

# GROUND INSPECTION CHECKLIST

Workplace Health & Safety in Football



## GROUND & EVENT DETAILS

Name of Event

Date

Time

Name of Ground

Address

Day or night Event

Name of Club

Name of Person In Charge

Position

## 1. WEATHER

- Weather conditions at the grounds are suitable for the event to be held? ☐ Yes ☐ No

## 2. FIELD OF PLAY

- Portable goals are secured (with 10 stakes or 12 bags of sand)? ☐ Yes ☐ No
- Goals are free of metal net hooks and nails? ☐ Yes ☐ No
- Fields & warm up areas are free of debris, broken glass, surface damage? ☐ Yes ☐ No
- Sprinkler heads (if present) are level or below the field surface? ☐ Yes ☐ No
- Cricket pitch (if present) is covered? ☐ Yes ☐ No
- The area 2m outside of each touch line is free of hazards e.g. chairs, bins etc.? ☐ Yes ☐ No

## 3. PUBLIC & SPECTATOR AREAS

- Public & spectator areas (including stairs and paths) are free of hazards? ☐ Yes ☐ No
- Grandstands and seating areas are free of hazards? ☐ Yes ☐ No
- Car park area is free of hazards? ☐ Yes ☐ No

## 4. AMENITIES, CANTEN & SURROUNDING AREAS

- Canteen area is free of hazards? ☐ Yes ☐ No
- BBQ area is free of hazards and gas bottle is fitted securely? ☐ Yes ☐ No
- Change rooms and toilets are free of hazards? ☐ Yes ☐ No
- External coffee vans & ice cream vans are located in areas safe for public access? ☐ Yes ☐ No
- Other areas e.g. referee rooms, tickets office are free of hazards? ☐ Yes ☐ No
- There are no children under 16 years of age working in or playing in the canteen or BBQ areas. ☐ Yes ☐ No

## 5. AMBULANCE ACCESS & FIRST AID

- Ambulance access is open and free of obstacles? ☐ Yes ☐ No
- First Aid kit and ice or cold packs are available? ☐ Yes ☐ No
- A person with first aid qualifications is available at the venue? ☐ Yes ☐ No
- Emergency plans are in place? ☐ Yes ☐ No

**6. OTHER**

- Sufficient ground officials are in place and are wearing visible vests? ☐ Yes ☐ No
- Field lighting is compliant with FNSW Lighting Policy (if a night event)? ☐ Yes ☐ No
- Amenities and change rooms lighting is working? ☐ Yes ☐ No
- Fencing around the venue and adjacent to fields is free of hazards? ☐ Yes ☐ No
- Any other factors to consider? ☐ Yes ☐ No

**7. ACTION REQUIRED**

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

Hazard Identified	Risk Level	Action Taken

RISK CHART					
LIKELIHOOD		Very Unlikely (rarely happen)	Unlikely (could happen)	Likely (will probably happen)	Very Likely (will certainly happen)
IMPACT	Insignificant (No injury)	Low	Low	Medium	Medium
	Minor (first aid injury)	Low	Medium	Medium	High
	Serious (Medical assistance)	Medium	Medium	High	High
	Major (Death or disability)	Medium	High	High	Extreme

**8. INSPECTION NOTES**

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

**9. CLUB OFFICIAL**

This checklist has been completed in line 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.

Name of Official

Signature

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

## 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 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 possible legal action in serious cases.

### When to use this checklist

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

### What are you looking for?

- Hazards – public areas, pathways, stairs, change rooms, 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.
- Goalposts – to ensure they are secure and cannot tip over, no metal hooks or nails attaching nets.
- 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 official who has read these guidelines and ideally has an understanding of, or experience in running football 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 games commence. An example of actions taken may include:

- Secure portable goals with at least 10 stakes, 12 bags of sand or 10 bags of cement.
- Fill any holes or surface damage on the fields or warm up areas.
- Pick up debris and sweep paths and stairways.
- Move items out of walkways, toilets and change rooms that may be a trip hazard.
- Ensure canteen work areas are clear of trip hazards and check cords to electrical equipment.
- Ensure there are no children under 16 years of age working or in canteen & BBQ work areas. (Refer FNSW Policy)

### 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 game, close the field or if there is a risk to the whole event then consider postponing the event. A whole event risk could include for example; lights not working for a night event, serious damage to surface, goals unable to be secured, 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 sport clubs support and promote the use of WHS 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.