

Early Foundations – Safe Environments Checklist

The steps outlined below shall be taken every morning and evening by the opening and closing staff to ensure a safe and suitable environment. It must be signed, timed and dated by these staffs. It also has to be filled in the Health and Safety Folder.

Week Starting: _____

INDOORS

Items to be checked off	Monday A.m PM Sign/Time	Tuesday A.m PM Sign/Time	Wednesday A.m PM Sign/Time	Thursday A.m PM Sign/Time	Friday A.m PM Sign/Time	
Windows/Doors/Shutters Are in place and working						
All gates are in place and working						
Cupboards are secured with safety Latches						
Toys/ Equipment's/furniture are all in good repair, anything broken is removed.						
Cleaning supplies/bleach are stored away properly						
Dangling Cords are Secured						

OUTDOORS

Items to be checked off	Monday A.m PM Sign/Time	Tuesday A.m PM Sign/Time	Wednesday A.m PM Sign/Time	Thursday A.m PM Sign/Time	Friday A.m PM Sign/Time
Gates are in place and no debris in the entrance or at the back					
Playground Surface is clear of Debris					
Sand area is clear					
Fences are in good repair					
Toys/equipment and furniture are all in good repair. Anything broken is taken away					
there are no foreign objects in the Yard (Fallen Branches)					

Please Take Note of the Items that require attention and inform the Executive Director

Comments: