DAILY RISK ASSESSMENT CHECKLIST – BOW LANE PRE-SCHOOL

Name of staff member _____ Position_____

Week commencing _____ Yes is the expected outcome.

It is important to make notes on every room/area that is used by children, staff, parents and others, to be completed every day. All hazards to be removed or further Risk Assessment pro forma to be complete where appropriate.

Item	Monday		Tuesday		Wednesday		Thursday		Friday		Comments
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
Rooms Are the fire exits clear and padlocks taken off?											
Are the floors clean?											
Are all unused rooms locked?											
Are the bins empty?											
Electricity Are the lights working?											
Is the door to the electricity cupboard locked?											

Pre school Group

Item	Monday		Tuesday		Wednesday		Thursday		Friday		Comments
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
Equipment Are chairs and tables clean and in good condition? Are they set up correctly, clicked in place?											
Are the toys and equipment in good order?											
Toilets Are they clean?											
Is there sufficient soap, hand towels and toilet roll?											
Are the toilet door stops on?											
Is the hand dryer units switched off?											
Is the hot water turned down?											
Is it clear of hazards, are the sanitary bins/chair locked away?											
Kitchen are Is it free of hazards?											
Is the Intercom set up?											
Is it clean and fit for purpose?											

Pre-school Group

Item	Monday		Tuesday		Wednesday		Thursday		Friday		Comments
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
Is there a water supply?											
Staff /meeting room Is it clean and fit for purpose											
Outdoor environment Is the fencing safe and secure?											
Is the area free of foxes mess?											
Pedestrian gate is locked prior to going outside for play											
Is the safety mat clear of hazards?											
Outdoor equipment is checked and in good working order?											
Any other hazard identified?											
Setting fit for purpose: (please initial)											

e Pre-school Group