

Safe Spaces – Safety Checklist

Venue:	
Date:	
Name:	
Signature:	

Areas to be checked:	YES	NO	N/A
GENERAL HEALTH AND SAFETY			
Is the space a suitable temperature for the planned activity? (at least 16°C and not too hot)			
Is the space clean and tidy?			
Are walkways and entrances/exits clear and free from obstruction?			
Is there adequate ventilation in the space?			
Is there sufficient and suitable lighting that is in good working order?			
Have risk assessments been carried out for the planned activity and equipment?			
Are there adequate, accessible and suitable changing and toilet facilities for participants?			
FIRE SAFETY			
Are Fire Exits clearly marked and visible?			
Are Fire Exits kept closed, unlocked, free from any obstruction, and with clear access?			
Are all staff and volunteers familiar with the emergency evacuation procedures in the event of a fire alarm?			
Are participants and visitors familiar with the emergency evacuation procedures in the event of a fire alarm?			
Are registers taken to check participants in the event of a fire alarm?			
Are fire extinguishers of the correct type available and easily accessible?			

Areas to be checked:	YES	NO	N/A
ACCIDENTS AND FIRST AID			
Are there notices displayed to show the location of the first aid kit?			
Are the first aid boxes complete with all appropriate contents?			
Is there an appointed first aider?			
Is the accident book accessible to staff and volunteers?			
Are all staff and volunteers aware of their responsibilities to report accidents and how to complete the accident book?			
Have previously reported accident details been removed and stored securely?			
EQUIPMENT			
Have risk assessments been carried out and reviewed for the equipment being used?			
Is the equipment stored safely when not in use?			
Have staff and volunteers been trained on the safety procedures for moving, assembly and taking down equipment?			
Are staff and volunteers a suitable size and strength to move, assemble and take down equipment?			
Are areas around the equipment free from obstruction?			
Is the floor surface suitable for the equipment and activity?			
Is there suitable matting or other safety provision for the equipment in use?			
Do participants receive clear instruction on the safe use of the equipment?			
Is there sufficient space around equipment, including ceiling height?			
Are any specific manufacturer's instructions for safe use followed at all times?			

Areas to be checked:	YES	NO	N/A
CLEANING AND WASTE			
Are cleaning products and materials stored safely in a controlled area?			
Is suitable signage displayed when any necessary cleaning is in progress?			
Are there suitable receptacles for waste?			
Are the waste receptacles emptied on a regular basis to prevent the build-up of waste?			
SAFE ACTIVITY			
Is the planned activity suitable for the age and development stage of the participants?			
Are participants suitably supervised during all activities?			
Do coaches hold the appropriate qualifications for the activity they are delivering?			
Are class sizes suitable for the activity planned?			
Are coaches and volunteers aware of the Emergency Action Plan in the event of an accident or injury?			
Is the safe dispersal of participants suitably managed?			