**WEST RIDING COUNTY FA**

**ON THE DAY – Health and Safety Checklist**

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| Venue Name  |  |
| Address  |  |

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| Survey Complete by  |  | Date checklist completed |  |
| Role  |  | Signature  |  |

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| **Area**  | **Item** | **Questions to consider**  | **(✓)** | **Action**  |
| **Access**  | 1 | Is the entrance and associated access roads clear from debris and considered safe (i.e. no ice)?  |  |  |
| 2 | Is the car park free from debris and all pedestrian walkways clear? |  |  |
| 3 | Do the car park lights work? |  |  |
| 4 | Are facilities safely accessed? Check all walkways and rights of way |  |  |
| 5 | Are pedestrian routes separate from vehicles? |  |  |
| 6 | Are all emergency accesses clear and accessible?  |  |  |
| **Evacuation and First Aid**  | 7 | Are evacuation procedures clear with routes and assembly points sign posted? |  |  |
| 8 | Have you identified the location of the First Aid Kits?  |  |  |
| 9 | Have you identified the location of the Defibrillators? |  |  |
| 10 | Do you know where the accident reporting book is? |  |  |
| **Toilets and Changing**  | 11 | Have you identified which toilets will be used?  |  |  |
| 12 | Have you identified which changing area will be used? |  |  |
| 13 | Are the toilets and changing areas considered safe and clean?  |  |  |
| 14 | Do you have access to a telephone in case of an emergency?  |  |  |
| **Communication**  | 15 | Have you ensured that everyone attending the event knows the venue’s emergency procedures, including where the emergency exits are. |  |  |
| 16 | Have you communicated the Changing Room/Toilet procedure to all staff/volunteers?  |  |  |
| 17 | Is the signage of site helpful and informative?  |  |  |
| 18 | Have you assigned roles to all volunteers and discussed the rules and expectations with all staff?  |  |  |
| **Fixtures and Fittings**  | 19 | Are floors and furniture in good repair and safe to use?  |  |  |
| 20 | Is the playing surface acceptable? |  |  |
| 21 | Are viewing facilities in good repair? |  |  |
| **Security**  | 22 | Have you confirmed how personal possessions can be stored securely? |  |  |
| **Safeguarding and Welfare**  | 23 | Have you informed all attendees and staff of the ‘information point’ procedure? |  |  |
| 24 | **IF U18** - Have you informed all attendees who the Welfare officer is on the day and their roles and responsibilities – The WO should be introduced in person.  |  |  |

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| Notes/Comments  |
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