**KINSBOURNE COMMON NURSERY AND PRE-SCHOOL/KINERGY**
**DAILY RISK ASSESSMENT/SAFETY CHECK - MORNING**

| IN-DOOR CHECKS | CARRIED OUT BY: | | | | | |
|---|---|---|---|---|---|---|
| NO. | DESCRIPTION | TICK | | | | |
| 1. | Check front door locks are working and notices are displayed. Check member of staff on front door at beginning of session (usually Leader or Senior Practitioner). Member of staff supervising (in Main Hall) the collection of children at the end of the session. | | | | | |
| 2. | Are DBS checks up-to-date? | | | | | |
| 3. | Plugs/cables are out of reach of children. | | | | | |
| 4. | Toilets are clean and soap and toilet paper are supplied. | | | | | |
| 5. | Kitchen is clean and hazards are put away i.e. knives, hot drinks and cleaning materials – all areas for the preparation of food and drink are clean and suitable equipment are present. | | | | | |
| 6. | Ensure First Aid Box is sufficiently stocked and stored away correctly. | | | | | |
| 7. | Remind staff of children with allergies and allergy signs displayed in kitchen and register | | | | | |
| 8. | Remind staff to ensure children wash their hands before snack time and after going to toilet. | | | | | |
| 9. | Items that shouldn't be in Hall are removed. | | | | | |
| 10. | Storage heater is protected by fireguard (St Mary's Church Hall only) | | | | | |
| 11. | Rugs are placed flat and floor is in suitable condition | | | | | |
| 12. | Instruct staff to supervise play item which could cause injury eg climbing frame. | | | | | |
| 13. | Furniture is in satisfactory condition i.e. no broken chairs or tables with sharp edges. Toys/Play resources are in good order and clean. | | | | | |
| 14. | Are procedures for dealing with spillages of urine, faeces, blood and vomiting clear and are we able to deal with them i.e. disposable gloves? | | | | | |
| 15. | Are the procedures for dealing with Visitors in the setting clear i.e. Visitors Log – sign in/sign out? Have staff members signed in/out? | | | | | |
| 16. | Whistle available in case of fire – are fire extinguishers present and secure and suitable fire alarm in place. Check that fire bag/rucksack is placed in Kitchen hatch and easily accessible with register and parent/carer contact details in it. A range of clothes should also be put in the fire bag with a couple of spare nappies and story books). | | | | | |
| 17. | Setting's mobile fully charged and sufficient credit in place (kept with person in charge at all times). | | | | | |
| 18. | Room Thermometer in Place (ensure readings meet Health and Safety Expectations) | | | | | |
| 19. | Check water temperature of cloakroom toilet taps and turn off hot water boiler if necessary. | | | | | |
| 20. | Check that Hall Shutters are open during nursery hours in case of the need to evacuate due to fire (Scout Hall only) | | | | | |
| OUT-DOOR CHECKS | CARRIED OUT BY: | | | | | |
| NO: | DESCRIPTION | TICK | | | | |
| 21. | Remove hazards such as glass, tin cans, dog mess, harmful plants/poisonous substances etc that may be left lying in outdoor provision. | | | | | |
| 22. | Do head count and take Fire Rucksack outside. (Rucksack will include Register, Parent/Carer Contact Details, spare nappies, clothes and story book for outdoor activity.) NB: Register adjusted to accommodate small groups taken out. | | | | | |
| 23. | Set up/switch on Nursery's Walkie Talkies and take one outside in case of emergency. Other Walkie Talkie should be inside and kept with allocated person. | | | | | |
| 24. | Check staff ratio to children. | | | | | |
| 25. | Check children are suitably dressed ie boots, coats and hats etc in cold weather. Appropriately protected in hot weather as instructed by parents. NB: Sun tan cream to be applied by parents/carers if applicable. | | | | | |
| 26. | Both gates secure if setting up resources outside. | | | | | |

