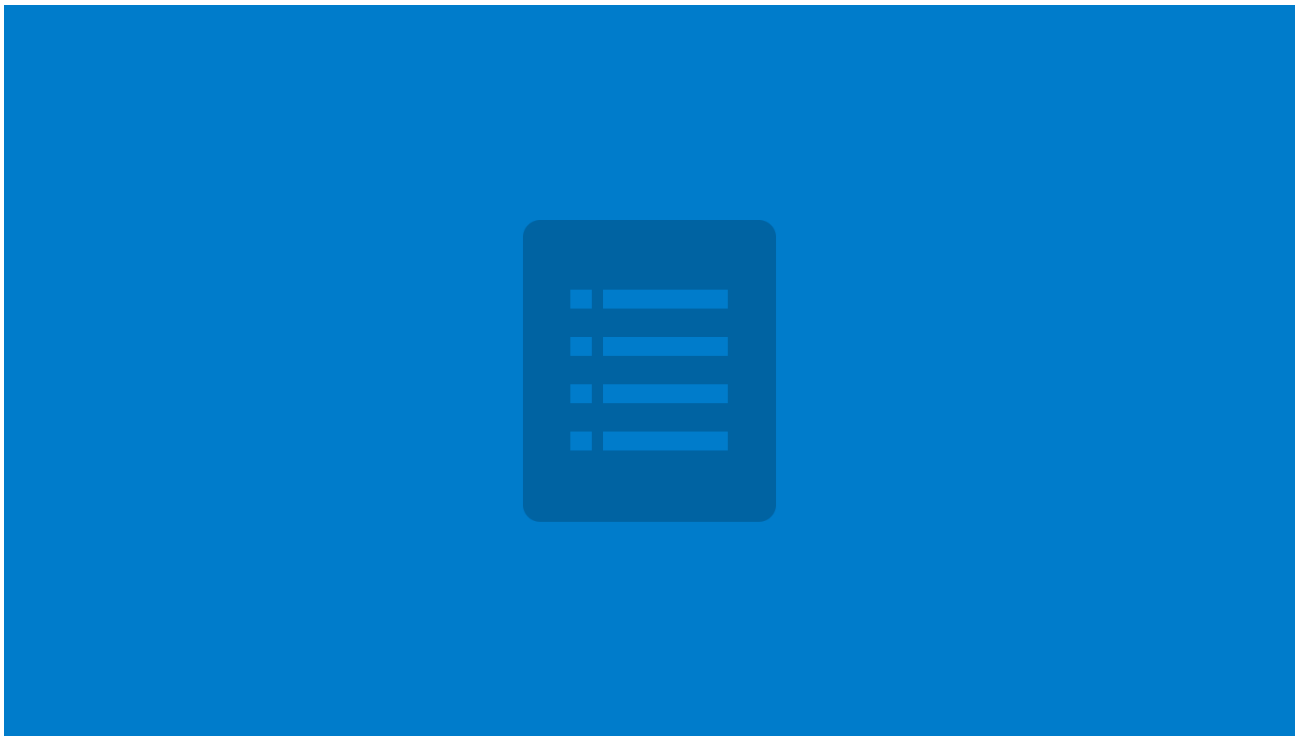
Football Club Safety Inspection Checklist



Documentation

- [ ] Safety Statement updated in the previous 12 months
- [ ] Safety Statement signed by the Head of the Executive Committee
- [ ] Child Protection Policy in Place
- [ ] Are all coaches / mentors Garda vetted?
- [ ] Fire Safety Management Plan in Place
- [ ] Is there a fire register in place with records of all fire detection and fire fighting equipment and its service history
- [ ] Is emergency lighting tested with records maintained
- [ ] Are practice evacuations/fire drills held at least twice per year with records maintained?
- [ ] Copy of Event Safety Management Guide available
- [ ] Are copies of manufacturer's instructions/operating manuals for equipment easily accessible?
- [ ] Is all electrical equipment checked regularly by a competent person. Are records maintained and available.
- [ ] Are there service records available for machinery
- [ ] Is there a register of work at height equipment (ladders etc) and is there a record of their inspection
- [ ] Are there service records available for the heating and ventilation systems
- [ ] Have statutory inspections been performed on the boiler
- [ ] Is there a register of all Chemicals used and is there a Safety Data Sheet for each Chemical

Access – Gates, Perimeter Walls, Fencing, etc

- [ ] Are all gates, fences and wall in a sound condition? e.g. free from sharp edges, loose blocks, loose capping, dangerous wire, etc
- [ ] Are all gates hung properly and in working order?

