## Daily Risk Assessment

## Week Commencing:

## Club Location:



Daily Risk Assessment, areas to check.	Monday		Tuesday		Wednesday		Thursday		Friday		Comments
	Yes	No	Yes	No	Yes	No	Yes	No	Yes	No	
Have all staff signed in, and put belonging in the designated space?										6	

Club Room, Kitchen & Toilets	Yes	No									
Are fire exits clear?											
Is the floor clean and tidy, including tables?											
Is the first aid kit accessible											
Are all the toys in working order											
Are the Kitchen Surfaces Clean											
Are all appliances in working order?											
Is all food stored appropriately?											
Fridge temperate (Please state)											
Are the bins empty or enough room for the session?											
Have all expiry dates been checked?											
Are the toilets flushed, clean and have toilet paper?											
Are hand basins clean, and tap all working?											
Are all Chemicals stored in a locked cupboard?											

Outside Play Areas	Yes	No									
Are fences & gates secure?											
Is the sand / water clean?											
Has all the equipment been check (is it clean and in good working order?)											
Is the equipment age appropriate?											
Has the area been checked for litter or objects that may cause harm?											