**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 |  |