

## Daily Risk Assessment

Daily Risk Assessment	Monday		Tuesday		Wednesday		Thursday		Friday	
Date W/C:	Yes	If no what action has been taken	Yes	If no what action has been taken	Yes	If no what action has been taken	Yes	If no what action has been taken	Yes	If no what action has been taken
<b>Staff</b>										
New staff given induction?										
Have all staff signed in?										
Are staff belonging put in designated place?										

<b>Outside Play Area</b>										
Are fences & gates secure?										
Is the sand/water clean										
Has all equipment been checked (is it clean and in good working order?)										
Is the equipment age appropriate?										
Has the area been checked for litter or object that may cause harm?										

<b>Club Room</b>										
Are fire exits clear?										
Check all toys/equipment										
Is floor clean and tidy?										
Room Temperature (please state)										
Are all socket cover in place?										
First aid kit accessible?										

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Areas to check	Yes	If no what action has been taken	Yes	If no what action has been taken	Yes	If no what action has been taken	Yes	If no what action has been taken	Yes	If no what action has been taken
Are toilets flushed and clean?										
Is toilet paper available?										
Are hand basins clean?										
Do taps work?										
Are all chemicals stored in a locked cupboard										
Are bins empty?										
Water and cups accessible?										

Kitchen										
Are kitchen surfaces clean?										
Are floor surfaces clean?										
Are all appliances in working order?										
Is all food stuff stored appropriately?										
Fridge Temperature (Please State)										
Are bins empty?										
Have expiry dates been checked?										

Comments/ Notes	Health & Safety issue to report/note	Accidents

