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| **Potential Hazards** | **People at risk.** | **Control Measures.** | **Is remaining risk High, medium or low.** | **Date & Time** | **Date & Time** | **Date & Time** | **Date & Time** | **Date & Time** | **Date & Time** | **Date & Time** | **Date & Time** | **Date & Time** | **Date & Time** |
| * **Kitchen** * Floors clean & safe * Hazardous materials stored appropriately * Fridge temp checked * Food stored appropriately | **Children & Adults.** | **Assessed & signed daily.** | **Medium.** |  |  |  |  |  |  |  |  |  |  |
| * **Entrance/quiet room** * Floor clean & uncluttered * Electrical sockets covered Entrance door locked * No trailing wires. | **Children & Adults.** | **Assessed & signed daily.** | **Low.** |  |  |  |  |  |  |  |  |  |  |
| * **Playroom** * Floor safe & clean * No trailing wires * Waste bins emptied * No hazardous materials * Smoke alarm working * Fire exit clear   **Areas to be assessed** | **Children & Adults.** | **Assessed & signed daily** | **Low.** |  |  |  |  |  |  |  |  |  |  |
| * **Outside areas** * **Gate and fences secure** * **No rubbish or animal faeces** * **No poisonous plants or hazardous materials.** * **All resources checked for safety as put out.** | **Children & Adults.** | **Assessed & signed** | **Low.** |  |  |  |  |  |  |  |  |  |  |
| **Toilets adults & children’s**   * **Floors clean & safe.** * **No hazardous materials.** * **Waste bins emptied.** * **Toilets, basins clean.** * **Paper towels , toilet paper & hand towels , hand soap replenished** | **Children.** | **Assessed & signed daily** | **Low.** |  |  |  |  |  |  |  |  |  |  |
| **Hallway**   * Floor clean & safe * Fire exit clear * Smoke alarms working * Kitchen door locked * Fire extinguishers safety tags checked. | **Adults.** | **Assessed & signed daily** | **Low.** |  |  |  |  |  |  |  |  |  |  |