|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MON** | **TUE** | **WED** | **THU** | **FRI** |
| Doors and Windows open and close securely |  |  |  |  |  |
| Floor, surfaces and tables are clean and free of any hazards |  |  |  |  |  |
| Radiator temperature is not too hot |  |  |  |  |  |
| Sink areas are resourced and clean |  |  |  |  |  |
| There is hot and cold water |  |  |  |  |  |
| Chairs are not on table tops or stacked |  |  |  |  |  |
| Washing up bowls for cleaning resources / food are in place |  |  |  |  |  |
| Edges are smooth and protected |  |  |  |  |  |
| Room temperature is suitable |  |  |  |  |  |
| All plugs are either in use or suitably covered |  |  |  |  |  |
| Window openings and blind cords are out of reach from the children |  |  |  |  |  |
| Resources for the children’s use are checked, suitable and undamaged |  |  |  |  |  |
| Activities take into consideration the individual children’s need (medical form, allergies, additional needs) |  |  |  |  |  |
| Pens and pencils are checked |  |  |  |  |  |
| Supplies of paper etc. are adequate for the day’s use |  |  |  |  |  |
| Activities are prepared accordingly to Health & Safety regulations |  |  |  |  |  |
| Harmful substances are stored securely out of children’s reach |  |  |  |  |  |
| Cover for absence staff is covered |  |  |  |  |  |
| Policies for lifting have been followed |  |  |  |  |  |
| There are no hot liquids / breakable cups or drinking glasses in the room |  |  |  |  |  |
| Adults personal possessions are securely stored in the designated area |  |  |  |  |  |
| Staff mobile phones are stored in the designated area |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Comments:** | **Action to be taken:** | **Completed on:** |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MON** | **TUE** | **WED** | **THU** | **FRI** |
| Doors and Windows open and close securely |  |  |  |  |  |
| Floor, surfaces and tables are clean and free of any hazards |  |  |  |  |  |
| Radiator temperature is not too hot |  |  |  |  |  |
| Sink areas are resourced and clean |  |  |  |  |  |
| There is hot and cold water |  |  |  |  |  |
| Chairs are not on table tops or stacked |  |  |  |  |  |
| Washing up bowls for cleaning resources / food are in place |  |  |  |  |  |
| Edges are smooth and protected |  |  |  |  |  |
| Room temperature is suitable |  |  |  |  |  |
| All plugs are either in use or suitably covered |  |  |  |  |  |
| Window openings and blind cords are out of reach from the chidren |  |  |  |  |  |
| Resources for the children’s use are checked, suitable and undamaged |  |  |  |  |  |
| Activities take into consideration the individual children’s need (medical form, allergies, additional needs) |  |  |  |  |  |
| Pens and pencils are checked |  |  |  |  |  |
| Supplies of paper etc. are adequate for the day’s use |  |  |  |  |  |
| Activities are prepared accordingly to Health & Safety regulations |  |  |  |  |  |
| Harmful substances are stored securely out of children’s reach |  |  |  |  |  |
| Cover for absence staff is covered |  |  |  |  |  |
| Policies for lifting have been followed |  |  |  |  |  |
| There are no hot liquids / breakable cups or drinking glasses in the room |  |  |  |  |  |
| Adults personal possessions are securely stored in the designated area |  |  |  |  |  |
| Staff mobile phones are stored in the designated area |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Comments:** | **Action to be taken:** | **Completed on:** |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MON** | **TUE** | **WED** | **THU** | **FRI** |
| Doors and Windows open and close securely |  |  |  |  |  |
| Floor, surfaces and tables are clean and free of any hazards |  |  |  |  |  |
| Radiator temperature is not too hot |  |  |  |  |  |
| Sink areas are resourced and clean |  |  |  |  |  |
| There is hot and cold water |  |  |  |  |  |
| Chairs are not on table tops or stacked |  |  |  |  |  |
| Washing up bowls for cleaning resources / food are in place |  |  |  |  |  |
| Edges are smooth and protected |  |  |  |  |  |
| Room temperature is suitable |  |  |  |  |  |
| All plugs are either in use or suitably covered |  |  |  |  |  |
| Window openings and blind cords are out of reach from the chidren |  |  |  |  |  |
| Resources for the children’s use are checked, suitable and undamaged |  |  |  |  |  |
| Activities take into consideration the individual children’s need (medical form, allergies, additional needs) |  |  |  |  |  |
| Pens and pencils are checked |  |  |  |  |  |
| Supplies of paper etc. are adequate for the day’s use |  |  |  |  |  |
| Activities are prepared accordingly to Health & Safety regulations |  |  |  |  |  |
| Harmful substances are stored securely out of children’s reach |  |  |  |  |  |
| Cover for absence staff is covered |  |  |  |  |  |
| Policies for lifting have been followed |  |  |  |  |  |
| There are no hot liquids / breakable cups or drinking glasses in the room |  |  |  |  |  |
| Adults personal possessions are securely stored in the designated area |  |  |  |  |  |
| Staff mobile phones are stored in the designated area |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Comments:** | **Action to be taken:** | **Completed on:** |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MON** | **TUE** | **WED** | **THU** | **FRI** |
| Doors and Windows open and close securely |  |  |  |  |  |
| Floor, surfaces and tables are clean and free of any hazards |  |  |  |  |  |
| Radiator temperature is not too hot |  |  |  |  |  |
| Sink areas are resourced and clean |  |  |  |  |  |
| There is hot and cold water |  |  |  |  |  |
| Chairs are not on table tops or stacked |  |  |  |  |  |
| Washing up bowls for cleaning resources / food are in place |  |  |  |  |  |
| Edges are smooth and protected |  |  |  |  |  |
| Room temperature is suitable |  |  |  |  |  |
| All plugs are either in use or suitably covered |  |  |  |  |  |
| Window openings and blind cords are out of reach from the chidren |  |  |  |  |  |
| Resources for the children’s use are checked, suitable and undamaged |  |  |  |  |  |
| Activities take into consideration the individual children’s need (medical form, allergies, additional needs) |  |  |  |  |  |
| Pens and pencils are checked |  |  |  |  |  |
| Supplies of paper etc. are adequate for the day’s use |  |  |  |  |  |
| Activities are prepared accordingly to Health & Safety regulations |  |  |  |  |  |
| Harmful substances are stored securely out of children’s reach |  |  |  |  |  |
| Cover for absence staff is covered |  |  |  |  |  |
| Policies for lifting have been followed |  |  |  |  |  |
| There are no hot liquids / breakable cups or drinking glasses in the room |  |  |  |  |  |
| Adults personal possessions are securely stored in the designated area |  |  |  |  |  |
| Staff mobile phones are stored in the designated area |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Comments:** | **Action to be taken:** | **Completed on:** |
|  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **MON** | **TUE** | **WED** | **THU** | **FRI** |
| Doors and Windows open and close securely |  |  |  |  |  |
| Floor, surfaces and tables are clean and free of any hazards |  |  |  |  |  |
| Radiator temperature is not too hot |  |  |  |  |  |
| Sink areas are resourced and clean |  |  |  |  |  |
| There is hot and cold water |  |  |  |  |  |
| Chairs are not on table tops or stacked |  |  |  |  |  |
| Washing up bowls for cleaning resources / food are in place |  |  |  |  |  |
| Edges are smooth and protected |  |  |  |  |  |
| Room temperature is suitable |  |  |  |  |  |
| All plugs are either in use or suitably covered |  |  |  |  |  |
| Window openings and blind cords are out of reach from the chidren |  |  |  |  |  |
| Resources for the children’s use are checked, suitable and undamaged |  |  |  |  |  |
| Activities take into consideration the individual children’s need (medical form, allergies, additional needs) |  |  |  |  |  |
| Pens and pencils are checked |  |  |  |  |  |
| Supplies of paper etc. are adequate for the day’s use |  |  |  |  |  |
| Activities are prepared accordingly to Health & Safety regulations |  |  |  |  |  |
| Harmful substances are stored securely out of children’s reach |  |  |  |  |  |
| Cover for absence staff is covered |  |  |  |  |  |
| Policies for lifting have been followed |  |  |  |  |  |
| There are no hot liquids / breakable cups or drinking glasses in the room |  |  |  |  |  |
| Adults personal possessions are securely stored in the designated area |  |  |  |  |  |
| Staff mobile phones are stored in the designated area |  |  |  |  |  |

|  |  |  |
| --- | --- | --- |
| **Comments:** | **Action to be taken:** | **Completed on:** |
|  |  |  |