



Shanklea Primary School

Out of School Club

Risk Assessment: Daily Environment Checks

All areas to be checked before each session

Date:

Time:

Checked by:

	Area assessed	Yes	No	Comments/actions
1	Main hall 1. Free of trip hazards 2. Exit routes unobstructed 3. Clean and tidy 4. External doors locked (main entrance) 5. Lights switched on 6. Slip and trip hazard (spillage/wet feet)			
2	Library 1. Clean and tidy 2. Toys and equipment in good order 3. Phone switched on 4. First Aid kit accessible 5. Free of trip hazards 6. Room temperature suitable 7. Free movement?			
3	ICT Room 1. Free movement? 2. Electrical wires positioned safely 3. Clean and tidy 4. Toys and equipment in good order 5. Room temperature suitable			
4	School Kitchen 1. Clean and tidy 2. Inaccessible to children 3. Appliances all switched off 4. Cleaning products/materials stored securely 5. Food stored appropriately 6. Fridge temperature within safe range 7. Hand soap available			* Temperature recorded on fridge in kitchen
5	Disabled Toilet 1. Clean and tidy 2. Accessible to all 3. Sufficient toilet roll 4. Sufficient soap 5. Sufficient paper towels 6. Washing posters in place			
6	All exits (DAC1/SH1 and Main Entrance) 1. Cleared of obstructions 2. Bell is in working order 3. Clearly signed 4. Slip and trip hazard			
7	Outside area 1. Entrance clear of obstruction (eg snow, ice) 2. Play area litter-free 3. Outdoor equipment safe to use and in good working order (eg water in tyres) 4. Any workmen/strangers in the play area? 5. Gates closed / locked 6. Slip and trip hazard			

Signed: