

ST PETER'S, WESTHAMPNETT SAFE-SPACE CHECK FORM

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 route unobstructed <input type="checkbox"/> Electrical sockets free from damage <input type="checkbox"/> Clean and tidy <input type="checkbox"/> Lights switched on <input type="checkbox"/> Cleaning cupboard locked			
2	Activity Area <input type="checkbox"/> Layout of equipment allows free movement <input type="checkbox"/> Electrical wires positioned safely <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			
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	Exit <input type="checkbox"/> Cleared of obstructions <input type="checkbox"/> In working order <input type="checkbox"/> Clearly identified			

NOTE: Currently all activities take place in the Church, which has only one entrance door. It would be a fire risk to lock this door during children's activities – vigilance must therefore be exercised by all volunteers working with children to ensure that there is no access by intruders during the session which might endanger the children.