

Safety Checklist



To make sure your activities are safe, check...

SPACE	TASK
• Suitable for the activity and number of people taking part • Surfaces – no pot holes or loose materials, not slippery • No rubbish or equipment lying around • Walls – enough run-off space, no objects sticking out • Fixed equipment – enough run-off space or zoned off • Ceiling – high enough, no dangling objects • Other people won't get in the way • Other activities won't get in the way • No other hazards – noise, heat, cold	• Participants check in and out with you if you need to know who is there • Everyone can hear instructions • Everyone knows the rules – especially safety rules • Everyone knows when to stop – explain the signal (noise and action) • Everyone knows who to ask if they need help • Which adult will help you if there is an accident or emergency • Which adult will help you if there is a problem with someone's behaviour
PEOPLE	EQUIPMENT
• Wearing suitable clothes (remove any ties) • Wearing suitable footwear (tie shoelaces) • Not wearing jewellery or watches • If those taking part have additional needs – things they must do or not do • Not eating while playing • Can get a drink of water if needed • Can go to the toilet if needed • Can rest if needed • Wearing sunscreen and hat if sunny	• Enough for the activity and number of people playing • Suitable for ages, heights, abilities • In good condition – no sharp, broken or loose bits • Set up correctly – secure, fixed in place, won't fall over • Stored safely – not lying in the playing area, tidied up after activities • Alternatives available for anyone who might need them