

Risk Assessment Half Termly Checklist

Half -Term Commencing ...

Risk Assessment (sign after inspection has taken place)

Area to be inspected	Date of Inspection
Check premises all around as they are used by others when Nursery is closed	
Check all paperwork is completed for new starters, emergency contact details etc	
Check all paperwork is updated with any changes i.e. mobile phone no.s/addresses for existing children	
Check registers/signing in & out sheets are available for individual rooms	
Check allergy lists are up to date and in the individual rooms (staff to be made aware of any problems)	
Toy cleaning rota has been actioned	
Staff/Visitor signing in/out sheets available	
Assessors Initials	
Comments/Actions Taken.....	

For information purposes only

