



Health and safety checklist for risk assessment

To be done every term

Date carried out: ____/____/____

The hall:	Tick:	Comments:
General cleanliness		
Maintenance of the floor covering		
Check doors/windows open and close properly		
Check doorbell is working		
Check lights are working		
Fire exits is being kept clear		
Fire extinguiser is in working order		
Fire notice displayed		
Insurance certificate displayed		
Ofsted registration certificate displayed		
No trailing of electrical cables		
Sockets covered in place		
Corner protectors in place		
Check for any faulty toys or equipment		
Toys and equipment stored safely		
Bins have lids/liners		
Bins and empty when full		
Sun cream notice ready to display in the summer		
Check awareness of colour coded clothes		
Check procedures for handling sickness/blood etc.		
Check awareness of infection control policy		
Wash hand notice is displayed by sink		
Paper towels and tissues are available		
Supervision of children, correct staff ratio		
Admin store:	Tick:	Comments:
General cleanliness		
Maintenance of floor covering		
Check doors open and close properly		
Lights working		
No trailing electrical cables		
Emergency notice displayed		
Health and safety law poster displayed		
Fire drill held at least termly		
Fire exit route being kept clearly		
COSHH check of product, storage and data sheet		
Check storage route of Calpol		
Check medicine forms are completed properly		
First aid box stocked as per manual		
Up to date list of staff with first aid qualifications		

Check details of last 12 months accidents		
Check accidents analysis being completed		
Check dietary and other activities form		
Check key holders		
Corner protectors in place		
Refreshments:		
Fresh fruit and bread is brought in several times a week		
Biscuits are stored away in a cupboard		
Staff wash their hands and wear clean aprons		
Check fresh fruit is checked, if any fruit is bad, it should be disgarded.		
All fruit should be washed		
Used by dates on packets should be checked frequently		
Make sure staff preparing food hold a food hygiene certificate		
Tables are cleaned with anti-bacterial spray		
Used cups, chopping boards etc are all in good conditions		
Wash hands notice is displayed by sink		
Toilets:		
All children have access to a clean toilet		
Toilets are cleaned daily		
Ensure there is paper towels and tissue paper avialble		
Ensure there is anti-bacterial handwash		
Ensure there is no water on the floor to prevent slips		
Ensure the toilet doors lock		
Ensure staff members accompany children to the toilets and are aware of when they are back in the club premises		
Ensure there is a wash hands notice displayed next to the sink		
Ensure there is a bin to dispose of paper towels after hand washing		
All lights are working		
General:		
Manual handling information is available		
Check date on PATT test labels on electrical appliances		
Sharp objects kept out of children's reach		
All paper work is up to date for each child		
Outside:		
General walkways are cleared from obstruction		

Faulty play equipment to be thrown away		
Any obvious tripping/slipping hazards		
Outside lights are working		
Supervision of children, correct staff ratios		
Store room:		
Lights are working		
Items stored tidily and safely		
Steps are available to reach shelves		
Disposable gloves and aprons are available		