

(Insert Club Logo)

Template Risk Assessment Form

INSERT NAME OF CLUB

Name & Position of Person doing Check: _____

Date of Check: _____

Playing/Training Area

Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity?

Yes No

(E.g. check floor, roof leaks, lighting, heating, security and welfare arrangements.)

If no, please outline the hazard, who may be at risk and action taken, if any:

Equipment

Check that it is fit and sound for activity and suitable for age group/ability.

Is the equipment safe and appropriate for activity?

Yes No

(E.g. check there is no equipment left from other activities or obstructions left in the sporting area.)

If no, please outline unsafe equipment, who may be at risk and action taken, if any:

Participants

Check that the attendance register is up to date with medical information and contact details. Check that participants are appropriately attired for the activity.

Is/are the register(s) in order?

Yes No

If no, please outline current state and action taken, if any:

Are participants appropriately attired and safe for activity?

Yes No

If no, please outline unsafe equipment/attire and action taken, if any:

Emergency Points

Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational?

Yes No

If no, please outline the issues and action taken, if any:

Is a working telephone available?

Yes No

If no, please outline the issues and action taken, if any:

Safety Information

Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety.

Are emergency procedures published and accessible to those with responsibility for sessions in the club?

Yes No

If no, please outline what information is missing and action taken, if any:

Does the club need to take any further action to reduce potential risks/hazards?

Yes

No

If yes, please specify:

Name: _____

Signed: _____

Date: _____

NB: *A new risk assessment form must be completed at the start of each season, to ensure you cover the club should the incident happen again and any resultant changes made to the club's code of conduct.*