

## **COVID – 19 DAILY ENVIRONMENTAL CHECKLIST**

Week beginning:

## Checked by:

	M AM	M L	M PM	T AM	T L	T PM	W AM	W L	W PM	TH AM	TH L	TH PM	F AM	F L	F PM	MAINTE	NANCE
Toys and children's		_			_			_			_			_		URGENT	NON
equipment																	URGENT
Toys and equipment are in good																	
repair. Toys are sterilised on a																	
regular basis. After each group																	
activity	<u> </u>																
Toys are suitable for all age groups																	
attending.																	
Toys are stored safely.																	
Soft toys and cushions have been																	
removed.																	
Toys that are not easily cleaned have been removed.																	
Messy play is restricted to																	
individual resources per child not																	
group.																	
Setting Room																	
Bell plugged in.																	
External doors locked.	<del>                                     </del>																
Comfortable room temperature.	-																
·																	
Setting phone switched on.																	
Windows opened for ventilation.																	
Heating and electrical																	
Electrical wires and appliances positioned safely.																	
Electrical sockets are not covered	-																
but switched off at the wall and																	
monitored.																	
Heaters are guarded appropriately.																	
Storage																	
Labelled cleaning products/materials																	
are stored securely out of children's																	
reach. For COVID 19 stored in specific areas of the room for constant cleaning																	
after activity has finished before moving																	
group to next activity.																	
Medicines stored securely out of																	
children's reach.  First Aid kit is in the designated area,	-																
labelled and regularly replenished.																	
At all times knives and plastic bags are																	
stored safely out of children's reach.																	
General  Entries and exits are clear and exit																	
doors are able to be opened easily																	
by adults.																	
Rubbish bins are empty and clean.																	
Must be emptied at least 3 times a																	
day.																	
There are no cords within																	
children's reach e.g. curtain / blind																	
cords.	—				<u> </u>		-										
Windows are not damaged.																	



All surfaces, tables, chairs,											
resources, equipment, doorknobs,											
light switches, countertops,											
handles, toilets, taps, and sinks											
must be cleaned hourly.											
Windows, when open, do not											
create a hazard.											
Floors are clean and maintained so											
likelihood of accidents is reduced.											
For COVID – 19 after every activity											
is completed in each area.											
Food Handling											
Food handling folder is completed.											
Kitchen is not accessible to children											
unsupervised.											
Remove children's individual snacks											
from their lunch boxes or bags to											
prepare snack for each bubble.											
Sanitise lunch boxes or bags.											
<del>-</del>											
Wear blue aprons to serve snack,											
red for a child with allergies				L						<u></u>	
Toilets											
Clean/Accessible to all			Ī								
Sufficiently stocked (toilet											
rolls/soap/paper towels etc)											
Clear of cleaning products											
Nappy bins cleared. For COVID – 19											
at least 3 times a day											
Staff <b>MUST</b> wash their hands after											
supervising or supporting children											
in the toilet area.											
Handwashing is monitored using											
soap and running water for at least											
20 seconds. Practitioners to sing											
with children and model this											
practice correctly. MUST be											
supervised at all times.											
Children MUST not access the toilet											
facilities on there own it MUST be											
supervised at all times.											
STAFF INITIALS											
STAFF INITIALS											
Outdoor Area											
Outdoor area is free of hazards e.g.											
broken equipment, rubbish, water											
1											
collections, garden tools, animal faeces,			Ī								
syringes, any trip hazards etc (also			Ī								
being aware of possible vandalism)											
Gates are locked/closed as applicable											
and latches are in working order											
There is nothing near any fence/gate							Ī	Ī			
that could assist a child to climb over.			Ī								
Ensure fence and boundaries are safe											
and secure.			Ī								
Staff and children must wash their											
hands after playing outside before they			Ī								
			Ī								
access any new activities.											
Rubbish bins for children's use are clean											
and empty											
Rubbish awaiting collection is											
inaccessible to children and is stored			Ī								
appropriately until collection			Ī								
STAFF INITIALS											
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## COMMENTS: (To be updated when school has been notified of a risk/query/concern)

Comments – Maintenance needed, stock needed, etc Resources cleaned, Areas in environment maintained:	Reported to who and when
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