

### Recreation Reserve Inspection Checklist

**Note: If you believe a safety issue requires prompt attention, please report it via the telephone. Follow up by mailing the original request to ensure a written record of your request is received and noted.**

**Date of Inspection** \_\_\_\_\_

**Name of Reserve / Venue** \_\_\_\_\_

**Name of Initiating Officer** \_\_\_\_\_

**Signature of Initiating Officer** \_\_\_\_\_

**What to Bring: Camera, Hierarchy of Controls, Procedure, Material for Control e.g. Tape, Spraycan, Signs**

Document Name	Version Number	Date of Issue	Review Date
RISK – Recreation Reserve Inspection Checklist Form	1.0.1	20 May 2015	As Required

## Sports Ground

Potential Hazard	Condition		Comments	Date Work Completed
	Satisfactory	Unsatisfactory		
<b>Playing surface clear of all objects / hazards</b>				
a) Sharp Objects				
b) Rubbish				
c) Holes				
d) Uneven Patches				
<b>Sprinkler heads covered and other irrigation equipment made safe</b>				
<b>Cricket pitches properly covered (if required)</b>				
<b>Hard objects that players may collide with are adequately padded or fenced off</b>				
<b>Goal posts padded and fixed securely in place</b>				
<b>Spectators safely separated from the playing surface e.g. fencing</b>				
<b>Emergency vehicle access points identified, unlocked and clear</b>				
<b>Telephone and emergency telephone numbers available</b>				
<b>Properly stocked first aid kit available</b>				
<b>Fences secure with no sharps</b>				
<b>Lighting safe for conduct</b>				

## Tennis Courts

Potential Hazard	Condition		Comments	Date Work Completed
	Satisfactory	Unsatisfactory		
<b>Playing surface clear of all objects / hazards</b>				
a) Sharp Objects				
b) Rubbish				
c) Holes				
d) Uneven Patches				
<b>Rules on display</b>				
<b>Emergency vehicle access points identified, unlocked and clear</b>				
<b>Spectators safely separated from the playing surface e.g. fencing</b>				
<b>Telephone and emergency telephone numbers available</b>				
<b>Properly stocked first aid kit available</b>				
<b>Lighting safe for conduct</b>				

## Toilets / Club House

Potential Hazard	Condition		Comments	Date Work Completed
	Satisfactory	Unsatisfactory		
<b>Premises entry dry, and clear of obstructions</b>				
<b>Premises is free from slip / trip hazards</b>				
<b>Housekeeping</b>				
a) Toilets and washrooms clean				
b) Benches are free from rubbish and obstructions				
c) All surfaces are safe and suitable				
d) Stock / materials are stored safely				
e) Adequate lighting				
<b>Electrical</b>				
a) No broken plugs, sockets, switches - test & tag current				
b) No frayed or defective leads				
c) No cable trip hazards				
d) Circuit breakers installed				

## Other Facilities

Potential Hazard	Condition		Comments	Date Work Completed
	Satisfactory	Unsatisfactory		
<b>Bins are secure and surrounding area tidy</b>				
<b>Seats</b>				
a) Smooth surface - no splinters, protruding bolts				
b) Securely fastened				
<b>Storage Sheds / External Shedding</b>				
a) Premises entry dry, and clear of obstructions				
b) Premises is free from slip / trip hazards				
Premises locked				
<b>Cattle / horse yards</b>				
a) Any trip / slip fall hazards				
b) Fences secure with no protruding bolts / nails				
<b>Trees / Surrounding Gardens</b>				
a) Trees are trimmed so branches are not posing a hazard				
b) Any trip / slip fall hazards				



