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| --- | --- | --- | --- | --- | --- |
| **OUTSIDE AREA** | **MON** | **TUE** | **WED** | **THU** | **FRI** |
| 1) Check door between garden and corridor is shut and locked |  |  |  |  |  |
| 2) Check for animal droppings, remove and dispose if necessary using litters picker or latex gloves |  |  |  |  |  |
| 3) Check equipment for damage / defects; wipe if wet |  |  |  |  |  |
| 4) On setting up outside equipment, check for any damage / defect |  |  |  |  |  |
| 5) Check ground for anything slippery or dirty |  |  |  |  |  |
| 6) Check plants, hedges; make sure there are no stinging nettles growing. If so, remove immediately |  |  |  |  |  |
| **INSIDE AREA** |  |  |  |  |  |
| 1) Check fire equipment is functioning; corridor is free of obstruction |  |  |  |  |  |
| 2) Check fire book / Visitor book / Register and Daily Risk Assessment in position |  |  |  |  |  |
| 3) Check all internal doors are closed |  |  |  |  |  |
| 4) Check all electricity plugs and sockets are covered |  |  |  |  |  |
| 5) Check all cleaning has been done prior to the arrival of children and that no hazardous substances have been left by cleaner |  |  |  |  |  |
| 6) Check front door is locked and that all parents have left, unless they’re invited to stay |  |  |  |  |  |
| 7) Check tables, chairs and other equipment for damage and defects |  |  |  |  |  |
|  | | | | | |
| Name of person carrying out the risk assessment  # Initial each box |  |  |  |  |  |

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| **Comments:** | **Action to be taken:** | **Completed on:** |
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