

DAILY TODDLER/CRECHE PREMISES CHECKLIST



Please complete on a weekly basis – note any actions necessary in the relevant column.

| Area to be checked | Safe | Unsafe | Any Actions |
|---|------|--------|-------------|
| Doors - is door able to be shut to keep children in? | | | |
| Are the fire exits clear? | | | |
| Are key people aware of what to do to support people out of the building in the event of a fire? | | | |
| Building and fittings – is the area safe for children to walk and crawl around? | | | |
| Electricity - check there are no cables that can be pulled, electric that children can touch? | | | |
| Heating – is heating at a suitable temperature and all heaters are guarded or action taken to stop children touching hot heaters? | | | |
| Is the area that children will be playing in clean and hygienic? | | | |
| Are all free-standing objects secure and or stable? | | | |
| Are windows in a safe condition and operating appropriately? Are open windows unreachable by children? | | | |

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|--|--|--|--|
| Are items for snacks stored in an appropriate way in accordance with the Food Standards? | | | |
| Do you have the relevant information about the children who are attending and is this shared with all relevant people – register, enrolment and about me information, parent contacts and Risk Assessment for the session? | | | |
| Is there a First Aid Box – do key people within the group know where it is stored and able to get to it quickly in an emergency? | | | |
| Is the Toilets and Nappy Changing area safe, clean and ready to be used? | | | |
| If accessing an outside area – is it free from sharp objects, animal excrement? | | | |
| Are the resources being offered safe, clean and appropriate for the age and stage of the children? | | | |

Notes: