**Safety Inspection Checklist**

**County: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Club Ground: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Inspected By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Safety Inspection Checklist**

| **Ref** | **Description** | **✓/🗶**  **N/A** | **Comments or Action required** | **Photo(s)** | **Due** |
| --- | --- | --- | --- | --- | --- |
| **1** | **Documentation** |  |  |  |  |
| 1.1 | Safety Statement including risk assessment(s) in place, updated in the previous 12 months and signed off |  |  |  |  |
| 1.2 | Adequate safety inspections completed in the previous 12 months e.g. one every quarter |  |  |  |  |
| **2** | **Access – Gates, Perimeter Walls, Fencing, etc** |  |  |  |  |
| 2.1 | Are all gates, fences and wall in a sound condition? e.g. free from sharp edges, loose blocks, loose capping, dangerous wire, etc |  |  |  |  |
| 2.2 | Are all gates hung properly and in working order? |  |  |  |  |
| **3** | **Circulation Areas** |  |  |  |  |
| 3.1 | Are all steps and/or ramps in good repair, i.e. not worn, broken or slippery? |  |  |  |  |
| 3.2 | Are floor coverings, tiles, etc, in good condition and not slippery? |  |  |  |  |
| 3.3 | Is there adequate lighting in car parks, walkways, paths, etc? |  |  |  |  |
| **4** | **Fire Safety** |  |  |  |  |
| 4.1 | Is there a fire register in place with records of all fire detection and fire fighting equipment and its service history (as appropriate) |  |  |  |  |
| 4.2 | Are fire exits and escape routes clearly marked, kept unlocked and clear from obstructions while people are on premises? |  |  |  |  |
| 4.3 | Are flammable substances e.g. fuels, paper, cleaning materials,  other chemicals, etc, stored correctly, away from any sources of heat? |  |  |  |  |
| **5** | **Electrical Equipment** |  |  |  |  |
| 5.1 | Are plugs and sockets in good condition with no cracks or pieces missing |  |  |  |  |
| 5.2 | Where extension leads are being used, are they are fully unwound and not left plugged in and unattended. |  |  |  |  |
| **6** | **Lighting (including pitch lighting)** |  |  |  |  |
| 6.1 | Is all electrical housings, cabling, etc in good condition and with no exposure to live wiring? |  |  |  |  |
| **7** | **Machinery** |  |  |  |  |
| 7.1 | Is all machinery stored in a locked area away from access of members of the public? |  |  |  |  |
| **8** | **Maintenance** |  |  |  |  |
| 8.1 | Are all maintenance materials, paints, etc stored safety and securely? |  |  |  |  |
| **9** | **Doors and Windows** |  |  |  |  |
| 9.1 | Are windows free from broken or cracked panes, frames, etc |  |  |  |  |
| **10** | **Working at Heights** |  |  |  |  |
| 10.1 | Are ladders and other equipment used for working at heights stored safely and securely when not in use? |  |  |  |  |
| **11** | **Match Day Stewarding (as applicable)** |  |  |  |  |
| 11.1 | Are stewards available for crowd control e.g. side-line duty and traffic control etc. as appropriate? |  |  |  |  |
| **12** | **Kitchen areas** |  |  |  |  |
| 12.1 | Is the kitchen/dining area kept clean |  |  |  |  |
| 12.2 | Is fire safety equipment available in kitchen? |  |  |  |  |
| **13** | **Waste Management** |  |  |  |  |
| 13.1 | Is waste stored in a secure place pending collection/ disposal? |  |  |  |  |
| **14** | **Goalposts – Fixed** |  |  |  |  |
| 14.1 | Are goalposts in good condition and free from sharp edges or other objects which could cause injury? |  |  |  |  |
| 14.2 | Is a safe system in use for securing nets to goalposts frame? |  |  |  |  |
| **15** | **Goalposts – Portable** |  |  |  |  |
| 15.1 | Are portable goalposts stored securely when not in use? |  |  |  |  |
| **16** | **First Aid** |  |  |  |  |
| 16.1 | Does a First Aid box exist, and is it appropriately stocked and available when required? |  |  |  |  |
| 16.2 | Is a defibrillator in place and available? |  |  |  |  |
| **17** | **Event viewing areas, i.e. Stands, terracing, etc** |  |  |  |  |
| 17.1 | Are all viewing areas in good condition, free from slips, trips and falls hazards, |  |  |  |  |
| 17.2 | Where seating accommodation exists, is all seating secure, free from all sharp edges, splinters, loose screws, nails, etc |  |  |  |  |
| **18** | **Toilet areas** |  |  |  |  |
| 18.1 | Are urinals, w.c.s, basins, etc. clean and in good condition? |  |  |  |  |
| 18.2 | Are hand washing facilities available (including hand drying facilities) and in working order? |  |  |  |  |
| 18.3 | Is there a cleaning programme in place? |  |  |  |  |
| **19** | **Bar / Lounge** |  |  |  |  |
| 19.1 | When facilities are in use is there a cleaning system in operation for spillages/breakages? Will records be maintained? |  |  |  |  |
| **20** | **Any Other Hazards** |  |  |  |  |

**NOTE:**

**The above is not an exhaustive list and where other hazards are identified they should be adequately addressed.**

**In addition, this checklist can/will be reviewed and updated to reflect other potential risks if deemed to effect/alter activities in our grounds e.g. Covid-19 (Coronavirus) Pandemic.**

**Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Post/Role within Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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|  | GENERAL COMMENTS |
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**Signature**:…………………………………………………

Club Safety Co-ordinator

**Signature**:…………………………………………………

County Development Officer