Beetley and District Preschool

Registered Charity: 1181636

Part 2 – Risk Management

Policy 2.2 – Safety Checklist

Purpose of this Policy

Beetley & District Preschool uses a Safety Checklist system to support the ongoing monitoring of the environment and to ensure that hazards are identified and addressed promptly.

The Safety Checklist forms part of the setting's wider risk management arrangements and should be read alongside Policy 2.1 – Risk Assessment Summary.

Safety Checks

Daily checks are completed before children arrive and continue throughout each session as part of routine supervision.

These checks include:

- Indoor learning areas
- Outdoor play spaces
- Toilets and nappy changing areas
- Kitchen areas prior to food preparation
- Access points and security of the premises

Staff remain vigilant to changes in the environment and respond immediately to any hazards identified.

An additional structured safety checklist is completed termly to monitor the condition of the premises, equipment and procedures.
This includes review of relevant risk assessments to ensure they remain current and reflect practice, and to confirm that any actions identified have been completed or are in progress.

Any issues identified are recorded, actioned and monitored through to completion.

Recording and Action

Where issues are identified through daily checks:

- Immediate action is taken where possible
- Hazards are removed or made safe
- Concerns are reported to the Manager or Health & Safety Lead
- Actions taken are recorded where appropriate

If a matter cannot be resolved immediately, it is escalated and monitored until completed.

Roles and Responsibilities

All staff share responsibility for contributing to the Safety Checklist process through active supervision and dynamic risk assessment.

The Manager and Health & Safety Lead oversee the completion of the safety checklist, ensure that actions are followed up, and monitor any recurring issues through review of risk assessments where necessary.

The Committee maintains oversight of health and safety arrangements through regular review of policy implementation and identified actions.

Monitoring and Review

The Safety Checklist system is reviewed regularly to ensure it remains effective and proportionate.

This policy will be reviewed annually or sooner if changes to the premises, procedures or legislation occur.

Related Policies and Documents

This policy should be read in conjunction with:

- Policy 2.1 – Risk Assessment Summary
- Health & Safety Policy Statement
- Duties and Responsibilities of the Committee and Health & Safety Lead
- Responsibilities of Staff, Visitors and Contractors
- Accident, Incident and RIDDOR Policy
- Fire Safety & Emergency Evacuation

Policy reviewed on: 1st March 2026
Next review due: *1st March 2027*
Reviewed by: *Hollie Durrant and Julie East*

Date:	*Review Date:*
Signed: *Print Name:* *(Chairperson)*	*Signed:* *Print Name:* *(Manager)*

Appendix 1 – Health and Safety Checklist

Beetley and District Preschool

Registered Charity: 1181636

Health and Safety Checklist

This checklist is completed termly to ensure the environment, equipment and procedures remain safe, appropriate and up to date.

Premises

Check	Yes/No ✓/✗	Comment/Actions required
Floors are in good condition and free from trip hazards		
Steps or changes in level are clearly visible		
Windows and glazing are safe and secure		
Doors have appropriate finger protection		
Electrical systems and equipment are safe		
Sockets and cables are not accessible to children		
Layout allows full supervision of children		
Storage is safe and prevents hazards		
Heaters and hot surfaces are protected		
Hot water temperature is regulated		
Staff have a secure area for personal belongings		
Cleaning routines are in place and followed		
Toilets and handwashing areas are clean and well stocked		
Handwashing facilities are accessible and used appropriately		
Cleaning materials and hazardous substances are stored safely and out of reach		

Outdoor Area

Check	Yes/No ✓/✗	Comment/Actions required
Outdoor area is free from hazards (glass, sharps, waste)		
Boundaries are secure		
No hazardous plants or materials accessible		
Surfaces are safe and suitable for play		

Fire Safety

Check	Yes/No ✓/✗	Comment/Actions required
Fire exits are clear, accessible and easy to open		
Fire alarms/detection systems are in place and tested		
Fire extinguishers/blankets are available and maintained		
Staff are aware of fire evacuation procedures		
Fire drills are carried out and recorded		

Equipment

Check	Yes/No ✓/✗	Comment/Actions required
Equipment is suitable for children's age/stage		
Equipment is regularly checked and maintained		
Furniture is stable and in good condition		
Materials are non-toxic and appropriate		
No choking hazards present		
Scissors/tools are age appropriate and supervised		

No suffocation risks (e.g. plastic bags) accessible		
Dressing-up clothes meet fire safety standards		
First aid kits are available, accessible and regularly checked		

Security

Check	Yes/No ✓/✗	Comment/Actions required
Premise entry/exit points are secure		
Signing-in system (visitors book) is in use		
Unauthorised access is prevented		
Children are released to authorised adults only		

People and Supervision

Check	Yes/No ✓/✗	Comment/Actions required
Staff are appropriately trained – what training is outstanding/due?		
Adequate supervision is maintained		
Staff are aware of children's medical needs/allergies		
Appropriate first aid provision in in place		
Staff are trained to carry out tasks safely		
New staff/volunteers receive an induction		
Staff are aware of their responsibilities and reporting procedures		
Medication is stored safely and accessible only to authorised staff		

Procedures and Risk Management

Check	Yes/No ✓/✗	Comment/Actions required
Risk assessments are in place and up to date		
Staff are aware of relevant risk assessments		
Emergency procedures are in place and understood		
Staff know how to summon help if needed		
Procedures are practised and reviewed		

Risk Assessment Review

Check	Yes/No ✓/✗	Comment/Actions required
All risk assessments have been reviewed within the required timeframe		
Risk assessments reflect current practice, environment and children's needs		
Changes to layout, equipment or routines are reflected in risk assessments		
Staff are aware of updates or changes to risk assessments		
Actions identified from risk assessments have been completed or are in progress		
Where requires, risk assessments are updated following review and shared with staff		

Monitoring and Maintenance

Check	Yes/No ✓/✗	Comment/Actions required
Regular inspections are carried out		
Issues are recorded and addressed		
Maintenance concerns are identified and followed up by Committee and Manager		
Actions identified through this checklist are monitored to completion by the Manager and/or Health & Safety Lead.		

Information and Records

Check	Yes/No ✓/✗	Comment/Actions required
Health & Safety information is displayed		
Insurance documentation is current and displayed		
Children's records are up to date		

Additional Comments

Actions Required

Issue identified	Action required	Who is responsible?	Date completed

Completed by: _____

Date: _____

Reviewed by: _____
(Manager / H&S Lead)