**WEEK BEGINNING:**

| SIGNED: (TO BE SIGNED ON APPROPRIATE WORKING DAY): | MON | TUES | WED | THURS | FRI |
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**KINSBOURNE COMMON NURSERY AND PRE-SCHOOL/KINERGY**
**DAILY RISK ASSESSMENT/SAFETY CHECK - AFTERNOON**

| IN-DOOR CHECKS | | CARRIED OUT BY: | | | | | |
|---|---|---|---|---|---|---|---|
| NO. | DESCRIPTION | TICK | | | | | |
| 1. | Check front door locks are working and notices are displayed. Check member of staff on front door at beginning of session (usually Leader or Senior Practitioner). Member of staff supervising (in Main Hall) the collection of children at the end of the session. | | | | | | |
| 2. | Are DBS checks up-to-date? | | | | | | |
| 3. | Plugs/cables are out of reach of children. | | | | | | |
| 4. | Toilets are clean and soap and toilet paper are supplied. | | | | | | |
| 5. | Kitchen is clean and hazards are put away i.e. knives, hot drinks and cleaning materials – all areas for the preparation of food and drink are clean and suitable equipment are present. | | | | | | |
| 6. | Ensure First Aid Box is sufficiently stocked and stored away correctly. | | | | | | |
| 7. | Remind staff of children with allergies and allergy signs displayed in kitchen and register | | | | | | |
| 8. | Remind staff to ensure children wash their hands before snack time and after going to toilet. | | | | | | |
| 9. | Items that shouldn't be in Hall are removed. | | | | | | |
| 10. | Storage heater is protected by fireguard (St Mary's Church Hall only) | | | | | | |
| 11. | Rugs are placed flat and floor is in suitable condition | | | | | | |
| 12. | Instruct staff to supervise play item which could cause injury eg climbing frame. | | | | | | |
| 13. | Furniture is in satisfactory condition i.e. no broken chairs or tables with sharp edges. Toys/Play resources are in good order and clean. | | | | | | |
| 14. | Are procedures for dealing with spillages of urine, faeces, blood and vomiting clear and are we able to deal with them i.e. disposable gloves? | | | | | | |
| 15. | Are the procedures for dealing with Visitors in the setting clear i.e. Visitors Log – sign in/sign out? Have staff members signed in/out? | | | | | | |
| 16. | Whistle available in case of fire – are fire extinguishers present and secure and suitable fire alarm in place. Check that fire bag/rucksack is placed in Kitchen hatch and easily accessible with register and parent/carer contact details in it. A range of clothes should also be put in the fire bag with a couple of spare nappies and story books). | | | | | | |
| 17. | Setting's mobile fully charged and sufficient credit in place (kept with person in charge at all times). | | | | | | |
| 18. | Room Thermometer in Place (ensure readings meet Health and Safety Expectations) | | | | | | |
| 19. | Check water temperature of cloakroom toilet taps and turn off hot water boiler if necessary. | | | | | | |
| 20. | Check that Hall Shutters are open during nursery hours in case of the need to evacuate due to fire (Scout Hall only) | | | | | | |
| OUT-DOOR CHECKS | | CARRIED OUT BY: | | | | | |
| NO: | DESCRIPTION | TICK | | | | | |
| 21. | Remove hazards such as glass, tin cans, dog mess, harmful plants/poisonous substances etc that may be left lying in outdoor provision. | | | | | | |
| 22. | Do head count and take Fire Rucksack outside. (Rucksack will include Register, Parent/Carer Contact Details, spare nappies, clothes and story book for outdoor activity.) NB: Register adjusted to accommodate small groups taken out. | | | | | | |
| 23. | Take Nursery's charged spare mobile in case of emergency. | | | | | | |
| 24. | Check staff ratio to children. | | | | | | |
| 25. | Check children are suitably dressed ie boots, coats and hats etc in cold weather. Appropriately protected in hot weather as instructed by parents. NB: Sun tan cream to be applied by parents/carers if applicable. | | | | | | |
| 26. | Both gates secure if setting up resources outside. | | | | | | |

**WEEK BEGINNING:**

| SIGNED: (TO BE SIGNED ON APPROPRIATE WORKING DAY): | TUES | THURS |
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