|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Item to check Before session** | **Date:** | | | | | |
|  |  |  |  |  |  |
| Are all catches closed? (piano and fridge) |  |  |  |  |  |  |
| Are the pillars covered? (Pads tied round) |  |  |  |  |  |  |
| Is access to the pool table, air hockey table etc. restricted? |  |  |  |  |  |  |
| Is the crypt safe? (check floor for trip hazards etc) |  |  |  |  |  |  |
| Is the fire exit clear? |  |  |  |  |  |  |
| Is the kitchen stable door closed? |  |  |  |  |  |  |
| Are plug sockets safe? |  |  |  |  |  |  |
| Are toilets clean, safe and usable? |  |  |  |  |  |  |
| Is the first aid kit present? |  |  |  |  |  |  |
| Is the Accident Book available? |  |  |  |  |  |  |
| Are the fire extinguishers present and up to date? |  |  |  |  |  |  |
| Ensure that the welcome table is a round edged table. |  |  |  |  |  |  |
| Is the Covid QR code and hand gel provided on the welcome table? |  |  |  |  |  |  |
| Do all volunteers have their facemasks? |  |  |  |  |  |  |
| Is there hand gel provided in the kitchen? |  |  |  |  |  |  |
| Is there hand gel and wipes provided in case toys are shared? |  |  |  |  |  |  |
| Do any children attending have allergies we need to be aware of? |  |  |  |  |  |  |
| **Items to check After Session:** |  |  |  |  |  |  |
| Is the hall Cleaned down ready for the next users? |  |  |  |  |  |  |
| Are the toilets clean? |  |  |  |  |  |  |
| Are the kitchen surfaces wiped? |  |  |  |  |  |  |
| Have you cleaned any dirty toys? |  |  |  |  |  |  |