Risk Assessment Form

Venue:	
Name of person doing check:	
Position of person doing check:	
Date of check	

Playing/training area – Check that the area and surroundings are safe and free from obstacles.

Is the area fit and appropriate for activity?	Yes ☐	No ☐

If no, please outline the hazard, who may be at risk and action taken, if any.

Equipment – Check that it is fit and sound for activity and suitable for age group/ability.

Is the equipment safe and appropriate for activity?	Yes ☐	No ☐

If no, please outline unsafe equipment, who may be at risk and action taken, if any.

Performers – Check that the attendance register is up to date with medical information and contact details. Check that performers are appropriately attired for the activity

Is/are the register(s) in order?	Yes ☐	No ☐

If no, please outline current state and action taken, if any.

Are performers appropriately attired and safe for activity?	Yes ☐	No ☐

If no, please outline unsafe equipment/attire and action taken, if any.

Emergency points – Check that emergency vehicles can access facilities and that a working telephone is available with access to emergency numbers.		
Are emergency access points checked and operational?	Yes ☐	No ☐
If no, please outline the issues and action taken, if any.		
Is a working telephone available?	Yes ☐	No ☐
If no, please outline the issues and action taken, if any.		
Safety Information – Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety		
Are emergency procedures published and accessible to those with responsibility for sessions in the club?	Yes ☐	No ☐
If no, please outline what information is missing and action taken, if any.		
General		
Does the club need to take any further action? If yes, please specify.		

Signed _____

Dated _____