 8' storage cabinet required for pool chemicals? (AS3780:2008)

Qty

*Bird Spikes - Are bird deterrent spikes needed to prevent bird droppings (health/slip hazard)?

Qty

SPECIAL EVENT MANAGEMENT

*Roll-out Red Carpet Runner - Is a red carpet runner on hand to welcome all guests?

Qty

*Custom Printed Matting - Are custom printed mats needed?

Qty

*Café/Market Umbrellas - Do you need portable/ relocatable shade umbrellas?

Qty

*Queue Control Barriers - Are any retractable belt barriers or rope barriers needed?

Qty

*Stainless Steel Floor Stand Signs - Are any portable signs needed for wayfinding or reserving car spaces?

Qty

*Barrier Tape - Are these on hand for creating exclusion zones?

Qty

*Crowd Control Barriers - Are suitable crowd control barriers available?

Qty

*Traffic Cones - Are cones available for wardens to divert vehicles when needed?

Qty

*Printed Safety Vests - Are these available for staff?

Qty

*Warden Vests & Caps - Are the right vests, caps available and the right quantity of each?

Qty

*Stop / Slow Traffic Control Batten Signs - Are these available for traffic wardens?

Qty

*Kerb Ramps - Are kerb ramps needed to enable vehicle access to grass areas (overflow parking)?

Qty

*Cable Covers - Are any cable covers needed to avoid trip hazards with electrical leads?

Qty

*Trauma Tent/ Screen - Is there a light-weight trauma tent on hand for fast incident response?

Qty

*Alert / Evac. Megaphone - Is this available with fully charged batteries?

Qty

*Event Wheelie Bin Covers - Do you need washable and colour coded wheelie bin covers?

Qty

*Portable & stackable benches - are lightweight stackable benches available as needed? Are they easy to sanitise and clean?

Qty

*Bike Racks - Are free-standing bike racks required for the event to prevent bikes creating trip hazards?

Qty

SPORTS FIELD & LANDSCAPE AREAS

| | |
|---|--------------------------|
| *Kerb Ramps - Are kerb ramps needed to enable vehicle access to grass areas? | Qty <input type="text"/> |
| *Rubbish/Recycling Bins - Spaced a maximum of 5-10m apart and not obstructing pathways (DDA)? | Qty <input type="text"/> |
| *Picnic Settings - Are any picnic setting tables required? Are existing seats easy to clean and sanitise? | Qty <input type="text"/> |
| *Seats and Benches - Are any outdoor seats, benches and platform benches required? Are existing seats easy to clean and sanitise? | Qty <input type="text"/> |
| *Wheelchair Access - Have wheelchairs been provided for? (Rubber Ramps, DDA table settings) (AS1428.1:2009) | Qty <input type="text"/> |
| *Bike Racks - Are any needed for secure bike parking? | Qty <input type="text"/> |
| *Pedestrian Railings - Are any modular pedestrian rails needed? | Qty <input type="text"/> |
| *Bollards - Are any steel, concrete or timber bollards needed for protection? Fixed or removable? | Qty <input type="text"/> |
| *Access Control - Is there a need for removable bollards, chain or gates? | Qty <input type="text"/> |
| *Bird Spikes - Are bird deterrent spikes needed to prevent bird droppings (health/slip hazard)? | Qty <input type="text"/> |
| *Signage - Is there adequate signage? | Qty <input type="text"/> |
| *Covid Signage - are any covid signs required on walls or floors? | Qty <input type="text"/> |
| *Portable Swing Stand Signs - Are these available for deployment when needed? | Qty <input type="text"/> |
| *Skateboard Deterrents - Are any needed on seats or low walls to prevent potential liability from injuries? | Qty <input type="text"/> |
| *Hose & Cable Covers - Are there any hoses and cables needing protection from vehicles or trip hazards? | Qty <input type="text"/> |

PLAY SPACES

| | |
|---|--------------------------|
| *Rubbish/Recycling Bins - Spaced a maximum of 5-10m apart and not obstructing pathways (DDA)? | Qty <input type="text"/> |
| *Seats and Benches - Are any outdoor seats, benches and platform benches required? Are existing seats easy to clean and sanitise? | Qty <input type="text"/> |
| *Wheelchair Access - Has wheelchair access been provided for? (Rubber Ramps etc) (AS1428.1:2009) | Qty <input type="text"/> |
| *Pedestrian Railings - Are any modular pedestrian rails needed? | Qty <input type="text"/> |
| *Bollards - Are any steel, concrete or timber bollards needed for protection? Fixed or removable? | Qty <input type="text"/> |
| *Access Control - Is there a need for removable bollards, chain or gates? | Qty <input type="text"/> |
| *Bird Spikes - Are bird deterrent spikes needed to prevent bird droppings (health/slip hazard)? | Qty <input type="text"/> |
| *Signage - Is there adequate signage? | Qty <input type="text"/> |
| *Covid Signage - are any covid signs required on walls or floors? | Qty <input type="text"/> |
| *Skateboard Deterrents - Are any needed on seats or low walls to prevent potential liability from injuries? | Qty <input type="text"/> |