**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 |  |  |  |