

GAME DAY VENUE CHECKLIST

EVENT

Name of Event Date Time

Name of Ground

Address

Day or night Event Name of Club

Name of Person In Charge Position

1. WEATHER

- Weather conditions at the ground are suitable for the event to commence? Yes No

2. FIELD OF PLAY

- Portable goals are secured with at least 10 stakes or 12 bags of sand so they can't tip over? Yes No
- All goals are free of metal net hooks and nails? Yes No
- Fields & warm up areas are free of debris, broken glass, holes & surface damage? Yes No
- Sprinkler heads (if present) are level or below the field surface? Yes No
- Cricket pitch (if present) is covered or filled to prevent tripping? Yes No
- The area 2m outside of each touch line is free of hazards e.g. chairs, bins etc.? Yes No

3. PUBLIC & SPECTATOR AREAS

- Public & spectator areas (including stairs and paths) are free of hazards? Yes No
- Grandstands and seating areas are free of hazards? Yes No
- Car park area is free of hazards? Yes No

4. AMENITIES, CANTEEN & SURROUNDING AREAS

- Canteen area (inside and outside) is free of hazards? Yes No
- BBQ area is free of hazards and gas bottle is fitted securely? Yes No
- Change rooms and toilets are free of hazards? Yes No
- External coffee vans & ice cream vans are located in areas safe for public access? Yes No
- Other areas e.g. referee rooms, tickets office are free of hazards? Yes No
- There are no children under 16 years of age working in or playing in the canteen or BBQ areas. Yes No

5. AMBULANCE ACCESS & FIRST AID

- Ambulance access is open and free of obstacles? Yes No
- First Aid kit and ice or cold packs is available? Yes No
- A person with first aid qualifications is available at the venue? Yes No
- Emergency plans are in place? Yes No

6. OTHER

- Sufficient ground officials are in place and are wearing visible vests? Yes No
- Field lighting is compliant with FNSW Lighting Policy for this event (if night event)? Yes No
- Amenity lighting is working in all areas? Yes No
- Fencing around the venue and adjacent to fields is free of hazards? Yes No
- Any other factors to consider? Yes No

7. ACTION REQUIRED

List below any hazards identified during inspection and action taken to remove or minimise the risks identified.

Hazard Identified	Risk Level	Action Taken

RISK CHART					
LIKELIHOOD		Very Unlikely <small>(rarely happen)</small>	Unlikely <small>(could happen)</small>	Likely <small>(will probably happen)</small>	Very Likely <small>(will certainly happen)</small>
IMPACT	Insignificant (No injury)	Low	Low	Medium	Medium
	Minor (first aid injury)	Low	Medium	Medium	High
	Serious (Medical assistance)	Medium	Medium	High	High
	Major (Death or disability)	Medium	High	High	Extreme

8. INSPECTION NOTES

List below any additional notes or actions in relation to this inspection:

9. CLUB OFFICIAL

I declare that this checklist has been completed in line with the FNSW Game Day Checklist Guidelines. All reasonable action has been taken to remove or minimise any hazards identified. If any further hazards are identified during the event action will be taken to minimise any risks.

Name of Official	Signature
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Record of Checklist: This checklist will be retained on file by the club for a minimum of seven (7) years.

GAME DAY CHECKLIST GUIDELINES

This Checklist is a basic inspection tool to help identify safety concerns and record actions taken to minimise the risk. Clubs and associations owe a duty of care to players, officials, volunteers and spectators to ensure that the grounds and surrounding facilities and areas are as safe as possible. Identifying risks before they occur can reduce your club's exposure to claims for property damage, public liability, personal accident and injury and possible legal action in serious cases.

When to use this checklist

The checklist should be used at the start of game day or an event and during an event if conditions change.

What are you looking for?

- Hazards – public areas, pathways, stairs, change rooms, toilets, canteen and cooking areas etc.
- Weather conditions that may pose a risk - lightning, hot weather, high winds etc.
- Playing field – holes, surface damage, debris, glass, syringes, sprinkler heads etc.
- Goalposts – to ensure they are secure and cannot tip over, no metal hooks or nails attaching nets.
- Ambulance & First Aid – ambulance access is clear and first aid resources are available including ice.
- Other factors – anything that poses a risk i.e. ensuring sufficient lighting for night events, spectator behaviour etc.

Who completes the checklist?

A responsible club/association/event official who has read these guidelines and ideally has an understanding of, or experience in running football events, event management, risk management, OHS or workplace health and safety.

If a hazard or risk is identified?

The hazard or risk should be listed on the checklist then the actions that are taken to remove the hazard or minimise the risk should also be noted. Documenting the hazard and the action taken is a vital part of using and completing the checklist.

Managing a hazard or risk

All hazards and risks should be responded to before any games commence. An example of actions taken may include:

- Secure portable goals with at least 10 stakes, 12 bags of sand or 10 bags of cement.
- Fill any holes or surface damage on the fields or warm up areas.
- Pick up debris and sweep paths and stairways.
- Move items out of walkways, toilets and change rooms that may be a trip hazard.
- Ensure canteen work areas are clear of trip hazards and check cords to electrical equipment.
- Ensure there are no children under 16 years of age working or in canteen & BBQ work areas. (Refer FNSW Policy)

If a hazard or risk still exists?

If a hazard cannot be removed or minimised and safety concerns remain then further action should be taken. This could include better control of the area, closing or roping off the area, remove the hazard or object, delay or postpone the game, close the field or if there is a risk to the whole event then consider postponing the event. A whole event risk could include for example; field lights not working for a night event, serious damage to field surface, portable goals unable to be secured, ambulance access is obstructed, no first aid resources, a serious weather threat or a serious incident.

Continued Monitoring

Once all identified hazards and risks have been actioned, officials need to continue to monitor the venue and facilities for any changes that may occur during the event. If further risks are identified or weather conditions change and pose a threat then event managers and officials should be consulted and decisions made on how to proceed.

Protection of Club Officials

Legislation and insurances exist to protect club officials who complete checklists and implement action to manage and minimise risks, thereby demonstrating their duty of care.

Insurances

It is highly beneficial to your club, its members and participants that you support and promote the use of the Game Day Venue Checklist. By identifying and addressing risks you can reduce your club's exposure and minimise the possibility of injuries. Using a checklist may also assist in the defence of any claims of negligence or legal action.

Completed Checklists

Once you have completed your Checklist and responded to any identified risks or hazards, the checklist should be handed to your club Secretary or Safety Officer. Your club should then retain the checklist on file in a secure place for a minimum of seven (7) years for future reference.