

INTERNATIONAL BRITISH THEATRE SCHOOL LTD

Risk Assessment: PRE-CAMP Environment Checks

All areas to be checked before each week of camp by the Host School

Date: _____ Time: _____ Checked by: _____

	<i>Area assessed</i>	<i>Yes</i>	<i>No</i>	<i>Comments/actions</i>
1	Entrance Hall <ul style="list-style-type: none"> • Free of trip hazards • Exit routes unobstructed • Electrical sockets free from damage • Clean and tidy • External doors locked and / or alarmed • Lights switched on • Cleaning cupboard locked 			
2	Large Room <ul style="list-style-type: none"> • External doors locked and / or alarmed • Layout of equipment allows free movement • Electrical wires positioned safely • Heaters guarded appropriately • Clean and tidy • Toys and play equipment in good order • Bins lined • Phone switched on • First Aid kit accessible • Room temperature suitable • Free of trip hazards 			
3	Small Room <ul style="list-style-type: none"> • Layout of equipment allows free movement • Electrical wires positioned safely • Heaters guarded appropriately • Clean and tidy • Toys and play equipment in good order • Room temperature suitable • Free of trip hazards 			
4	Kitchen <ul style="list-style-type: none"> • Clean and tidy • Inaccessible to unsupervised children • Appliances and equipment positioned safely • Cleaning products/materials stored securely • Food stored appropriately • Fridge temperature within safe range • Anti-bac soap available for hand-washing 			Fridge temperature is:
5	Toilets <ul style="list-style-type: none"> • Clean and tidy • Accessible to all • Cleared of cleaning products • Sufficient toilet roll, soap and paper towels • Hand washing posters in place 			
6	All exits <ul style="list-style-type: none"> • Cleared of obstructions • In working order • Clearly identified 			
7	Outside areas <ul style="list-style-type: none"> • Entrance safe/ clear of obstruction (eg ice) • Play area litter-free (inc glass, animal faeces) • Outdoor equipment in good order and safe to use • Any workmen/strangers in the play area? • Gates closed / locked 			