



# Risk Checklist

The personal information requested on this form is being collected to enable council to consider the application. Council will use this information for this purpose or one directly related and may disclose this information as required by law in accordance with the Privacy and Data Protection Act 2014. The applicant may apply to council for access and/or amendment of the information by contacting council's freedom of information/privacy officer on 5624 2436

This checklist is to be completed by a representative from the Committee of Management or delegated representative from a User Group.

If items are identified as a risk as part of this audit, please notify the Committee of Management and forward Council a copy immediately. This, however, will not relieve you of your responsibility to exercise reasonable care and caution

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## Section One: Facility Detail

Name of Facility	Date of Inspection	Names of Inspectors
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## Section Two: Risk Assessment

### General Access

Doorways, walkways and steps are clear of obstructions	Yes	Comments
	No	

No items blocking or stored in emergency exits	Yes	Comments
	No	

Appropriate first aid personnel, equipment and phone contact with emergency services available	Yes	Comments
	No	

### Handrails and disabled access

Secure and clear from obstructions	Yes	Comments
	No	

### Lighting

All operating	Yes	Comments
	No	

Emergency exit lighting operational	Yes	Comments
	No	

## **Kitchen**

Floors non-slip and bench tops clean	Yes No	Comments
All items stored correctly and safely	Yes No	Comments
All electrical appliances operating correctly	Yes No	Comments
Fire extinguishers and fire blankets are in place	Yes No	Comments

## **Electrical**

Plugs and sockets in good working order	Yes No	Comments
Extension cords and electrical appliances tested and tagged	Yes No	Comments
Power boards in good working order	Yes No	Comments
Light switches in good working order	Yes No	Comments
Hot water service in good working order	Yes No	Comments
Portable electrical items tested and tagged	Yes No	Comments

## **Grounds**

Surface condition free from holes or uneven section that could cause tripping and falls	Yes No	Comments
Surface clear of rubbish, animal waste, syringes, glass, rocks, etc.	Yes No	Comments

Trees and branches observed as safe	Yes No	Comments
Pavers secure	Yes No	Comments
Refuse/Waste receptacles adequately supplied and stored	Yes No	Comments
All furniture maintained	Yes No	Comments
Any identified tripping hazards	Yes No	Comments
Sprinkler heads and taps covered and level with the surrounds	Yes No	Comments
Structures and padding for goal posts, coaches' boxes secure	Yes No	Comments
Perimeter fencing and signage safe and secure	Yes No	Comments
Football and Cricket - Boundary lines a minimum of 3 metres from any immovable object	Yes No	Comments
<b>Buildings</b>		
Entrances and external doors secure	Yes No	Comments
Change rooms clean and secure	Yes No	Comments
Door latches and self closers operational	Yes No	Comments
All surfaces and floors clean	Yes No	Comments

Free from tripping dangers	Yes No	Comments
No smoking signs are visible	Yes No	Comments
Windows are in good working order and locks functioning	Yes No	Comments
Fire extinguishers in place	Yes No	Comments
Fire extinguishers tested and tagged	Yes No	Comments
Emergency Evacuation Plan and Procedures visible and up-to-date	Yes No	Comments

Please provide any other comments regarding grounds, buildings and surrounds safety.

Completed By

Date