

#### **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 /<br>hazards                                 |              |                |          |           |  |
| a) Sharp Objects  |              |                |          |           |  |
| b) Rubbish  |              |                |          |           |  |
| c) Holes  |              |                |          |           |  |
| d) Uneven Patches   |              |                |          |           |  |
| Sprinkler heads covered and other<br>irrigation equipment made safe               |              |                |          |           |  |
| Cricket pitches properly covered (if required)                                    |              |                |          |           |  |
| Hard objects that players may collide<br>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<br>identified, unlocked and clear                 |              |                |          |           |  |
| Telephone and emergency telephone<br>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 /<br>hazards                 |              |                |          |           |
| a) Sharp Objects  |              |                |          |           |
| b) Rubbish  |              |                |          |           |
| c) Holes  |              |                |          |           |
| d) Uneven Patches   |              |                |          |           |
| Rules on display  |              |                |          |           |
| Emergency vehicle access points<br>identified, unlocked and clear |              |                |          |           |
| Spectators safely separated from the playing surface e.g. fencing |              |                |          |           |
| Telephone and emergency telephone<br>numbers available            |              |                |          |           |
| Properly stocked first aid kit available                          |              |                |          |           |
| Lighting safe for conduct   |              |                |          |           |

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## Toilets / Club House

| Potential Hazard   | Condition    |                | <b>C</b> ommon to | Date Work |
|--|--------------|----------------|-------------------|-----------|
|  | Satisfactory | Unsatisfactory | Comments          | Completed |
| Premises entry dry, and clear of<br>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    |                | <b>O</b> and <b>a</b> 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. |
|--|---|-----|
|--|---|-----|

| 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              |
|   |
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|   |
|   |
|   |
|   |
|   |
| Forward Request to: Greater Hume Shire Council      |
| PO Box 99<br>HOLBROOK NSW 2644                      |
| HOLDROOK NSW 2044                                   |

mail@greaterhume.nsw.gov.au

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