

# 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?			

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: