



St Johns Village Hall, Upper Street
Kingsdown, Kent CT14 8BJ
01304 379727
kingsdownpreschool@gmail.com

Kingsdown Pre-school Session Safety Checks

These checks should be carried out at the beginning of and during each session. The person carrying out these checks should initial the Health and Safety checklist to confirm that each check has been done

1. Check all sockets are in the off position.
2. Check fire door alarm is working
3. Check toilets and toilet bins for foreign objects, water puddles, toilet rolls, insects, put in steps and child seats. In the disabled toilet, the help pull is taped out of reach from children. (when not in use for disabled adult/child)
4. Check that grab rail in disabled toilet is in the down position and that a toilet roll is fitted.
5. Check safety guards on doors.
6. Remove toilet brushes.
7. Remove outer casing of bins.
8. Check telephone is switched on and charged and landline is connected to telephone point.
9. Check hall and stairway for foreign objects.
10. Check outside area for foreign objects. Also check that both gates are shut and secure and check play house for foreign object. This should be done prior to and at the beginning of the outside session
11. Check water temperature
12. Check home corner fixings are secure. Ensure these are regularly checked during session.

Chairperson: Amy Bridges

Secretary: Sarah Fish

Treasurer: Gemma Green

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13. Check that all dispensers have paper towels and that all dispensers are properly locked after being filled. Spare towels together with a dispenser key should be left in the men's toilet are.
14. Check equipment has safety locks on where applicable
15. Check gate to mezzanine floor is shut and secure.
16. Check safety mats are positioned around equipment as necessary.
17. Check all mobile phones are placed in a locked box.
18. Check door to table cupboard is locked
19. Check kitchen door is locked
20. Once children have arrived ensure hall door alarm is activated
21. Check hall temperature.
22. Check radiator guards are in place and secure
23. Check downstairs room for foreign objects.

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24. If the downstairs room is to be used for an afternoon session then the following additional checks should be made.
- The radiators are not too hot and should be turned down if necessary.
 - Door stops should be placed on the toilet door.
 - Child steps are located by the toilet and wash hand basin.
 - A large heavy table is placed in front of the stack of chairs by the toilet area.
 - The wireless doorbell is fitted.
 - The gate to the downstairs is shut
 - The hall to the main door is locked when other hall users have arrived.
25. Ensure these checks are signed for before and during every session.

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