

LITTLE ACORNS

KINNERTON

Premises and Equipment, Health and Safety Checklist

Checklist completed by:	Date:
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= yes, X = no, n/a = not applicable

Premises and equipment checklist	Daily	Weekly	Monthly	Annually	Type of check	Initials	Comments – note any action to take with timescale
Is there current and adequate public insurance in place and the certificate displayed?					Visual		
Is there current employer's liability insurance in place?					Visual		
Is the health and safety poster displayed in a prominent position?					Visual		
Have all staff been trained to understand the health and safety requirements for their working environment?					Staff induction records		
Are the premises secure from unauthorised access?					Test by use and visual		
Is there a signal for the mobile phone?					Test by use		
Is a visitors log book in use?					Visual		
Are children's records detailing emergency contacts and specific requirements/parent					Check files		

contracts in place for all children?							
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Fire precautions and emergency evacuation:

Premises and equipment checklist	D	W	M	A	Type of check	Initials	Comments – note any action to take with timescale
Are the extinguishers suitable for the hazards identified and positioned by the fire hazards?					Visual		
Are all extinguishers in place, fully charged and with seals intact?					Visual		
Are all extinguishers in date?					Visual		
Are all doors and exits unobstructed and vision panels clear?					Visual		
Are all fire action notices in place and readable?					Visual		
Are all exit signs in place and visible?					Visual		
Are all heat/smoke detectors unobstructed?					Visual		
Are all emergency light fittings unobstructed?					Visual		
Have all new staff been instructed in the emergency evacuation procedures?					Staff induction records		
Are self-closing fire doors operating correctly?					Test by use		
Are emergency evacuation procedures carried out on induction of new children and staff and at least half termly?					Fire log book		
Are 'reverse escape drills' carried out on induction of new children and staff and at least half termly?					Log book		

What was the date of the last fire equipment test?					Records		
What was the date of the last fire alarm test?					Records		
Is all portable electrical equipment in use in current PAT?					Log and visual		
Have 12 monthly appropriate safety checks been carried out on gas, electrical and oil burning appliances and fittings?					Certificates		

First aid:

Premises and equipment checklist	D	W	M	A	Type of check	Initials	Comments – note any action to take with timescale
Is the area set aside for treatment clean?					Visual		
Are stocks of first aid equipment adequate?					Check stock and list		
Is there an adequate number of staff holding current and appropriate first aid qualifications at the provision for each session?					Staff records		

Furnishings and equipment:

Premises and equipment checklist	D	W	M	A	Type of check	Initials	Comments – note any action to take with timescale
Does the area contain ONLY the equipment that belongs there?					Visual		
Is all furniture in a good state of repair? Do soft furnishing, have appropriate fire labels?					Visual		

Are all chairs/tables clean and in a good state of repair?					Visual		
Are all bookshelves and display stands, etc., in good condition and appropriately secured?					Visual		
Is all low-level glass of safety standard and where appropriate clearly marked (e.g. glazed sliding doors)					Visual		
Does all the equipment (indoor and outdoor) - including toys - conform to BS EN safety standards or relevant Toys (Safety) Regulations where applicable?					By designated member of staff		
Are sandpits protected from contamination and is the sand clean?					Visual		
Are plants and shrubs checked for potential poison/sensitivity risk to children?					Purchase records, visual		
Are outside areas in a safe condition?					Visual		

General 'housekeeping' checks:

Premises and equipment checklist	D	W	M	A	Type of check	Initials	Comments – note any action to take with timescale
Are all waste bins (indoors and outside) emptied regularly?					Visual		
Do door/window/cupboard locks/catches work?					Test by use		
Is the area used by the children and staff tidy?					Visual		
Are walls, windows, floor surfaces free from damage?					Visual		

Are hazardous substances in a locked cupboard?					Visual and test by use		
Are toilet facilities/nappy change area clean and in good working order?					Visual and test by use		
Are there adequate supplies for nappy changing/toilet paper, soap and hand towels?					Visual		
Are floors clean and dry?					Visual		
Are kitchen worktops, utensils and equipment clean?					Visual		
Are cloths clean?					Visual		
Are cooking facilities clean and in good working order?					Visual		
Are fridge and freezers at the appropriate temperature?					Thermometer and temp logs		
Are storage facilities clean and free of spillage and vermin?					Visual		
Are basins and/or sinks clean?					Visual		
Are taps in good working order?					Test by use		
Are waste outlets clear?					Visual		
Are all wall socket outlets undamaged and socket covers in place?					Visual		
Are all light switches and bulbs working?					Test by use		
Is all conduit / trunking intact – free of damage?					Visual		
Are all plugs and electrical cables in good condition with no inner wires showing?					Visual		

Are all light diffusers in place?					Visual		
Are all lights etc clean and free of staining?					Visual		
Are all safety rails stable and secure?					Visual and test by use		
Are all radiators and other heating systems/appliances free of damage and functioning?					Visual and test by use		
Is the room temperature comfortable for use? (min. 18°C)					Check room thermometer		
Is all shelving and fixed furnishing in a good state of repair?					Visual		
Is there an adequate number of staff holding appropriate health and hygiene qualifications for food preparation and service?					Staff records		

This premises and equipment health and safety checklist was passed for use in Kinnerton Little Acorns on:

On: 17th July 2024

By: Kayleigh Ho

Position: Administrative Manager

Date of planned review: 1st July 2025



RISK ASSESSMENT – DAILY CHECKS

Please tick boxes when completing checks

DATE _____

Are all sockets turned off? (Sockets do not require covers)	
Is access restricted to the kitchen and hallway?	
Is all kitchen equipment out of the reach of the children?	
Have all cupboard doors been closed?	
Are all windows closed/open to provide a comfortable temperature in the room and safely for users?	
Has the room temperature been noted?	
Are safety door locks in place to prevent children escaping from the room and stranger to enter the room without relevant permission?	
Are toilets clean and ready for use?	
Are floors clean and ready for use?	
Are radiators/heaters covered or measures taken to prevent accident/injury? (Ensure the radiators are turned off at the wall)	
Is the First Aid Box available and intact?	
Is the Accident Book available?	
Is the emergency phone in working order?	
Are fire extinguishers secure?	
Are fire exits open and clear from obstructions?	
Is play equipment clean and undamaged?	
For outside areas only – has the area been checked for litter/animal faeces and made secure for play?	
Are all ACO drains at front and back door intact and secured down?	

Checker's Name	
Comments	

