APPENDIX 2

Daily Safety Sweep

	Actions Identified to maintain safe environment	Monday		Tuesday		Wednesday		Thursday		Friday	
		AM	PM	AM	PM	AM	PM	AM	PM	AM	PM
Staff – ratios correct, adequate cover available for staff breaks etc.											
Visitors – identified and expected, signed in /out											
Room temperature – ambient Water temperature - correct											
Toilets – equipped and clean											
Supplies – adequate and suitable for planned activities											
Food, consumables – in date											
Equipment - in good condition											
Pets – food, water, health, cleanliness											
Security- doors, windows, alarms are all working and have not been tampered with											