

PLAYGROUP PROGRAM VENUE EVALUATION CHECKLIST

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.

Issue	Y/N/NA	Comments including any safety concerns
Location		
Access to public transport		
Access to other family support programs/services		
Location of other facilities eg shops, library, CHC		
Building facilities		
Kitchen/food prep area		
Storage for toys and equipment		
Toilets/Bathroom		
Nappy changing area/facilities		
Adequate indoor play space/area		
Suitable outdoor play area		
Carparking area provided		
Disability/Pram access		

Proximity of road/s to carpark and building		
Sink area or area for cleaning up paints etc		
Heating and cooling		
Equipment Provided		
Tables and chairs		
Toys and other play equipment		
Outdoor play equipment		
Outdoor shed		
Storage cupboards		
Kitchen equipment		
Garden/lawn		
Access to water		
Security/Safety Issues		
Minimum of 2 exit points for emergency evacuation		
Fire extinguisher or appropriate equipment		
Gates have secure locks		
Play area is fenced from carpark and road		
Fences are structurally ok		
Door locks are adequate		

External doors are safe (won't slam shut on children)		
Security/alarm system		
Disability access		

Other Considerations

Cost of venue	
Other services/programs using the venue	
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	