

6.7 System of Daily Checks

Policy statement

At Filton Park Pre-School Playgroup we complete a daily check to ensure the safety of the working and food preparation environment.

Procedures

The following are checked on at least a daily basis:

Indoors

- fire extinguishers secure on fittings
- fire exits clear, door chain on rear exit door from hall and main door securely shut
- unused chairs stacked up to 6 high facing the wall
- fridge temperature below 8°C and signed off (on calendar on front of fridge or in diary)
- stair gates to office, kitchen and main hall working correctly. Office and kitchen gates to be kept shut to prevent unsupervised access by children
- hinge guards undamaged
- door guards in place on toilet doors and girls cloakroom. Boy's cloakroom fixed wedge in place
- all cleaning/chemical products put away in locked grey cupboards in cloakrooms
- electric socket covers in place
- first aid box, 5 minute timer and fire rope out ready for use. Whistle attached to fire rope container
- toilets and sinks clean
- toilet paper and paper hand towels checked and holders refilled if necessary
- answer phone checked
- room temperature checked and any necessary action taken
- main exit door bolted during indoor play
- check rear shed secure
- post-box emptied.

Outside checked for;

- animal contamination and cleared as necessary
- padlock on gate during outdoor play

- mudpit and sandpit covered when not in use
- nettles, brambles, fungi cleared if necessary. Particularly check behind sheds and in meadow area.

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| This policy was adopted at a meeting of | <u>Filton Park Preschool Playgroup</u> | name of setting |
| Held on | <u></u> | (date) |
| Date to be reviewed | <u>Nov/Dec 2020</u> | (date) |
| Signed on behalf of the management committee | <u></u> | |
| Name of signatory | <u>Adrian Reed</u> | |
| Role of signatory (e.g. chair/owner) | <u>Chair</u> | |