



Is this a good space for a playgroup?

How can you tell if you have a good, safe space for your playgroup?

The checklist below will help you figure out whether the space you're going to use is perfect the way it is or if you need to make some things safer for your playgroup families.

General information

Where is the space located? *Write down the street address.*

What building is the space in?

Is there a bus stop nearby?

- Yes
- No

Is there parking (in a car park or on the street)?

- Yes
- No

Is parking free ?

- Yes
- No

Can prams and wheelchairs get to the entrance and through the doors?

- Yes
- No. Can we fix this? How? _____

Inside the playgroup area

Can you heat and cool the area to make it comfortable?

- Yes
 No. Can we fix this? How? _____

Is there a sink space where you can clean up after messy activities like painting?

- Yes
 No. Can we fix this? How? _____

Is there a kitchen or space where you can get snacks ready or prepare cups of tea and hot water is out of reach?

- Yes
 No. Can we fix this? How? _____

Is there a space where you can store toys or other playgroup equipment like flags or signs?

- Yes
 No. Can we fix this? How? _____

Are there toilets or a bathroom area? Can prams and wheelchairs fit into these spaces?

- Yes
 No. Can we fix this? How? _____

Is there a place where families can change nappies?

- Yes
 No. Can we fix this? How? _____

Is there an indoor play space big enough for the families who will come to playgroup?

- Yes
 No. Can we fix this? How? _____

Is there a play area outside? Does it have a fence around it?

- Yes
 No. Can we fix this? How? _____

Equipment

Do you have the equipment you need?

- Tables and chairs
- Toys and other play equipment
- Outdoor play equipment
- Kitchen utensils, kettles and mugs

Security and safety

Are there at least 2 ways to exit the space in case of fire or other emergencies?

- Yes
- No. Can we fix this? How? _____

Does the building have an emergency procedure on display?

- Yes
- No. Can we fix this? How? _____

Do you have a fire extinguisher and know how to use it?

- Yes
- No. Can we fix this? How? _____

Do you have a first aid kit?

- Yes
- No. Can we fix this? How? _____

Do any outdoor gates have child safe locks?

- Yes
- No. Can we fix this? How? _____

Is the outdoor play area fenced to stop access to the car park and roads?

- Yes
- No. Can we fix this? How? _____

Are any fences well maintained?

- Yes
- No. Can we fix this? How? _____

Do doors / cupboards have locks where needed?

- Yes
- No. Can we fix this? How? _____

Do doors close safely so they don't slam closed on children?

- Yes
- No. Can we fix this? How? _____