



# Playgroup Venue Selection Checklist / Audit

July 2024 | version 3

**Venue name:** \_\_\_\_\_

**Venue address:** \_\_\_\_\_

**Date:** \_\_\_\_\_

Complete the table and information below based on what you see or know about the venue you are reviewing. Your assessment and comments should consider safety issues, including any risk minimisation processes or other considerations that might be necessary to make things safe or workable. Please complete risk assessment/risk management forms if required.

Issue	Y/N/Not applicable (N/A)	Comments, including any safety concerns
<b>Location</b>		
Access to public transport		
Access to other family support programs/services		
Location of other facilities, e.g. shops, library, child health centre		
<b>Building facilities</b>		
Kitchen/food prep area		
Storage for toys and equipment		
Toilets/Bathroom (including whether pram and wheelchair accessible)		
Nappy changing area/facilities		
Adequate indoor play space/area		

Issue	Y/N/Not applicable (N/A)	Comments, including any safety concerns
Suitable outdoor play area		
Car parking area provided		
Accessibility of entrance (e.g. for prams, wheelchairs)		
Proximity of road/s to car park and building		
Sink area or area for cleaning up paints etc		
Heating and cooling		
<b>Equipment provided</b>		
Tables and chairs		
Toys and other play equipment		
Outdoor play equipment		
Outdoor shed		
Storage cupboards		
Kitchen equipment		
Garden/lawn		
Access to water		

Issue	Y/N/Not applicable (N/A)	Comments, including any safety concerns
<b>Security/Safety issues</b>		
Minimum of 2 exit points for emergency evacuation with accessible route (i.e. clear of obstructions)		
Fire extinguisher or appropriate equipment		
Gates have secure locks		
Play area is fenced from car park and road		
Fences are structurally sound		
Door locks are adequate		
External doors are safe (won't slam shut on children)		
Security/alarm system		
First aid kit available		

### Other considerations

Cost of venue	
Other services/programs using the venue (both in playgroup time and at other times)	

Local networks/services	
Consultation with families re venue and/or location	
Overall suitability of venue for the families attending or likely to attend playgroup	
Other issues:	