



HEALTH & SAFETY CHECKLIST

YES NO N/A Further Action Needed



SAFETY INFORMATION				
Are evacuation procedures published and posted				
Do members have access to information relating to Health & Safety				
Emergency Points				
Can emergency vehicles access the facilities				
Is there a working phone available				
Do members have access to emergency numbers				
Are emergency access points checked and operational				
VOLUNTEERS				
Are DBS checks up to date				
Are contact details up to date				
FIRST AID				
Are medical supplies adequate				
Is first aid equipment in good working order				
Do members have access to information regarding first aid practices				
Verify that first aid volunteers are appropriately qualified				
EQUIPMENT				
Is the equipment fit for the activity				
Is the equipment suitable for the age group				
Is the equipment safe for the activity				
PLAYING AREA				
Is the area safe and free from obstacles				
Is the area appropriate for the activity				
PLAYERS				
Are the players registered				
Are players medical information up to date				
Are players contact details up to date				
Are players wearing appropriate attire for the activity				
Are players safe for the activity				
CAR PARK				
Is the car park surface maintained to minimise slip & trip risks				
Are vehicle and pedestrian flows and car park entrances/exits clearly marked				
Is the car park well lit				
Can emergency vehicles gain access				
CLUBHOUSE				
Are paths, steps and ramps properly maintained to minimise slip and trip risks				
Is lighting suitable to allow safe access and exit - including lighting of emergency exits				
Do changing rooms have sufficient lighting				
Do corridors have sufficient lighting				
Are corridors clear				
Are there any trailing electrical leads or cables				
Are permanent fixtures in good condition - eg - seats, signage, cupboards				
Is internal flooring in good condition				
ELECTRICAL EQUIPMENT & SERVICES				
Fixed electrical installations				
Are they correctly installed, modified or repaired				
Have they been tested by a suitably qualified person before being put in use				
Are they inspected and tested at suitable intervals				
Portable electrical equipment				
Has it been visually checked and where necessary tested to ensure it is safe to use				
Has any damaged electrical equipment been taken out of service or replaced				
GAS EQUIPMENT				
Fixed gas appliances - boiler - cooker - water heater				
Are arrangements in place for periodic examinations				
Any remedial actions by a gas safe registered engineer				
Mobile gas appliances				
Are arrangements in place for periodic examinations				
Any remedial actions by a gas safe registered engineer				
ASBESTOS				
Does the building contain any asbestos				
Is there a record of where the asbestos is				
Is the asbestos in good condition				
Are arrangements in place to provide this information to anyone who may carry out work on the building				
Are there warning signs in place to ensure the asbestos is not disturbed				
Are regular checks made to ensure it remains undisturbed and in good condition				
If damaged asbestos has been identified				
Have arrangements been made to ensure it is either repaired, encapsulated or removed by a licensed contractor				
Have records been kept of any asbestos related work				
FIRE				
Are adequate fire safety measures in place				
Has an evacuation plan been implemented and tested				
Is the fire alarm tested regularly				
Are regular checks made to ensure escape routes and fire doors are				
unobstructed				
adequate and effective for the number of people using the clubhouse including the disabled and vulnerable				
Are combustible substances stored safely				
Is fire fighting equipment in place and tested regularly in line with the manufactures guidance				
Are staff and others trained in how to use it				
LEGIONNAIRES DISEASE				
Is there a plan for dealing with this risk from showers in the changing room				
RESPONSIBILITY				
Do users of the facility have all the information needed to operate safely				

Name:

Position:

Signature:

Date: