

## OSCAR Venue Safety Check-list

	OK	needs attention
Building has applicable compliance certificates, warrant of fitness etc.		
Electricity, gas and other utilities are in good working order		
Running water is available and taps are in good working order		
Exit signage is clear		
Steps are clean, free of rubbish with safe surfacing		
Flooring in good condition, non-slip mats by door ways		
Exits, including emergency exits are free from rubbish and obstructions.		
Doors in good working condition		
Windows are working well, safety glass installed where necessary. Are safely secured when open		
Lighting and ventilation systems are adequate and working well		
Power points – in good condition		
Use of extension cords / multi-boxes is kept to a minimum		
Fire extinguisher available / tested		
Fire alarm/sprinklers – if installed, check for evidence of regular testing		
Kitchen facilities have accessible fire extinguisher and/or fire blanket		
No smoking signage		
Emergency evacuation plans and signage, including clear assembly areas		
First aid supplies – stored safely, checked regularly.		
Phone services: accessible at the venue and/or reliable mobile phone access		
Contact details for emergency services are easily accessible to all staff, including nearest Accident and Emergency facility and Civil Defence post		
Toilet facilities – safe, clean and suitable for children		
Toilets have adequate provision for hand-washing		
Public should not have access to children's toilets during programme hours. If possible, staff should use a separate facilities		
If toilets are remote from the facility, there must be clear procedures for monitoring their use		
Kitchen and food storage provision: clean, hygienic with suitable preparation and storage areas		
If refrigerator available, is safe and working properly		
Clean, hygienic eating area with suitable seating		
There are suitable facilities for disposing of rubbish		
Sink and area for washing is in good working order		
Cleaning equipment is available; chemicals are stored safely away from children		
Equipment storage – any hazardous equipment is stored away from children, appropriate access for children to some equipment		
Cupboards and shelving are safe / secure		
Storage / shelving is not overloaded and suitable for what is being stored		
Storage of records – secure storage for personal information – staff & child/family		
Furnishings in good repair and suitable for use		
Well-defined area/s for children's activity indoors		
Well-defined area/s for children's activity outdoors		
Available space is adequate for the number of children expected indoors / outdoors		
There is adequate provision of space that can be used for quieter activity / rest		
There is adequate provision of comfortable space for any children who become unwell		
Local environment has been checked for hazards: water, chemicals, animals etc.		
Traffic routes and any areas used by vehicles are identified and well-managed for children's safety		
If children will be disembarking of accessing vehicles during the programme, there is a safe area that can be designated for drop offs / collection		
Clear boundaries / fencing for hazardous areas		
Playground areas are in good order; equipment is safe and age appropriate		
Swimming pool is well-maintained and meets all safety regulations		