



## DAILY RISK ASSESSMENTS

WEEK COMMENCING .....

| TASK   | MON | TUES | WED | THURS | FRI |
|--|-----|------|-----|-------|-----|
| Are the bolts and locks on the front door working?   |     |      |     |       |     |
| Does the fire exit door work?  |     |      |     |       |     |
| Is the fire exit route clear?  |     |      |     |       |     |
| Are fire guards covering the heaters?  |     |      |     |       |     |
| Are the cleaning materials stored out of reach of children?  |     |      |     |       |     |
| Is the floor in a good condition?  |     |      |     |       |     |
| Are all the storage boxes stored securely, and not likely to fall on the children?   |     |      |     |       |     |
| Are the toilets clean and ready to use?  |     |      |     |       |     |
| Are all staff personal items out of reach of children?   |     |      |     |       |     |
| Is the ratio of adults to children correct?  |     |      |     |       |     |
| Are there enough first aiders on duty?   |     |      |     |       |     |
| Are the phones charged and ready to use?   |     |      |     |       |     |
| Are all staff aware of the children's dietary requirements?  |     |      |     |       |     |
| Are the fire extinguishers and fire fighting equipment stored safely and out of reach of children?                           |     |      |     |       |     |
| Is there any broken equipment?<br><i>Major breakages must be reported to the Supervisor.</i>                                 |     |      |     |       |     |
| Has the garden area been checked before use?<br><br>Make sure there is no broken glass, animal faeces, dangerous plants etc. |     |      |     |       |     |