

CLOSING RISK ASSESSMENT CHECKLIST



Date: _____

Time Completed: _____

Completed By: _____

Signature: _____



1. INDOOR ENVIRONMENT

Yes No

- | | | |
|--|--------------------------|--------------------------|
| ☐ Floors are clean and free from hazards | ☐ | ☐ |
| ☐ All rooms are tidy and clutter-free | ☐ | ☐ |
| ☐ Toys are cleaned and stored correctly | ☐ | ☐ |
| ☐ Furniture is arranged safely | ☐ | ☐ |
| ☐ Windows are closed and secured | ☐ | ☐ |
| ☐ Doors are locked | ☐ | ☐ |
| ☐ Lights are switched off (except where required) | ☐ | ☐ |
| ☐ Heating / ventilation set appropriately | ☐ | ☐ |



2. OUTDOOR AREAS

Yes No

- | | | |
|--|--------------------------|--------------------------|
| ☐ Outdoor play equipment is stored safely | ☐ | ☐ |
| ☐ Outdoor area is clean and free from hazards | ☐ | ☐ |
| ☐ Gates and fences are locked | ☐ | ☐ |
| ☐ Sheds / storage areas are locked | ☐ | ☐ |
| ☐ Plants and outdoor areas checked | ☐ | ☐ |
| ☐ Exterior doors are locked | ☐ | ☐ |
| ☐ Outdoor lights are turned off | ☐ | ☐ |



3. HEALTH & HYGIENE

Yes No

- | | | |
|---|--------------------------|--------------------------|
| ☐ Toilets and sinks are clean | ☐ | ☐ |
| ☐ Nappy bins are emptied and disposed | ☐ | ☐ |
| ☐ All bins are emptied | ☐ | ☐ |
| ☐ Surfaces are cleaned and sanitised | ☐ | ☐ |
| ☐ Handwashing stations are cleaned and stocked | ☐ | ☐ |
| ☐ Cleaning equipment is stored safely | ☐ | ☐ |
| ☐ Spills or hazards are cleared | ☐ | ☐ |



4. KITCHEN & FOOD SAFETY

Yes No

- | | | |
|--|--------------------------|--------------------------|
| ☐ Leftover food is stored correctly or disposed | ☐ | ☐ |
| ☐ Fridge / freezer temperature is checked | ☐ | ☐ |
| ☐ Food preparation areas are clean | ☐ | ☐ |
| ☐ All surfaces are cleaned and sanitised | ☐ | ☐ |
| ☐ Appliances are switched off and unplugged | ☐ | ☐ |
| ☐ Oven / hobs are turned off | ☐ | ☐ |
| ☐ Dishwasher is emptied / turned off | ☐ | ☐ |
| ☐ Kitchen lights and water taps are off | ☐ | ☐ |



5. SAFETY & SECURITY

Yes No

- | | | |
|---|--------------------------|--------------------------|
| ☐ All children have been signed out | ☐ | ☐ |
| ☐ Visitors have signed out | ☐ | ☐ |
| ☐ All doors and windows are locked | ☐ | ☐ |
| ☐ Alarm system is set (if applicable) | ☐ | ☐ |
| ☐ CCTV / security system is active (if applicable) | ☐ | ☐ |
| ☐ Electrical equipment is switched off | ☐ | ☐ |
| ☐ Fire exits are clear and secure | ☐ | ☐ |
| ☐ Hazardous items are locked away | ☐ | ☐ |



6. DOCUMENTATION CHECK

Yes No

- | | | |
|--|--------------------------|--------------------------|
| ☐ Accident / incident forms completed | ☐ | ☐ |
| ☐ Daily attendance records are complete | ☐ | ☐ |
| ☐ Medication records are updated | ☐ | ☐ |
| ☐ All forms and notes are filed correctly | ☐ | ☐ |
| ☐ Any concerns for tomorrow are noted | ☐ | ☐ |



7. ADDITIONAL NOTES



CLOSING CHECK COMPLETE

I confirm that the nursery has been checked, secured and is safe for closing.

Signature: _____ Date: _____

