**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* Free of trip hazards
* Exit routes unobstructed
* Electrical sockets free from damage
* Clean and tidy
* External doors locked and / or alarmed
* Lights switched on
* Cleaning cupboard locked
 |  |  |  |
| 2 | Activity Room* External doors locked and / or alarmed
* Layout of equipment allows free movement
* Electrical wires positioned safely
* Heaters guarded appropriately
* Clean and tidy
* Toys and play equipment in good order
* Bins lined
* Phone switched on
* First Aid kit accessible
* Room temperature suitable
* Free of trip hazards
 |  |  |  |
| 4 | Kitchen (if applicable)* Clean and tidy
* Inaccessible to unsupervised children
* Appliances and equipment positioned safely
* Cleaning products/materials stored securely
* Food stored appropriately
* Fridge temperature within safe range
* Anti-bac soap available for hand-washing
 |  |  |  |
| 5 | Toilets* Clean and tidy
* Accessible to all
* Cleared of cleaning products
* Sufficient toilet roll, soap and paper towels
* Hand washing posters in place
 |  |  |  |
| 6 | All exits * Cleared of obstructions
* In working order
* Clearly identified
 |  |  |  |
| 7 | Outside areas* Entrance safe/ clear of obstruction (eg ice)
* Play area litter-free (inc glass, animal faeces)
* Outdoor equipment in good order and safe to use
* Any workmen/strangers in the play area?
* Gates closed / locked
 |  |  |  |