Circulation Areas

- [ ] Are all steps and/or ramps in good repair, i.e. not worn, broken or slippery?
- [ ] Is the gradient on mobility impaired access ramps less than 1:12 to allow wheelchairs to access the ramp?
- [ ] Are there any areas of loose paint, plaster, etc
- [ ] Are rails in place on steps and/or ramps where deemed necessary?
- [ ] Are floor coverings, tiles, etc, in good condition and not slippery?
- [ ] Are non slip mats in place in shower areas and at the entrance to the club?
- [ ] steps/stairways/ramps painted to ease visibility?
- [ ] Are surfaces in external areas, i.e. paths, car -parks, etc in good condition?
- [ ] Is there adequate lighting in car parks, on paths?
- [ ] Are waste materials properly collected?
- [ ] Are arrangements in place on match/event occasions to ensure that emergency vehicles may access/exit grounds?
- [ ] Are circulation areas accessible to those with special needs, e.g. mobility difficulties

Fire Safety

- [ ] Are all designated fire ex its are clearly marked?
- [ ] Are fire exits and escape routes kept unlocked and clear from obstructions while people are on premises?
- [ ] Do fire doors open outwards?
- [ ] Is muster area clearly marked?
- [ ] Are evacuation procedures clearly displayed?
- [ ] Are all staff familiar with evacuation procedures?
- [ ] Is the fire fighting equipment at its designated fire points?
- [ ] Is fire fighting equipment serviced as required and a record of service maintained?
- [ ] Are flammable substances e.g. fuels, paper, cleaning materials, other chemicals, etc, stored correctly, away from any sources of heat?

Electrical Equipment

- [ ] Is electrical equipment suitable for use intended?

- [ ] Are plugs and sockets in good condition with no cra cks or pieces missing
- [ ] Are socket screws and mountings secure
- [ ] Are sockets are situated in safe positions, convenient for the equipment to be used and not sub ject to damp
- [ ] Do indi cator lights on sockets function correctly.
- [ ] Is al insulation on leads free from cracks or signs of deterioration.
- [ ] Where extension leads are being used, they are fully unwound and not left plugged in and unattended.

Lighting (including pitch lighting)

- [ ] Are all light fittings are in working order and are kept in a clean condition?
- [ ] Is lighting is adequate for the type of activities being undertaken
- [ ] Is all electrical housings, cabling, etc in good condition and with no exposure to live wiring?
- [ ] Are all cables to external lighting either buried underground or kept at a height which does not present a hazard to the public?
- [ ] Is lighting on approach roads and outside the club sufficient for access and egress

Machinery

- [ ] Is machinery used suitable and appropriate for purpose?
- [ ] Is all machinery stored in a locked area away from access of members of the public?
- [ ] Is machinery operated by competent persons only?
- [ ] Are drive shafts/PTOs/Other moving parts adequately guarded?
- [ ] Is all machinery in good working order

Maintenance

- [ ] Is a safe system of work in place, e.g. does grass cutting, cleaning and other maintenance take place only when the area is free from non involved persons, particularly children?
- [ ] Is maintenance only carried out by competent persons?
- [ ] Are all roofs, guttering, drain pipes etc, as far as can be seen, sound and well maintained?
- [ ] Are staff, members and volunteers, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc)
- [ ] Are all maintenance materials, paints, etc stored safety and securely?

Doors and Windows

- [ ] Are all doors unobstructed?

- [ ] Are all doors free from broken and/or damages hinges, locks, etc
- [ ] Are windows free from broken fastenings?
- [ ] Do glazed windows, doors etc have toughened, laminated glass?
- [ ] Are windows safe when open from contact with passers by?
- [ ] Do doors and windows open without unnecessary force being applied?
- [ ] Are windows free from broken or cracked panes, frames, etc

Working at Heights

- [ ] Are safe systems of working at heights documented? i.e. access to raised scoreboards, erection of flags, scores, lighting, etc
- [ ] Are facilities in place to facilitate safe working at heights?
- [ ] Are ladders and others equipment using for working at heights stored safely and securely when not in use?

Moving and Handling

- [ ] Is equipment available to move and handle equipment, fertilizers, furniture, waste, etc?
- [ ] Are staff and those moving equipment provided with training in moving and handling?
- [ ] Is there a safe system in place for movement of portable goal posts etc

Heating and Ventilation systems

- [ ] Is the heating system regularly serviced and maintained in g ood order?
- [ ] Is maintenance carried out by competent person?
- [ ] Is boiler house kept clean and tidy and free from waste materials.

Kitchen areas

- [ ] Is the Kitchen locked when not in use?
- [ ] Is the kitchen area supervised when in use
- [ ] Are food preparation areas in compliance with food safety requirements?
- [ ] Are there adequate hand washing and drying facilities in kitchen area?
- [ ] Is the kitchen/dining area kept clean
- [ ] Is the kitchen floor sound and non - slip, especial ly when wet?
- [ ] Where required, is equipment adequately guarded?
- [ ] Are first aid boxes are available in the k itchen area?

- [ ] Is fire safety equipment available in kitchen?
- [ ] Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. gloves, etc)

Gymnasia

- [ ] Is the Gymnasium locked /access controlled when not is use?
- [ ] Is the equipment in good condition, maintained and serviced as specified by suppliers?
- [ ] Is the Gym supervised by a qualified, competent person when in use?
- [ ] Is gymnasium kept tidy and equipment appropriately stored
- [ ] Is first aid box available and accessible?
- [ ] Are floors clean, even and non slip?
- [ ] Are changing rooms clean and tidy and disinfected?
- [ ] Is an induction evening provided to all members and a record of such induction maintained?

Waste Management

- [ ] Are there adequate waste containers in place in ground/dressing rooms/other facilities?
- [ ] Is there a system to collect waste litter following matches/events ?
- [ ] Is waste stored in a secure place pending collection/ disposal?
- [ ] Is all waste disposed off in accordance with local authority regulations?
- [ ] Where building work is underway, is rubble safely secured from access by public?
- [ ] Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc)

Chemicals

- [ ] Are chemicals stored in a secure place preventing unauthorised access by members of the public?
- [ ] Are chemicals kept only in containers in which they were purchased with clear and legible “Instruction for use”
- [ ] Are chemicals used only by competent persons?
- [ ] Are waste chemicals disposed in accordance with manner prescribed in Safety Data Sheets/Instructions on container
- [ ] Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc) while using or disposing chemicals?
- [ ] Are rat poisons but in place by competent persons and out of reach by children.

Signage

- [ ] Are safety or health signs in place where hazards cannot be avoided or adequately reduced?

- [ ] Are all exit routes clearly visible?
- [ ] Is the Occupiers Liability sign erected and clearly visible?

Goalposts – Fixed

- [ ] Are goalposts in good condition and free from sharp edges or other objects which could cause injury?
- [ ] Is a safe system in use for securing nets to goalposts frame?

Goalposts – Portable

- [ ] Are portable goalposts purchased from manufactures/suppliers that comply with the following standards I.S.355, IS 356
- [ ] Do goalposts carry manufacturer's label and safety warning label.
- [ ] Does system exist for securing portable goalposts when is use?
- [ ] Are portable goalposts stored securely when not in use?

First Aid

- [ ] Does a First Aid box exist, and is appropriately stocked and available when required?
- [ ] Are there adequate numbers of trained first aiders available during to matches, training sessions and other events?
- [ ] Is a stretcher available?
- [ ] Is a defibrillator in place and available?
- [ ] Does the club have members trained (up to date) in CPR and in use of defibrillator?

Event viewing areas, i.e. Stands, terracing, etc

- [ ] Are all viewing areas in good condition, free from slips, trips and falls hazards,
- [ ] Where seating accommodation exists, is all seating secure, free from all sharp edges, splinters, loose screws, nails, etc
- [ ] Are changes in level marked for visibility impaired persons

Toilet areas

- [ ] Are urinals, w.c.s, basins, etc intact?
- [ ] Are hand washing facilities available (including hand drying facilities) and in working order?
- [ ] Is there a cleaning programme in place?

Emergency Planning

- [ ] Are procedures in place to prevent flooding from nearby rivers, heavy rainfall, etc

- [ ] Are procedures in place to protect heating systems, plumbing and buildings from snow and frost damage?

All Weather pitches

- [ ] Is the pitch in good condition and fit for use and free from defects?
- [ ] fence which is maintained and locked / access controlled when not in use?
- [ ] Are the keys maintained by a competent person?
- [ ] Is a record of use maintained?
- [ ] Is the pitch hired to non members?
- [ ] Is there a hire form with a waiver in place?
- [ ] Is a record of all use by third parties maintained?
- [ ] Is the pitch closed during adverse weather? Such as frost/snow?
- [ ] Is all signage on boundary free from sharp edges and not protruding onto the field of play?

Bar

- [ ] Do members / guests sign in?
- [ ] Is there a dancefloor? Would you have to cross this carrying drink to return to seating?
- [ ] Is there an accident book on site?
- [ ] Is there a first aid box on site?
- [ ] When facilities are in use is there a cleaning system in operation for spillages/breakages? Are records maintained?
- [ ] Are the bathrooms checked regularly for spillages/breakages when the function room is in use? Are records maintained?
- [ ] Are all stairways free from obstacles and handrails in working order?
- [ ] Are volunteers engaged in bar work at a minimum over 18 years of age and competent?
- [ ] Is all emergency lighting and exit lighting regularly maintained and in working order?
- [ ] Is food available? Are all FSA requirements adhered to?
- [ ] Is stock stored on premises? Is a log of stock maintained?
- [ ] Are emptys / returns stored on premises in a safe manner? Is this recorded
- [ ] Is there an occupancy limit? Is this enforced?

Facilities for Hire

- [ ] Do all persons hiring facilities for use on a commercial basis provide evidence of valid public Liability and or professional indemnity insurance?
- [ ] Is this insurance vetted on an annual basis

- [ ] Is a schedule of use of facilities documented and maintained?
- [ ] Are the premises checked and cleaned after each use?

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