

MONTHLY HEALTH AND SAFETY AUDIT



A SAFE ENVIRONMENT SUPPORTS HAPPY LEARNERS

SETTING NAME: _____

MONTH: _____

AUDIT COMPLETED BY: _____

DATE COMPLETED: _____

INSTRUCTIONS:

Review all areas of the setting. Tick the appropriate box for each item.
If any item is not satisfactory, record the action required and by when.

KEY:

☒ SATISFACTORY
 ☐ IMPROVEMENT NEEDED
 ☒ NOT SATISFACTORY
 ☐ N/A
 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	• Building structure is in good condition (walls, ceilings, floors)	☐	☐	☐	☐				
	• Windows, doors and locks are safe and secure	☐	☐	☐	☐				
	• Flooring is safe, clean and well maintained	☐	☐	☐	☐				
	• Lighting is adequate throughout the setting	☐	☐	☐	☐				
	• Heating and ventilation are effective	☐	☐	☐	☐				
	• Signs and safety notices are displayed clearly	☐	☐	☐	☐				
	• Outdoor play areas and surfaces are safe	☐	☐	☐	☐				
	• 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	☐	☐	☐	☐				
	• Chairs, tables and storage are in good condition	☐	☐	☐	☐				
	• Cots / sleep mats / bedding are clean and safe	☐	☐	☐	☐				
	• Toys and resources are safe, clean and well maintained	☐	☐	☐	☐				
	• Resources are age appropriate and in good repair	☐	☐	☐	☐				
	• Soft furnishings are clean and fire retardant	☐	☐	☐	☐				
	• Outdoor equipment is safe and well maintained	☐	☐	☐	☐				
	• Equipment is checked and serviced where required	☐	☐	☐	☐				
 3. FIRE SAFETY	• Fire risk assessment is up to date	☐	☐	☐	☐				
	• Fire exits are clearly signed and unobstructed	☐	☐	☐	☐				
	• Fire doors close properly and are not wedged open	☐	☐	☐	☐				
	• Fire extinguishers are in place and within date	☐	☐	☐	☐				
	• Fire blankets are in place and unobstructed	☐	☐	☐	☐				
	• Fire alarm is tested (weekly) and working	☐	☐	☐	☐				
	• Emergency lighting is working and in date	☐	☐	☐	☐				
	• Staff know evacuation procedure and assembly point	☐	☐	☐	☐				
 4. HEALTH & HYGIENE	• Handwashing stations are clean and well stocked	☐	☐	☐	☐				
	• Toilets and sinks are clean and in good condition	☐	☐	☐	☐				
	• Nappy changing area is clean and hygienic	☐	☐	☐	☐				
	• Cleaning products are stored safely and labelled	☐	☐	☐	☐				
	• COSHH – control of substances is up to date	☐	☐	☐	☐				
	• Linen is clean and stored appropriately	☐	☐	☐	☐				
	• Waste bins are clean, covered and emptied regularly	☐	☐	☐	☐				
	• Infection control procedures are up to date	☐	☐	☐	☐				
 5. FOOD SAFETY	• Food fridge temperature between 0-5°C	☐	☐	☐	☐				
	• Freezer temperature below -18°C	☐	☐	☐	☐				
	• Hot food is held above 63°C	☐	☐	☐	☐				
	• Cold food is held below 8°C	☐	☐	☐	☐				
	• All food in date and stored correctly	☐	☐	☐	☐				
	• Kitchen and food prep areas are clean	☐	☐	☐	☐				
	• Allergens are managed and documented	☐	☐	☐	☐				
	• Staff food hygiene training is up to date	☐	☐	☐	☐				
 6. HEALTH & SAFETY MANAGEMENT	• Health & Safety policy is up to date and reviewed	☐	☐	☐	☐				
	• All risk assessments are up to date	☐	☐	☐	☐				
	• Accident and incident records are maintained	☐	☐	☐	☐				
	• Medication records are up to date	☐	☐	☐	☐				
	• Staff training (H&S) is up to date	☐	☐	☐	☐				
	• Policies and procedures are reviewed regularly	☐	☐	☐	☐				
	• First aid boxes are complete and in date	☐	☐	☐	☐				
	• Staff are aware of their health & safety duties	☐	☐	☐	☐				
 7. STAFF, CHILDREN & SAFEGUARDING	• Insurance is valid and up to date	☐	☐	☐	☐				
	• Staff ratios are maintained at all times	☐	☐	☐	☐				
	• Staff are suitable, DBS checked and records up to date	☐	☐	☐	☐				
	• Safeguarding policy is up to date	☐	☐	☐	☐				
	• Safeguarding training is up to date	☐	☐	☐	☐				
	• Children are supervised appropriately	☐	☐	☐	☐				
	• Behaviour policy is up to date and followed	☐	☐	☐	☐				
	• Complaints procedure is up to date	☐	☐	☐	☐				



A safe setting
helps every child
learn, play and grow.



OVERALL FINDINGS

Please summarise any key findings from this audit:

REVIEWED BY: _____

POSITION: _____

SIGNATURE: _____

DATE: _____



Thank you for your commitment to creating a safe, healthy and happy environment for all children.

