



VENUE ASSESSMENT CONDUCTED BY SVNSW AFFILIATES

HIRER:

VENUE:

INSPECTION CONDUCTED ON:..... BY:

PLAYING AREA – COURT SURFACE – RUN-OFF AREAS

Are there any areas of the playing surface that may affect players' safety? YES / NO

How often are the courts cleaned?

Who is responsible for this?

Do you sweep the floor before training/games to remove any debris? YES / NO

Is there a mop/towels available to clean liquids / leaks from the court as they arise? YES / NO

Are all the lights operational in the playing area? YES / NO

Do any interfere with play? YES / NO

Are there any obstructions or hazards within the run-off (at least 2m on all sides),
that could affect player safety? YES / NO

If there is an identified obstacle does it have padding? YES / NO

COMMENTS:

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SPORT EQUIPMENT

Are the posts covered by padding during all activities? YES / NO

Does the net system feature 'guy wires' or other extensions? YES / NO

Are the antennae secured firmly at the top and the bottom of the net? YES / NO

Can supplies be easily accessed to remedy loose fitting antennae? YES / NO

Is there a blood-spill kit available at all times during court use? YES / NO

COMMENTS:

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FACILITIES / VENUE

- Are the Emergency Exits clear and unlocked? YES / NO
- Are the Exit signs illuminated? YES / NO
- As a hirer of this venue, have you been provided with the emergency evacuation plan? YES / NO
- Are venue managers briefed on evacuation procedures (including fire drills)? YES / NO
- Have safety issues or general maintenance identified by the Hirer been documented and submitted to the facility owner/manager? YES / NO
- Are public toilets and change areas clean? YES / NO
- Are all lights in the public toilets and change areas in working condition? YES / NO
- Is there fire-fighting equipment (extinguisher, hose reel, alarm) visible and easily accessible? YES / NO
- When was equipment last inspected? (See inspection tags)

COMMENTS:

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FIRST AID

- Are there first aid facilities on site (supplied by the venue) and easily accessible? YES / NO
- Do you require venue managers to be first aid / CPR trained? YES / NO
- Has the first aid kit been inspected and replenished if required? YES / NO
- Is there a stretcher within the venue? YES / NO
- Is there ice readily available to treat serious injuries? YES / NO
- Is the ambulance access to the building and into the stadium clear from obstacles and unlocked during training/games? YES / NO
- Are there serious accident reporting protocols set by this facility? YES / NO
- How do venue managers record or report injuries sustained during training or competitions?

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COMMENTS:

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POST INSPECTION FOLLOW UP

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

HAZARD IDENTIFIED	RISK LEVEL <i>(minor, moderate, severe)</i>	ACTION TAKEN <i>(documented, how notified, to whom, followed up)</i>

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

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ARE YOU INTERESTED IN PURCHASING SAFETY EQUIPMENT FOR YOUR VENUE?

*Please let SVNSW know if you are interested in purchasing post pads or referee stand wraps.
We can assist by speaking to suppliers about bulk purchases & rates,
if Affiliates (and their venue owners) are interested in upgrading current safety equipment.*

KEEPING SPORT SAFE – OUR DUTY OF CARE

Sport clubs owe a duty of care to players, 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 legal action in serious cases.

WHEN TO USE THIS CHECKLIST

At the start of each season, particularly when the venue is used by a variety of other users who may change or affect the quality of the venue/playing area, and during an event if conditions change.

WHAT ARE YOU LOOKING FOR?

- * Hazards – public areas, stairs, change rooms, toilets
- * Playing area – post holes, surface damage, debris, nets & antennae.
- * 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, evacuation measures.

WHO COMPLETES THE CHECKLIST?

A responsible club official or venue manager, who understands risk and safety.

IF A HAZARD OR RISK IS IDENTIFIED?

The hazard or risk should be listed on the checklist, and actions 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. It is important that Hirers do not take it upon themselves to make material changes to the nature or quality of the venue or equipment, without first obtaining approval.

MANAGING A HAZARD OR RISK

All hazards and risks should be responded to before training or games commence. An example of actions taken may include picking/sweeping up debris from playing area and run-off areas, moving any unnecessary items out of run-off areas, checking quality and lighting of toilets and change rooms.

CONTINUED MONITORING

Once identified hazards and risks have been actioned, Hirer's need to monitor the venue and facilities for any changes that may occur during the season. If further risks are identified and pose a threat then managers/owners should be consulted and decisions made on how to proceed.

PROTECTION OF CLUB OFFICIALS

Legislation and insurances exist to protect club officials. By completing a checklist at regular intervals, managing and minimising risks, you are demonstrating your duty of care to participants.

INSURANCES

It is highly beneficial that sport clubs support and promote the use of Checklists. By identifying and addressing risks you can reduce your sport 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 handed to an appropriate club official. The checklist should be held on file in a secure place for a minimum of seven (7) years for future reference, particularly where identified hazards have been advised to managers/owners for fixing.