



Daily Safety Checklist- Reception

Outside

	Details	Complete
1	Ensure the shutters are open (two end shutters can remain closed weather permitting)	
2	Ensure the outer fence and gates are secure	
3	Ensure the storage container is locked	
4	Ensure the gate out of the Reception outdoor area and into the trim trail is locked	
5	Sweep and remove any rubbish/debris as necessary	
6	Check the outdoor furniture is safe and secure	
7	Remove any broken or unsafe equipment or toys	

Inside

	Details	Complete
1	Check the toilet, sink and toilet floor area are clean	
2	Check there is sufficient toilet roll, paper towels and soap	
3	Check indoor furniture and equipment is safe	
4	Remove any broken or unsafe equipment or toys	
5	Ensure the fire exit door clear either side	
6	Ensure that snack preparation station is clear and tidy and tools/equipment are stored out of children's reach	
7	Check the classroom floor is clean and dry, put up the wet floor sign if needed	
8	Unstack the chairs and place them at the tables	
	Date	

Any issues:

Reported and Action Taken

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