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**Site Safety Checklist (SAMPLE)**

**SITE**

* Are all halls, sleeping areas (e.g. dormitories/cabins) clean and free of rubbish?
* Are car parks and outdoor areas clean and free of rubbish?
* Do car parks and outdoor areas have even surfaces, i.e. no holes?
* Are car parks and outdoor areas free of grease and oil patches?
* In car parks, are vehicle traffic ways clearly marked and lit?
* Are car parks free of dense shrubbery obstructing vision?
* Does the program use a sign in/sign out sheet (or roll)?
* Are playing fields free from hazards?
* If there is a swimming pool on site and is it compliant?
* Is the outside play fence (minimum height 1.5metres) fitted with a child-proof self-closing gate?
* Is the playing space (outside and inside) appropriate for the number of children?
* Are there any dangers, gully traps, unprotected steps?
* Are there appropriate surfaces for the program activities, e.g. impact absorbing under play-equipment, paved areas?
* Do you have appropriate shade provided in outside play areas?
* Do you have access to a telephone in case of an emergency?
* Are there appropriate toilet facilities available for children?
* Are all floors, aisles, stairs, and landings free of slip, trip and fall hazards?
* Are stairs free of worn or broken treads?
* Are all handrails in good repair?
* Are non-skid strips on stairs in good repair?

**ELECTRICAL POWER**

* Are all electrical plugs, sockets, and switches in good working order?
* Are all appliances free of frayed or otherwise defective leads (checked and tagged)?
* Do appliances have access to a power socket free of double adapters?
* Are all lights adequate and operational?
* Are residual current devices installed and maintained?

**EMERGENCY RESPONSE**

* Is the evacuation procedure clearly displayed?
* Are fire extinguishers appropriate to materials used in their vicinity?
* Are fire extinguishers readily available and properly mounted?
* Are fire extinguishers properly maintained and inspected?
* Are exits and exit signs adequately illuminated?
* Are all exits and fire doors in good repair?
* Are all exits unobstructed both internally and externally?
* Are all incidents recorded on the Incident report form?

**STORAGE**

* Are all items being stored, clear of traffic areas?
* Where items are stacked for storage, are the stacks stable, with a good solid base?
* Are storage areas kept clear of rubbish and unwanted material?
* Where it is necessary to store flammable items, are they stored correctly?

**FIRST AID**

* Are all first aid kits clearly identified?
* Are the first aid kits properly stocked and maintained and operational?
* Are the names of qualified first aiders clearly displayed?

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Legal advice may need to be sought when responding to individual incidents.