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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.** |  |  |  |  |  |  |  |  |  |  |