

Seriously Kids™

Supporting, educating, empowering.... Seriously useful

Please Note: The information provided does not guarantee that the service will be completely free of all hazards. Health and Safety within a service is the responsibility of all. The information provided is not to be used as a substitute for an ongoing safety program.

DAILY SAFETY CHECKLIST FOR EDUCATORS

Safety checks are to be completed daily. There are many procedures and processes in place within a service to prevent illness and accidents. The commitment to the prevention of incidents and accidents occurring within the service is paramount and entails ensuring staff and management take all precautions and measures to create a safety conscious culture. One contributing step is to complete a safety check every day. Providing a safe environment, and protecting children in your care facilitates a child to explore their world and develop trust.



Good practice is to store the completed documents within a Health and Safety folder, using separate tabs folder marked for each individual category. Categories such as safety check, risk assessments, first aid records, maintenance, emergency drills, etc should all be located in this folder.

These safety checks can provide documentary evidence as additional verification for the completion of a service safety audit.



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OUTDOOR DAILY CHECKLIST

Week beginning: <u> </u> / <u> </u> / <u> </u>	MON	TUE	WED	THU	FRI	COMMENTS/MAINTENANCE	SIGNATURE & TIME OF STAFF
DOORS/GATES							
Working order							
Secure							
FENCES							
Working order							
No items near to climb							
GARBAGE							
Bins secure and lids							
Inaccessible							
GARDEN							
Snake check							
No animal droppings							
Debris removed							
No outside items							
No hanging branches							
SHEDS							
Doors closed and locked							
PAVING AND PATHS							
Swept daily							
OUTDOOR AREA							
Clean and tidy							
Swept and/or hosed daily							
Chemicals out of reach and secure							
Equipment in good repair							
SANDPITS							
Raked and covered daily							
Checked for items							
EMERGENCY EVACUATION							
Signs displayed							
First aid kits up to date							
Emergency bag accessible							

INDOOR DAILY CHECKLIST

Week beginning: / /

MON

TUE

WED

THU

FRI

COMMENTS/MAINTENANCE

SIGNATURE & TIME OF STAFF

LAUNDRY

Hazard sign in place

Chemical stored appropriately

Door kept closed

FURNITURE & EQUIPMENT

Plugs in all power points

Cords out of reach or secured for safety

Heaters/fans inaccessible to children

Machinery, tools, etc out of reach

Medicines stored securely and correctly

Furniture in good repair

Non-slip and trip- rugs, floors, stairs

CABINETS LOCKED

Chemical cabinet

Medicine cabinet

Knives

ROOM LAYOUT

Clear exit paths

Toys set up safely

No small parts in 0-2 yrs rooms

Children's artwork displayed safely