**PRE-EVENT INFORMATION SHEET**

*The aim of the questionnaire is to allow you to provide an overview of venue safety and amenities. It will be used by visitors to determine what safeguards need to be put in place to ensure a safe any enjoyable event.*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Venue Name |  | | | | |
| Address |  | | | Postcode1 |  |
| Is the ground private property or public access (i.e. local authority) | |  | | | |
| Completed by |  | | Date completed | |  |
| Role |  | | Signature | |  |

*1 The postcode provided must be accurate. It should be used to identify the location of the nearest AED and should be noted in case of an emergency.*

**What to expect at our venue:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  |  | **(✓/🗶)** |  |  | **(✓/🗶)** |
| **Parking** | **Car Park** |  | **First Aid** | **Medical Room** |  |
| **On street parking** |  | **First Aid Kit** |  |
| **Disabled parking** |  | **Defibrillator** |  |
| **Spectator Facilities** | **Spectator Seating** |  | **Ambulance Access** |  |
| **Indoor rest area (meeting room/pavilion)** |  | **Other amenities** | **Baby Change Facility** |  |
| **Refreshments for sale** |  | **Prayer Room** |  |
| **Playing**  **Surface** | **Grass pitch** |  | **Security** | **CCTV** |  |
| **3G Pitch** |  | **Participant facilities** | **Changing Rooms (x2)** |  |
| **Sand Based Astro Turf** |  | **Referees Changing Rooms** |  |
| **Floodlights** |  | **Showers** |  |
| **Toilets** | **Male Toilets** |  | **Separate participant toilets** |  |
| **Female Toilets** |  |  |  |  |
| **Disabled Toilets** |  |  |  |  |

|  |  |
| --- | --- |
| **Distance to nearest bus stop** |  |
| **Distance to nearest train station** |  |
| **Nearest Hospital** |  |

**Please complete the following questions. Your answers will help visitors plan for the occasion.**

|  |  |
| --- | --- |
| **Questions to consider** | **(✓/🗶)** |
| Is the car park well lit? |  |
| Are pedestrian routes separate from vehicles? |  |
| Is the playing area located next to the changing room providing a safe route between the two? |  |
| Do emergency vehicles have clear access to the site? |  |
| Are RESPECT barriers or any other physical barrier used to separate the playing area from spectators? |  |
| Is the Health and Safety checklist undertaken before each activity? |  |
| Where is the Defibrillator located? | |
|  | |
| Where are the First Aid Kits located? | |
|  | |
| Are there any parts of the venue that are classed as hazardous areas for Officials, Players and Spectators? |  |
|  |  |

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| --- |
| **Any other details regarding your ground that would be useful to visiting teams** |
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