

Daily Risk Assessment



W/C	MONDAY Carried out by	TUESDAY Carried out by	WEDNESDAY Carried out by	THURSDAY Carried out by	FRIDAY Carried out by
INSIDE					
General					
Fire doors checked and areas not blocked					
Play equipment checked for faults/damage					
All floors free of hazards					
Children/Adult ratio correct					
Toilets					
Soap in toilets					
Toilet area clean					
Floors checked for spillages					
Doors wedged open					
KITCHEN					
All dangerous materials locked in cupboard					
Nappy disposable gloves available					
Emergency contacts available to staff					
Accident records easily accessible					
Details of allergies and diets known to all staff					
Children's medication / inhalers stored safely but easily accessible					
Staff and volunteers phoned locked in tin					
OUTSIDE					
Areas checked for litter					
All gates securely locked					
Check trees for loose hanging branches					
Check for any poisonous plants					