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| **COT / PORTABLE COT SAFETY CHECKLIST.** Version 1 (January, 2015) |

***When using a cot, it is important to ensure that safety is considered above all.***

***This checklist for cot safety will assist in ensuring that we reduce the risk of children being injured in a cot and ensure that you are providing a safe sleeping environment.***

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| **QUESTIONS:** | **YES:** | **NO:** | **UNSURE:** |
| **IN RELATION TO COTS:** | | | |
| 1. **Does the cot meet Australian standards (AS/NZS 2172 – 2010)?**   If you are buying or obtaining a cot ensure that the cot is Australia Standards. Look for the logo or ask the retailer for written documentation to prove the cot meets these standards. |  |  |  |
| 1. **Is the cot in good repair?**   Broken cots can be dangerous and will not be approved for use. Make sure there is no bent or broken parts that allow the drop side to move away from the cot or the base to collapse. Edges of the cot should be smooth to prevent injury. |  |  |  |
| 1. **Are vertical bars safe?**   The space between the bars on the cot need to be between 5cm and 9.5cm wide and unable to be bent. This will prevent a baby’s head or neck from being stuck between the bars. |  |  |  |
| 1. **Is the distance from the top of the mattress to the top of the cot at least 60cm?**   (This guideline is for a fixed base cot. However if the cot has an adjustable base, on the higher level, the distance from the top of the mattress to the top of the cot side should measure at least 30cm. This is to reduce the risk of your baby falling over the top of the cot. |  |  |  |
| 1. **Is the cot free from knobs or things that are sticking out eg: screws, wing nuts or bolts?**   This is to prevent clothes becoming caught and that baby hitting the items and being injured. |  |  |  |
| 1. **Is the frame sturdy?**   The cot should not collapse when being moved and the bars must not bend. The ends of the cot must feel rigid and not rickety when shaken. |  |  |  |
| 1. **Is the inside of the cot free from small openings or holes?**   Small openings should measure less that 5mm. this is to prevent your baby’s fingers becoming trapped. |  |  |  |
| 1. **Is the inside of the cot free from footholds?**   This is to prevent your baby being able to climb up and fall out of the cot. |  |  |  |
| 1. **If you have a cot with wheels or castors on four legs, are at least two of them fitted with brakes?**   This will stop the cot from moving. You can move the castors from one end if preferable. |  |  |  |
| 1. **Are all the locking devices on the cot child resistant?**   This will prevent your baby opening the catches and being injured. |  |  |  |
| 1. **Is the mattress the right size for the cot?**   To prevent the baby becoming trapped between the mattress and the cot frame make sure the mattress fits perfectly and snuggly.  There should be no more than 2cm space between the mattress and the cot frame. |  |  |  |
| 1. **Is the cot enclosure free of decorative transfers?**   Transfers and stickers are not allowed inside the cot enclosure. |  |  |  |
| **IN RELATION TO PORTABLE COTS:** | | | |
| 1. **Does the portable COT MEET THE Australia Standards AS/NZS 2195:2010?** |  |  |  |
| 1. **Are the mesh or fabric sides of the cot in good condition?**   No tears, rips or holes. |  |  |  |
| 1. **Are the fabric or plastic covered rails of the cot in good condition?**   No tears, rips or holes. |  |  |  |
| 1. **Are the locking mechanisms on the cot in good condition?**   These need to close completely so children cannot collapse the cot or trap their fingers. |  |  |  |
| 1. **Is the mattress the right size for the cot?**   The mattress should fit snuggly. No gaps wider than 2cm between the mattress and frame. |  |  |  |
| 1. **Is the cot in good condition with no sharp edges or protruding parts?**   There must be no parts of the cot broken or in poor condition. |  |  |  |
| **EDUCATOR’S NAME:** | | | |
| **EDUCATOR’S SIGNATURE:** | | | |
| **DATE:** | | | |
| **FIELD CONSULTANT NAME:** | | | |
| **FIELD CONSULTANT SIGNATURE:** | | | |