

**JPAC Daily Risk Assessment**

Setting \_\_\_\_\_ Manager \_\_\_\_\_

	Mon	Tues	Wed	Thur	Fri
<b><u>Club Room</u></b>					
Floor Clean					
Sockets switched off at main					
Chairs and tables stacked safely					
Windows and doors safe					
All lights working					
All electrical equipment is in good working order.					
Emergency exits are clear from obstruction and clearly labelled.					
<b><u>Storeroom/Kitchen</u></b>					
Floor clean and safe					
Bins empty					
Sharp knives safe & out of reach of children					
Work surfaces clean and clear					
Equipment stored safely					
<b><u>Toilets</u></b>					
Toilets fit for use					
Paper towels/hand dryers present					
Toilet rolls present					
Soap present Floor area clean					
<b><u>Outside</u></b>					
Area checked for litter/hazardous material					
Playground surface in good order					
Fixed apparatus safe to use					

Manager's Signature \_\_\_\_\_

Date \_\_\_\_\_