

Writing a daily health and safety checklist

Some childminders have daily health and safety checklists - they go through them each morning to make sure the house and garden are ready for when the children arrive. These checklists can be in your head or written down - it is up to you. You need to consider how you will show evidence to Ofsted that they are completed so the children and any visitors to your house are healthy and safe.

A daily checklist might include...

- Bins - emptied and sterilised
- Children's nappy boxes - filled with necessary supplies
- Display - risk assessed for ages of children attending
- Drinks - available and accessible
- Fencing and gates - secure
- First aid kit - audited for contents and dates
- Food probe - calibrated
- Fridge and freezer - temperature checked
- Garage / shed - secure and locked; garden equipment put away
- Garden - checked for animal faeces; dangerous plants
- Hand washing - soap, individual towels etc available
- Keys for doors - in safe, risk assessed places
- Kitchen - locks secure; knives out of sight and reach
- Medication - audited for dates
- Menus - written for the day and shared with parents
- Mobile phone - charged with credit
- Plastic bags - out of sight and reach of children
- Play areas - clean, tidy and checked for small choking items
- Stair gate(s) - closed; secure against the wall
- Table and chairs - clean and undamaged
- Toilet / potty - clean and sterilised; cleaning fluids out of sight and reach of children
- Toys - ready for ages and stages of children attending
- Water in garden - removed

You might then add anything else to the list that you felt was important for your house / garden.