



Shanklea Primary School

Out of School Club

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Risk Assessment: Daily Environment Checks

All areas to be checked before each session

Date:

Time:

Checked by:

	Area assessed	Yes	No	Comments/actions
1	Main Office Entrance 1. Free of trip hazards 2. Entrance/Exit routes unobstructed 3. Hand sanitiser available 4. Internal door locked 5. Contact details/open sign on foyer door 6. OOSC Mobile switched on 7. Bell is in working order 8. Lights switched on			
2	Main hall 1. First Aid Kit accessible 2. Free of trip hazards 3. Exit routes unobstructed 4. Clean and tidy 5. Lights switched on 6. Slip and trip hazard (spillage/wet feet) 7. Room temperature suitable 8. Base tables set up/social distance is observed 9. Age appropriate activities/toys organised and in good order			
3	Library (When in use) 1. Clean and tidy 2. Toys and equipment in good order 3. First Aid kit accessible 4. Free of trip hazards 5. Room temperature suitable 6. Free movement? 7. EYFS activities set up on tables			
4	School Kitchen 1. Clean and tidy 2. Inaccessible to children 3. Appliances all switched off 4. Cleaning products/materials stored securely 5. Food stored appropriately 6. Fridge temperature within safe range 7. Hand soap available			* Temperature recorded on fridge in kitchen
5	Disabled Toilet 1. Clean and tidy 2. Accessible to all 3. Sufficient toilet roll 4. Sufficient soap 5. Sufficient paper towels 6. Washing posters in place			
7	Outside area 1. Entrance clear of obstruction (eg snow, ice) 2. Play area litter-free 3. Outdoor equipment safe to use and in good working order (eg water in tyres) 4. Any workmen/strangers in the play area? 5. Gates closed / locked 6. Slip and trip hazard			

Signed: