



Jobs to be done daily:

1. **Before each session** staff to check the toilet for supplies of water, toilet tissue, soap and paper towels

Wearing gloves, staff to wipe toilet seat, taps and door handle after every use with disinfectant

2. **Before each session** staff to check hand washing stations have adequate water, soap and paper towels

3. **Before each session** staff to wipe picnic table and kitchen worktop with disinfectant

4. **Before each session** staff to check site for fallen branches/ trees/ tree movement

5. **Before each session** staff to check boundaries

6. **Before each session** staff to check ropes on swings/ slack line/ scramble net/tree house

7. **Before each session** staff to check floors for damage

8. **Before each session** staff to check site for dead animals and faeces

9. **After each session** staff to empty bins and disinfect them, rubbish to be taken off site and disposed of appropriately

10. **After each session** staff to clean toilet seat and surround, taps, door handle and bin with disinfectant

11. **After each session** door handles and frequently touched surfaces to be wiped with disinfectant

12. **After each session** washing up to be removed from site and dealt with

Jobs to be done weekly:

1. Remove standing water from buckets, mud kitchen etc

Jobs to be done termly:

1. Clean the shelves and boxes which store cooking equipment, using cloths and cleaning spray.

2. Clean and sterilise water containers.

3. Clean mud kitchen.

4. Check the condition of tools and oil them

5. Check smoke alarms and carbon monoxide alarms

6. Check first aid kit

7. Close rope check, up a ladder

Jobs to be done 'as and when needed':

1. Empty composting toilet when full

2. Clear brambles of other invasive plants

3. Check the yurt

