

## Safe-Space Checks

### All areas to be checked before each session

Date:

Time:

Checked by:

	Area assessed	Yes	No	Comments/actions
1	Entrance to Activity Area <input type="checkbox"/> Free of trip hazards <input type="checkbox"/> Exit routes unobstructed <input type="checkbox"/> Electrical sockets free from damage <input type="checkbox"/> Clean and tidy <input type="checkbox"/> External doors locked and / or alarmed <input type="checkbox"/> Lights switched on <input type="checkbox"/> Cleaning cupboard locked			
2	Activity Room <input type="checkbox"/> External doors locked and / or alarmed <input type="checkbox"/> Layout of equipment allows free movement <input type="checkbox"/> Electrical wires positioned safely <input type="checkbox"/> Heaters guarded appropriately <input type="checkbox"/> Clean and tidy <input type="checkbox"/> Toys and play equipment in good order <input type="checkbox"/> Bins lined <input type="checkbox"/> Phone switched on <input type="checkbox"/> First Aid kit accessible <input type="checkbox"/> Room temperature suitable <input type="checkbox"/> Free of trip hazards			
4	Kitchen (if applicable) <input type="checkbox"/> Clean and tidy <input type="checkbox"/> Inaccessible to unsupervised children <input type="checkbox"/> Appliances and equipment positioned safely <input type="checkbox"/> Cleaning products/materials stored securely <input type="checkbox"/> Food stored appropriately <input type="checkbox"/> Fridge temperature within safe range <input type="checkbox"/> Anti-bac soap available for hand-washing			
5	Toilets <input type="checkbox"/> Clean and tidy <input type="checkbox"/> Accessible to all <input type="checkbox"/> Cleared of cleaning products <input type="checkbox"/> Sufficient toilet roll, soap and paper towels <input type="checkbox"/> Hand washing posters in place			
6	All exits <input type="checkbox"/> Cleared of obstructions <input type="checkbox"/> In working order <input type="checkbox"/> Clearly identified			
7	Outside areas <input type="checkbox"/> Entrance safe/ clear of obstruction (eg ice) <input type="checkbox"/> Play area litter-free (inc glass, animal faeces) <input type="checkbox"/> Outdoor equipment in good order and safe to use <input type="checkbox"/> Any workmen/strangers in the play area? <input type="checkbox"/> Gates closed / locked			