Young Shire Council

Facilities, Equipment and Environment Inspection Checklist

Young Shire Council endeavours to providing a safe and enjoyable experience for all those who use its sporting facilities. As part of its commitment to the community, Council requires all users of Council facilities to conduct inspections of facilities, equipment and environments to ensure they are safe each and every time a facility is used.

Each facility user, club or team is responsible for inspecting and checking that the facilities, equipment and environment are safe for participation prior to every useage session including training session and matches.

Conducting an inspection using this checklist will ensure that all criteria are met prior to starting a match or practice.

If you find a safety hazard during your inspection:

- **Do not use the facility if it is unsafe to do so—notify Council as soon as possible.**
- **Repair, remove or cover the hazard if possible—only use the facility once this has been done.**
- **Bring the hazard to the attention of all those who need to know about it—players, coaches, referees or umpires, grounds controller, club executives etc.**
- **Inform Council, preferably in writing, of all hazards requiring their attention.**

Completed checklists should be kept in a safe place in case they are required in the future.
If your club cannot store these checklists, please return all completed checklists to Council and we will store them for you.
These documents are important, if you are unable to complete the pre-use checklist you should advise your Club/Team/Association immediately so that another person may complete the inspection.

If you have any general comments about how safety could be improved at your club or by Council please note them here and bring them to the attention of the appropriate person at your club or at Council. Should you wish to discuss any matter please contact Council on 63821688 during Office Hours to arrange a convenient meeting time with a Council Officer:

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Young Shire Council

Facilities, Equipment and Environment Inspection Checklist

Inspection Check

Team/Club/Association _____ Date _____

Name of person completing this checklist _____

Position of person completing the checklist _____

Training ☐ Match ☐ One-off use ☐

	Yes	N/A
Playing surface clear of all hazards—sharp objects, rubbish etc	☐	☐
Holes and uneven patches covered or fenced off	☐	☐
Sprinkler heads covered and other irrigation equipment made safe	☐	☐
Cricket pitches properly covered	☐	☐
Hard objects that players may collide with adequately padded or fenced off	☐	☐
Goal posts padded and fixed securely in place	☐	☐
Corner posts or flags going to give way if a player collides with them	☐	☐
Spectators safely separated from the playing surface	☐	☐
Emergency vehicle access points identified, unlocked and clear	☐	☐
Telephone and emergency telephone numbers available	☐	☐
Trained first aider present	☐	☐
Properly stocked first aid kit available	☐	☐
Ice available for first aid	☐	☐
Lighting safe for conduct of the game or training	☐	☐
Weather safe for conduct of the game or training	☐	☐
All players wearing the required protective equipment	☐	☐
All players wearing appropriate footwear	☐	☐
Change rooms clean, tidy and hygienic	☐	☐
Non-slip mats in wet areas of the change rooms	☐	☐
Clean drinking water available for players and officials	☐	☐
All equipment required for the game in safe condition for use	☐	☐
Adequate sun protection for players and officials on the side line	☐	☐
Properly marked medication for all players and officials who may need it	☐	☐

Signed _____

Name & Position in Team Club / Organisation