

# PUBLIC SAFETY CHECKLIST

for Parks, Reserves and Sports Fields

The checklist is to be completed by all Event Organisers and Tenant Sport Clubs. **It must be returned to the Event Coordinator 14 days prior to the start of your booking.**

The following questions are to help you identify risk and hazard issues that may be present at the facilities or grounds that you, your club or association, or your members and guests use.

Please tick an answer **Yes**, **No**, or **Not Applicable** for each of the following questions and ensure questions have been answered accurately. If you are unsure of an answer, make notes in the space provided.

Answering 'No' to any or all of the following questions does not necessarily mean that you are responsible for injuries or losses arising from the identified hazard. You may, however, be breaching your duty of care if you do nothing in response to the information that you are gathering (or fail to gather this information).

If you consider that your activities, or the health and safety of any participants/spectators would be compromised by any of the identified issues, and you cannot immediately rectify them, you need to decide whether or not to proceed with your planned training and competition.

SPECIFIC HAZARDS ISSUES FOR INSPECTION BY YOUR GROUP OR CLUB		Yes	No	N/A
1.	Are there any inherent dangers to users within the location of the reserve or facility? <b>(proximity of rivers, embankments )</b>			
2.	Have spectators and competitors been warned about the existence of these hazards?			
3.	Are all in-field structures <b>(sprinkler heads etc.)</b> appropriately covered, so as not to interfere with participants?			
4.	Is the condition of the surface appropriate for the event? <b>E.g. no significant depressions or cracking; divots or mounded dirt absent; no excessive standing water</b>			
5.	Do boundary markings allow enough space between the field of play and fencing/spectators?			
6.	Are ground dimensions and boundaries compliant with accepted guidelines for the sport or event to be conducted?			
7.	Are goals, fences, coaches boxes and other structures at appropriate locations and appropriately secured, having regard to the direction of play, participants' likely movements, and boundary locations?			
8.	Is padding or any other means of protection required on structures close to the area of play? <b>e.g. Goal posts, coaches boxes, seating, etc.</b>			
9.	Are all participants issued with appropriate equipment, checked by officials prior to commencement?			
10.	Are surfaces clear of rubbish, animal waste, syringes and other foreign objects?			
11.	Is the position of spectators, vehicles, private property, or other facilities such as play equipment at the reserve likely to interfere with the event?			
12.	Are the change rooms provided for participants adequately clean, secure and private?			
13.	Can players and officials access the area of activity without undue interference from spectators?			
14.	Is adequate liquid available to participants?			
15.	Are the lighting conditions suitable for the intended activities?			
16.	Are spectators controlled in any manner in order to promote appropriate behavior? <b>E.g. conditions of entry; parking marshals; policy/procedures for serving alcohol; club officials warning members, etc.</b>			
17.	Are the people conducting your activities <b>(coaches, umpires, officials, first-aiders, instructors and volunteers)</b> adequately qualified, trained, instructed, and/ or supervised?			

**This check list is to be completed by sport club committee members & group organisers prior to the commencement of Seasonal training, Competitions and Events.**

Please keep a copy of the completed checklist as a record that you have carried out the inspection

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GENERAL ORGANISATIONAL ARRANGEMENTS FOR YOUR GROUP OR CLUB:		Yes	No	N/A
1.	Is a representative of your club in overall charge of the planned activities?			
2.	Is a representative of your club a designated contact for the Council, sports association, etc.?			
3.	Does this person know to report risk and hazard issues to the Venue Manager?			
4.	Have you made emergency arrangements? <b>First aid, extinguishers, emergency contacts, etc.</b>			
5.	Do you provide access to suitable advice and services where participants require treatment? <b>E.g. Club doctor or local Medical Centre to refer injuries, Physios, etc.</b>			
6.	Does your lease agreement require others to maintain facilities, fixtures, or grounds?			
7.	If not, have maintenance activities occurred/been arranged preparatory to the season's commencement?			
8.	Are activities, equipment, and rules, where necessary, modified for differing abilities and ages?			

If you answered "No" to any of these questions, you have risk issues that require management. If you do not manage these issues appropriately, you expose your organisation and its members to potential losses and liabilities

Given the above, in your judgment, are all of the facilities that you intend to use appropriate for the purpose for which they will be used	Yes	No
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NOTES: (can include actions taken on the day to rectify, notify, or manage identified issues)

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## INSPECTION DETAILS

Venue: \_\_\_\_\_

Primary Activity: \_\_\_\_\_

Date of inspection: \_\_\_\_\_

Time of inspection: \_\_\_\_\_

Organisation: \_\_\_\_\_

Form completed by: \_\_\_\_\_

Inspected by (names and position)

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Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

Signed \_\_\_\_\_

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