

WEEKLY HEALTH AND SAFETY AUDIT

A safe environment helps children learn, play and grow. ♥



SETTING NAME: _____

WEEK COMMENCING: _____

AUDIT COMPLETED BY: _____

DATE COMPLETED: _____

INSTRUCTIONS:

Review all areas of the setting weekly. Tick the appropriate box for each item. If an item is not satisfactory, record the action required in the 'Actions Required' column, including by whom and the date it will be completed.

KEY:



SATISFACTORY



IMPROVEMENT
NEEDED



NOT
SATISFACTORY



N/A
NOT APPLICABLE

AREA	WHAT TO CHECK	SATISFACTORY ✓	IMPROVEMENT NEEDED !	NOT SATISFACTORY ✗	N/A -	ACTIONS REQUIRED (What needs to be done?)	BY WHOM?	DATE DUE	DATE COMPLETED
 1. BUILDING & ENVIRONMENT	- Floors, walls, ceilings and windows are clean and in good repair - Doors, locks and hinges are safe and secure - Lighting is adequate throughout the setting - Heating and ventilation are effective - Safety signage is visible and in place - Outdoor play areas are safe and free from hazards - Drainage is clear and effective - Pest control – no signs of pests or infestation - Regular deep cleaning schedule is up to date	☐	☐	☐	☐				
 2. FURNITURE, EQUIPMENT & RESOURCES	- Furniture is safe, stable and age appropriate - Toys, equipment and resources are clean and in good condition - Cots / sleep mats / bedding are clean and safe - Resources are stored safely and labelled - Outdoor equipment is safe and well maintained - Equipment is checked and serviced where required - Broken or damaged items are removed from use	☐	☐	☐	☐				
 3. FIRE SAFETY	- Fire risk assessment is up to date and reviewed - Fire exits are clear and unobstructed - Fire doors close properly and are not wedged open - Fire extinguishers are in place and in date - Fire alarms are tested (weekly) and working - Emergency lighting is working and in date - Evacuation plan is displayed and understood - Fire blankets are in place and in date	☐	☐	☐	☐				
 4. HEALTH & HYGIENE	- Handwashing stations are clean, stocked and accessible - Toilets and nappy change areas are clean and hygienic - Cleaning materials are stored safely - COSHH – control of substances is up to date - Waste bins are clean, covered and emptied regularly - Infection control procedures are up to date - Illness exclusion policies are followed	☐	☐	☐	☐				
 5. FOOD SAFETY	- Kitchen and food prep areas are clean - Fridge and freezer temperatures are correct (0-5°C fridge / -18°C freezer) - All food is in date and stored correctly - Allergens are known, labelled and managed - Staff follow hygiene and food handling procedures - Drinking water is available and accessible	☐	☐	☐	☐				
 6. HEALTH & SAFETY MANAGEMENT	- Health and safety policy is up to date and reviewed - All risk assessments are up to date - Accident / incident records are maintained - Medication records are up to date - Staff training (H&S, Paediatric First Aid, Fire, Safeguarding) is up to date - First aid kits are complete and in date - Insurance is valid and up to date	☐	☐	☐	☐				
 7. STAFF, CHILDREN & SAFEGUARDING	- Staff are deployed appropriately and ratios met - Children are supervised at all times - Safeguarding policy is up to date - Safeguarding training is up to date - Behaviour policy is up to date and implemented - Complaints procedure is up to date - Children's information is kept securely	☐	☐	☐	☐				



A safe setting
supports every child
to learn, play and grow.
♥

OVERALL COMMENTS / ACTION PLAN

REVIEWED BY: _____

POSITION: _____

SIGNATURE: _____

DATE: _____



Thank you for helping to create a safe, healthy and happy environment for all children.

