

# **The Essential Christmas Grotto Safety Checklist**

## **Foreword: Your Commitment to Festive Safety**

The magic of a Christmas Grotto relies on creating a truly memorable and safe experience for every visitor. Running a seasonal attraction, however, presents unique health and safety challenges that require diligent planning and execution.

This Essential Grotto Safety Checklist, created by TP Safety Services, is designed to be your practical guide. It helps you systematically review and prepare your setup.

By utilising this checklist, you are demonstrating a clear commitment to compliance and, most importantly, the welfare of your staff and guests. Use it as a working document during your planning, setup, and daily operation to ensure a joyful and incident-free festive period.

## **1. Visitor Flow and Access**

Item	Status	Notes / Action Required
<b>Queue Management</b>	[ ]	Is the queuing area clearly defined? Are barriers secure and monitored?
<b>Access &amp; Egress</b>	[ ]	Are all pathways to and from the Grotto free of obstructions and wide enough for two-way traffic?
<b>Slip Hazards</b>	[ ]	Are high-traffic areas covered by non-slip mats (especially near entrances/exits)? Are floors dry and clean?
<b>Accessibility</b>	[ ]	Is there clear, safe access for wheelchair users and pushchairs (e.g., ramps, wide doorways)?
<b>Maximum Capacity</b>	[ ]	Have you established and clearly posted the safe maximum capacity for the Grotto area?

## **2. Toy and Gift Safety**

Item	Status	Notes / Action Required
<b>Toy Standard Compliance</b>	[ ]	Do all distributed toys/gifts meet current UK CA or CE safety marking requirements?
<b>Age Suitability Check</b>	[ ]	Are gifts segregated and matched to the appropriate age group of the child receiving them (e.g., small parts for under-3s)?
<b>Allergen Awareness</b>	[ ]	If edible gifts are provided, is clear allergen information available and communicated to staff and parents?

### **3. Emergency Procedures and Fire Safety**

Item	Status	Notes / Action Required
<b>Emergency Exits</b>	[ ]	Are all Emergency Exit Signs clearly visible (including illuminated signs)? Are exit doors unlocked and easily opened from the inside?
<b>Evacuation Plan</b>	[ ]	Is a written evacuation plan in place, and have all staff been trained on it?
<b>Fire Extinguishers</b>	[ ]	Are fire extinguishers correctly located, serviced, and accessible? (Ensure only appropriate, certified units are used/purchased.)
<b>Assembly Point</b>	[ ]	Is a designated, safe outdoor assembly point established and communicated to staff?
<b>Staff Roles</b>	[ ]	Are specific staff roles assigned for emergency situations (e.g., floor wardens, assisting vulnerable visitors)?

### **4. Electrical and Decoration Safety**

Item	Status	Notes / Action Required
<b>Electrical Testing</b>	[ ]	Have all electrical equipment and lighting (including festive lights) been tested and certified safe for use?
<b>Cables and Wires</b>	[ ]	Are all trailing cables secured and protected (e.g., taped down, run behind safety barriers) to eliminate tripping hazards?
<b>Fittings and Sockets</b>	[ ]	Are extension leads and multi-socket adapters avoided where possible? Are all sockets protected from moisture?
<b>Decoration Materials</b>	[ ]	Are all decorations and artificial trees certified as fire-retardant?
<b>Stable Props</b>	[ ]	Are all large props (Santa's chair, backdrops, display items) stable, secured, and unlikely to topple over?

## **5. Staffing, Hygiene, and Welfare**

Item	Status	Notes / Action Required
<b>First Aid Provision</b>	[ ]	Is at least one trained First Aider on duty? Are staff equipped with easily accessible First Aid Kits?
<b>Hand Sanitisation</b>	[ ]	Is the Hand Sanitiser Station fully stocked, visible, and functioning at the entrance/exit?
<b>Staff Briefing</b>	[ ]	Has all staff been briefed on safety protocols, risk assessments, and the location of essential equipment?
<b>Grotto Cleanliness</b>	[ ]	Is there a regular schedule for cleaning and sanitising high-touch surfaces? Is waste control in use and regularly emptied?
<b>Costume Safety</b>	[ ]	Are costumes and beards secured to prevent snagging or obstruction of vision?

## **6. Compliance and Documentation**

Item	Status	Notes / Action Required
<b>Written Risk Assessment</b>	[ ]	Has a specific risk assessment for the Grotto been completed, signed, and dated <i>before</i> operation commenced?
<b>Insurance Validation</b>	[ ]	Have the Grotto activities been communicated to the insurer? Is Public Liability Insurance current and adequate?
<b>Accident Book</b>	[ ]	Is an accessible Accident Book available and staff trained on correct recording procedures (including near-misses)?
<b>Staff Training Register</b>	[ ]	Has every member of staff signed a register confirming they have read and understood the Evacuation Plan and Risk Assessment?
<b>Vulnerable People Policy</b>	[ ]	Are staff trained on the policy for assisting vulnerable persons (including children and those with mobility issues) during normal operation and emergencies?

### *Important Notice*

*TP Safety Services Ltd provides this checklist for guidance purposes only. It does not constitute formal professional health and safety advice. As the operator, you are responsible for conducting a full, location-specific risk assessment and complying with all relevant local and national safety legislation. Always seek certified professional advice for complex or legal compliance requirements.*