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| GROUND & EVENT DETAILS |

Name of Event: Date: Time:

Name of Venue:

Address:

Day or Night Event: Name of Person in Charge:

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| WEATHER | YES | NO | N/A |
| Weather conditions at the grounds are suitable for the event to be held |  |  |  |
| A temperature measuring device is on site |  |  |  |

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| --- | --- | --- | --- |
| FIELD OF PLAY | YES | NO | N/A |
| Field (area of play) and surrounding areas are free of debris, broken glass, surface damage? conditions at the grounds are suitable for the event to be held |  |  |  |
| Sprinkler heads (if present) are level or below the field surface? |  |  |  |

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| --- | --- | --- | --- |
| PUBLIC & SPECTATOR AREAS | YES | NO | N/A |
| Public & spectator areas (including stairs & paths) are free of hazards? |  |  |  |
| Grandstand & seating areas are free of hazards? |  |  |  |
| Carpark area is free of hazards? |  |  |  |

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| --- | --- | --- | --- |
| AMENITIES, CANTEEN & SURROUNDING AREAS | YES | NO | N/A |
| Canteen area is free of hazards? |  |  |  |
| BBQ area is free of hazards & gas bottle is fitted securely? |  |  |  |
| Toilets are free of hazards? |  |  |  |
| External coffee vans etc are located in areas safe for public access? |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| AMBULANCE ACCESS & FIRST AID | YES | NO | N/A |
| Ambulance access is open & free of obstacles? |  |  |  |
| First Aid kit & ice or cold packs are available? |  |  |  |
| A person with first aid qualifications is available at the venue? |  |  |  |
| Emergency plans are in place? |  |  |  |

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| --- | --- | --- | --- |
| OTHER | YES | NO | N/A |
| Field and surrounding areas are free of debris, broken glass, surface damage? conditions at the grounds are suitable for the event to be held |  |  |  |
| Sprinkler heads (if present) are level or below the field surface? |  |  |  |
| Field Lighting is adequate for events (if a night event)? |  |  |  |
| Amenities lighting working? |  |  |  |
| Any other factors to consider? List below |  |  |  |
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| ACTION REQUIRED |

List below any hazards identified during inspection and action taken to remove or minimise the risks identified.

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| --- | --- | --- |
| **Hazard Identified** | **Risk Level** | **Action Taken** |
|  |  |  |
|  |  |  |
|  |  |  |

|  |  |
| --- | --- |
| **Likelihood** | **Risk Chart** |
| 1 - Insignificant | 2 - Minor | 3 - Moderate | 4 - Major | 5 - Critical |
| 5 - Almost Certain | Medium | Medium | High | Extreme | Extreme |
| 4 - Likely | Low | Medium | High | High | Extreme |
| 3 - Possible | Low | Medium | High | High | High |
| 2 - Unlikely | Low | Low | Medium | Medium | High |
| 1 - Rare | Low | Low | Low | Low | Medium |

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| INSPECTION NOTES |
| List below any additional notes or actions in relation to this inspection: |

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| LANSW REPRESENTATIVE |

This checklist has been completed in lines with the Checklist Guidelines and all reasonable action has been taken to remove or minimise any hazards identified. If further hazards are identified during the event appropriate action will be taken.

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| --- | --- |
| Name of LANSW Representative: | Signature: |

Record of Checklist: This checklist should be retained by LANSW for a minimum of seven (7) years.

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| GROUND INSPECTION CHECKLIST GUIDELINES |

This Checklist is a basic inspection tool to help identify safety concerns and record actions taken to minimise risk. Sport Clubs owe a duty of care to athletes, officials, volunteers and spectators to ensure that the venues used are as safe as possible. Identifying risks before they occur can reduce a sport club’s exposure to claims for property damage, public liability, personal accident and injury and possible legal action in serious cases.

**When to use this checklist**

The checklist should be used at the start of an event and during an event if conditions change.

**What are you looking for?**

* Hazards – public areas, pathways, stairs, toilets, canteen and cooking areas etc.
* Weather conditions that may pose a risk – lightning, hot weather, dangerous high winds etc.
* Playing area – holes, surface damage, debris, sprinkler heads etc.
* First Aid & Ambulance – first aid resources are available including ice and ambulance access is clear.
* Other factors – anything that poses a risk i.e. ensuring sufficient lighting, spectator behaviour etc.

**Who completes the checklist?**

A responsible club or association representative who has read these guidelines and ideally has an understanding of, or experience in running athletic events, event management, risk management, OHS or workplace health and safety.

**If a hazard or risk is identified?**

The hazard or risk should be listed on the checklist then the actions that are taken to remove the hazard or minimise the risk should also be noted. Documenting the hazard and the action taken is a vital part of using and completing the checklist.

**Managing a hazard or risk**

All hazards and risks should be responded to before any activities commence. An example of actions taken may include:

* Fill any holes or surface damage on the fields or warm up areas.
* Pick up debris and sweep pathways and stairways.
* Move items out of walkways and toilets that may be a trip hazard.
* Ensure canteen work areas are clear of trip hazards and check cords to electrical equipment.

**If a hazard or risk still exists?**

If a hazard cannot be removed or minimised and safety concerns remain then further action should be taken. This could include better control of the area, closing or roping off the area, remove the hazard or object, delay or postpone the event. A whole event risk could include for example; lights not working for a night event, serious damage to playing surface, ambulance access is obstructed, no first aid resources, a serious weather threat or a serious incident.

**Continued monitoring**

Once all identified hazards and risks have been actioned, officials need to continue to monitor the venue and facilities for any changes that may occur during the event. If further risks are identified and pose a threat then event managers and officials should be consulted and decisions made on how to proceed.

**Protection of club officials**

Legislation and insurances exist to protect club officials who complete checklists and implement action to manage and minimise risks, thereby demonstrating their duty of care.

**Insurances**

It is highly beneficial that athletics clubs support and promote the use of WHS checklists. By identifying and addressing risks you can reduce your club’s exposure and minimise the possibility of injuries. Using a checklist may also assist in the defence of any claims of negligence or legal action.

**Completed checklists**

Once you have completed your checklist and responded to any identified risks or hazards, the checklist should be held on file in a secure place for a minimum of seven (7) years for future reference.