

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
Signature of Initiating Officer

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

Electronic Version is the controlled version. Printed copies are considered uncontrolled. Before using a printed copy verify that it is the current version.

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

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Tennis Courts

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

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Toilets / Club House

Potential Hazard	Condition		C ommon to	Date Work
	Satisfactory	Unsatisfactory	Comments	Completed
Premises entry dry, and clear of obstructions				
Premises is free from slip / trip hazards				
Housekeeping				
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				
Electrical				
a) No broken plugs, sockets, switches - test & tag current				
b) No frayed or defective leads				
c) No cable trip hazards				
d) Circuit breakers installed				

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Other Facilities

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

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Other Hazards – Event Specific

Detential Uproved	Con	dition	Commonto	Date Work
Potential Hazard	Satisfactory	Unsatisfactory	Comments	Completed

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Details of Hazard and Action Requested

Please enclose a diagram and details of any struct	tural / environmental hazards or noted problems of safe	ty.
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Name of Reserve / Venue
Date of Inspection
Team / Club / Association Submitting Request
Contact Person (If needed for further information)
Phone Number
Details of Hazard and Action Requested
Forward Request to: Greater Hume Shire Council
PO Box 99 HOLBROOK NSW 2644
HOLDROOK NSW 2044

mail@greaterhume.nsw.gov.au

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