

Girl Scouts of Western Washington

Site Safety Checklist

Complete this checklist to determine if a site is appropriate for Girl Scout meetings and retain a copy with troop or group documentation.

Council Staff may request a copy if there is concern about safety or if an incident has been reported. We recommend this checklist be completed for every meeting location and at least once per year.

This checklist is not intended for one-time event or field trip use. Refer to the [Insurance 101](#) guide on Certificates of Insurance when working with external vendors for program delivery (including site rental for large group events).

When doing a site walk-through, bring this sheet and check “Yes” or “No” in the boxes, as appropriate. Your notes can capture your ideas on how to address a particular issue and remind you to discuss any concerns with fellow volunteers/parents/site hosts.

Troop Number or Group Name: _____

Volunteer completing this form:

Name: _____ Phone #: _____ Date: _____

Site description, city & ZIP: _____

Know where you are in the event of an emergency so adults and girls can communicate with First Responders. You might not know the actual address but a good description can help 911 dispatchers find your location (ex. “King County Library”)

Site category (choose one):

☐ private residence ☐ commercial property ☐ governmental property ☐ other

REQUIRED

The items in this first section should always be checked “Yes” for a site to be appropriate. If any of the statements are not true for the venue you are considering, then you should continue looking for a different site, unless you or your hosts are able to make reasonable fixes.

Item Description	Yes	No	Notes
The space is clean, sanitary, and free of any health and safety hazards. <i>Note: hazards may include but are not limited to broken equipment, flammable/toxic materials, spoiled food, clogged drains, unsanitary toilets, etc.</i>			
The space has adequate lighting and ventilation.			
An emergency plan exists for the space and all adults know the plan. <i>Note: If meeting in a private residence, an emergency plan may need to be created.</i>			

REQUIRED (*continued*)

Item Description	Yes	No	Notes
<p>There is appropriate fire suppression equipment available in the space and is inspected and maintained regularly.</p> <p><i>Note:</i> See http://www.fire-extinguisher101.com/careandmaintenance.html for fire extinguisher care recommendations</p>			
There is a complete first-aid kit on site and, if used, has been restocked.			
Clean drinking water and restrooms are available and easily accessible to all youth and adults.			
The space is large enough for all girls and adults to inhabit, and participate in activities, with enough personal space to be comfortable.			
<p>The site is free of firearms.</p> <p>If the site is a private residence containing firearms, they are all properly stored, unloaded and locked away.</p>			
<p>The site is free of alcohol, tobacco, legal and illegal drugs, and controlled substance medications.</p> <p>If the site is a private residence, the substances listed above are not stored in the areas being used during the meeting.</p> <p><i>Note: If meeting in a private residence, this includes the bathroom(s), kitchen, or other areas that are available for use during the meeting.</i></p>			
If animals are present at the site, including private residences, they are kid-friendly and all girls and adults have confirmed they are not allergic.			

REQUIRED (*continued*)

Item Description	Yes	No	Notes
<p>If the site is a private residence, a minimum of \$100,000 personal liability insurance is held by the owner or renter of the site.</p> <p>If the site is commercial property, documentation has been received documenting the owner of the property holds a minimum of \$1M general liability insurance coverage per occurrence.</p> <p>If the site is governmental property (e.g. public school, library, etc.) proof of liability insurance is not necessary.</p>			
<p>Documentation of liability insurance is kept with important Troop or Group documents and is updated when the insurance is renewed.</p> <p><i>Note: If the site is commercial property, a Certificate of Insurance with Girl Scouts of Western Washington named "additional insured" may be required. Refer to the Insurance 101 guide and When to Request a Certificate of Insurance for more information.</i></p>			
<p>No one on the property is known to be accused or convicted of a criminal offense.</p> <p><i>Note: Criminal offense may include but is not limited to sexual misconduct, abuse or molestation.</i></p>			

PHYSICAL CONSIDERATIONS

The items in this section are good things to consider, but not necessarily required. If your venue has more than one or two “No” boxes checked, you might want to consider selecting a different space.

Item Description	Yes	No	Notes
Is there enough furniture of appropriate sizes for all the girls and adults?			
Can the space be modified to meet the needs of the different activities you plan to do?			
Is there access to an outdoor area or larger open space for more physical activities?			
Is the temperature comfortable or able to be adjusted as needed?			
<p>The property is free of potential hazards (if no, create a plan for how to mitigate the risk).</p> <p><i>Note: Hazards include, but are not limited to, trampolines, pools, ponds, firearms, alcohol, etc.</i></p>			

EMOTIONAL CONSIDERATIONS

We often prioritize physical safety, but it is good to remember that emotional safety is hugely important in ensuring participation. This section contains things to consider so that ALL girls and adults feel welcome.

Item Description	Yes	No	Notes
Does the set-up of the space allow you to see and warmly greet each girl as they enter?			
If the site is in a place of worship, is the meeting space welcoming to girls of all religions and mostly free (or could be made mostly free) of religious imagery that could make girls or adults of other faiths or no faith uncomfortable?			
Is there anything in the site that would communicate a bias against any religion, ethnicity, class, gender, ability, appearance, or sexual orientation?			

OTHER CONSIDERATIONS

Is there anything we haven't thought to include in this list? Customize this checklist for your needs.

Item Description	Yes	No	Notes

With any meeting site you chose, **Girl Scouts always leave a place nicer than they found it.** When your troop leaves your selected venue, all items should be put back the way they were originally, and all program supplies should be packed away or taken with you (this includes, but is not limited to, glitter, paper scraps, markers, leftover snacks, etc.). When this is not done, it damages our relationship with the hosts, meaning that not only your troop, but future troops and other Girl Scout groups may lose access to the meeting space.