**VENUE INSPECTION CHECKLIST**

***Insert Club Name***

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| **Training Venue:** | *Name & Address* |
| **Sports / Types of Activities** |  |
| **Venue Details:** | *Describe the venue / areas used within the venue. E.g. hire of swimming pool and changing rooms, hire of a sports hall within a leisure centre, community hall, clubhouse with outdoor pitches etc.* |
| **Venue Owner:** |  |
| **Venue Contact:** |  |

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| **Area** | Item | **Yes** | **No** | **Notes** |
| **External**  **Areas /**  **Car Park** | Are all gates, fences and wall in a sound condition and in good working order? |  |  | *(Free from sharp edges, loose blocks, loose capping, dangerous wire, etc.)* |
| Are paths and external stairs in good condition? |  |  |  |
| Are roadways in good condition? |  |  |  |
| Are parking areas well marked? |  |  |  |
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| **Building**  **Access** | Do stairways, landings and ramps have well secured handrails and railings?  Are there any noticeable defects? |  |  |  |
| Do all of the steps, ramps, and landings have sufficient lighting above them? |  |  |  |
| Have all obstructions, which could cause a person to trip, been identified? |  |  |  |
| Have all restrictions to access for any persons been identified? |  |  |  |
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| **Internal**  **Areas**  **Internal**  **Areas** | Are floor surfaces in good condition? |  |  | *(Floor surfaces not slippery, uneven, no loose material, debris, worn carpeting)* |
| Have slippery floors when wet or dry been identified? |  |  |  |
| Have any rips, stretches or damaged floor coverings that may pose a tripping hazard, been identified? |  |  |  |
| Is all furniture in safe condition for normal use? |  |  |  |
| Are stairways and corridors kept clear and unblocked? |  |  |  |
| Are there any obstructions restricting access to doorways, steps, halls etc. been identified? |  |  |  |
| Are all doors free from broken and/or damages |  |  | *(Damaged hinges, locks, etc. and able to open without unnecessary force)* |
| Are all windows free from damage? |  |  | *(Broken fastenings, cracked panes or frames)* |
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| **Lighting** | Are there any damaged light switches, light fittings or power points? |  |  |  |
| Is there sufficient lighting throughout the premises? |  |  |  |
| Do lighting levels appear to be satisfactory? |  |  |  |
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| **Heating & Ventilation Systems** | Has the facility owner confirmed that the heating and ventilation systems are regularly serviced and maintained in good order? |  |  |  |
| On visual inspection; are the heating (i.e. radiators) and ventilation systems (i.e. air conditioning) free from obvious defects? |  |  |  |
| Have the club been provided with instructions for use of these systems? |  |  |  |
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| **Electrical Equipment** | Has the facility owner confirmed that the electrical equipment is PAT tested on a regular basis? |  |  |  |
| Does the electrical equipment have any visual defects or damage? |  |  |  |
| Are socket outlets overloaded by the use of adaptors or extension leads? |  |  |  |
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| **Fire Safety** | Has the facility owner / management confirmed that inspection tests up to date for fire extinguishers, hose reels? |  |  |  |
| Are extinguisher ID Tags / signs displayed above the extinguisher, which explain uses and hazards? |  |  |  |
| Are all fire extinguishers accessible, clear from obstruction? |  |  |  |
| Are fire extinguishers in a fixed, permanent location, such as a stand, or wall mounted? |  |  |  |
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| **Emergency Evacuation** | Are written emergency evacuation procedures/plans in place, available and current? |  |  |  |
| Are assembly areas allocated and understood? |  |  |  |
| Are warning systems clear (audible) in all areas? |  |  |  |
| Are all exits kept clear? |  |  |  |
| Does a minimum of 1 practice drill occur per year – organised by the venue management or the Club? |  |  |  |
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| **First Aid** | Are there sufficient first aid kits at the venue? |  |  |  |
| Are first aid kits checked on a regular basis? |  |  |  |
| Does the content of kit agree with content list? |  |  |  |
| Is all content in date? |  |  |  |
| Is a first aid sign displayed above the kit? |  |  |  |
| Is a defibrillator in place and available? |  |  |  |
| Does the club have members trained (up to date) in CPR and in use of defibrillator? |  |  |  |
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| **Welfare** | Are the toilet and changing facilities provided adequate and in good working order? |  |  |  |
| Are hand washing facilities available (including hand drying facilities) and in working order? |  |  |  |
| Is there a cleaning programme in place? |  |  |  |
| Are drinking water points clean and in good working order? |  |  |  |
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| **Sports Equipment** | Is appropriate sporting equipment available? |  |  |  |
| Is all sporting equipment maintained in good condition? |  |  |  |
| Has all sporting equipment been tested to ensure that it meets the required standards? |  |  |  |
| Are there adequate storage facilities for all equipment? |  |  |  |
| Do Club volunteers / venue staff use good stacking and storage practices? |  |  |  |
| Are items stored in their designated areas in the storage facilities provided? |  |  |  |
| Are all manual handling aids (hoists, trolleys) well maintained and free of damage and wear and tear? |  |  |  |
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| **Signage** | Are sufficient signs in use internally and externally? |  |  |  |
| Are safety or health signs in place where hazards cannot be avoided or adequately reduced? |  |  |  |
| Are signs in good condition (not faded)? |  |  |  |
| Are out of order/danger tags available for use? |  |  |  |
| Is signage clear from obstruction? |  |  |  |
| Are all signs which are hung in stable and fixed position? |  |  |  |
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| **House-keeping** | Is housekeeping in good condition throughout the venue e.g. toilets, changing facilities, training area? |  |  |  |
| Are work areas tidy? |  |  |  |
| Is waste regularly removed i.e. there is no build-up of rubbish in any area? |  |  |  |
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| **Kitchen / Catering Areas** | Are facilities regularly cleaned? |  |  |  |
| When facilities are in use; is there a cleaning system in operation for spillages/breakages? |  |  |  |
| Does the kitchen equipment have any visual defects or damage? |  |  |  |
| Is fire safety equipment, PPE and first aid boxes available in kitchen areas? |  |  |  |
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| **Chemicals** | Have all chemicals been identified? |  |  |  |
| Are Material Safety Data Sheets (MSDS) provided and available to the Club? (e.g. cleaning products), |  |  |  |
| Are chemicals correctly stored? |  |  |  |
| Are all chemicals clearly labelled and in their original containers (i.e. Not transferred to food containers such as soft drink bottles)? |  |  |  |
| Is there appropriate ventilation for both use and storage? |  |  |  |
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| **Information** | Does the Club have all the information about the venue they need to operate safely? |  |  |  |
| Have the Club received a safety briefing and any usage instructions for the venue? |  |  |  |
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This is not an exhaustive list and the Club should identify any other hazards associated with their training environment.

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| **Area** | **Item** | **Yes** | **No** | **Notes** |
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# **Items noted for improvement / Items to be brought to the attention of the CMT and / or Facility Owner / Management**

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| **Item** |
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| **Date Completed** | **Completed By:** | **Submitted to the CMT** |
|  |  | Yes / No |

# **Follow Up / Corrective Actions taken**

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| **Item Actioned** | **Completed by** | **Date Completed** |
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| **Final inspection Date** | **Completed By:** |
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