



## VENUE SAFETY INSPECTION CHECKLIST

(Physical Inspection Required)

Venue/Location:.....

Event:.....

Inspector:..... Date:..... Time:.....

**NOTE:** The following checklist is intended to aid the physical inspection of a facility. It is not intended to identify all risks for all situations. It is a guide only. Any **NO** answer requires action

Venue - General	Yes	No	N/A
Perimeter fencing is safe and in good condition			
Competitor/spectator out-of-bounds areas are clearly marked/highlighted			
All portable structures are installed properly (e.g. shade structures, etc)			
Adequate shade is in place for athletes' waiting areas (e.g. marshalling)			
Sprinkler covers are correctly in place			
Electrical/extension cords are placed in a manner that minimises trip hazards			
A temperature measuring device is on site			
Fire equipment is in place and properly maintained			
Caution/safety signage is in place			
The general area is free from any other hazards not previously covered			
Spectator Areas/Grandstand	Yes	No	N/A
Spectator areas are free of slip, trip and fall hazards			
Spectator tents are safely positioned, weighted down & properly erected			
Walkways are free of obstructions, protruding objects, rubbish and debris			
There is an adequate number of waste containers in place			
Spectator seating is in good condition, clean and safe			
Drinking fountains are clean, free of puddles, algae build up and/or mud			
Lighting in spectator areas is adequate			
PA equipment is provided for emergency evacuation and in good working condition			
Facility is accessible to people with a disability			
The area is free from any other hazards not previously covered			
Car Park	Yes	No	N/A
The area is free of slip, trip and fall hazards			
Lighting is adequate			
Security is present			
Attendants are present			
The area is free from any other hazards not previously covered			
First Aid/Emergency Response	Yes	No	N/A
Appropriately trained first aid personnel are present			
A well-stocked first aid kit is accessible			

A supply of ice is easily accessible			
Telephones and emergency numbers are accessible			
Incident report forms are on site			
Access is clear for emergency vehicles. (Keys for locked gates are easily accessible)			
<b>Toilets</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
Are available, clean, adequately stocked and free from hazards and damage			
Contain adequate lighting			
Security is appropriate			
Waste bins are provided in the toilets			
Area is free of slip, trip and fall hazards			
The area is free from any other hazards not previously covered			
<b>Canteen</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
The canteen area is kept clean and tidy			
All apparatus and equipment are undamaged and in good repair			
All electrical equipment has been tested and tagged, as required			
Hand washing facilities are available			
There are no obvious slip, trip or fall hazards			
The area is free from any other hazards not previously covered			
<b>Other amenities/facilities (e.g. Clubhouse, equipment shed, etc)</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
The area is kept clean and tidy			
All apparatus and equipment are undamaged and in good repair			
There are no obvious slip, trip or fall hazards			
The area is free from any other hazards not previously covered			
<b>Track Events</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
The track surface is level, firm and not slippery. The surface is free of divots, holes, obstructions or protruding objects			
The track markings are safe and a sufficient distance from fencing and other structures			
There is an adequate buffer area between competitors and spectators			
The competition area contains adequate lighting			
Adequate shade is in place for athletes and officials			
Adequate drink stations are available for athletes and officials			
Starting blocks are undamaged and in good condition			
Hurdles are undamaged and in good condition			
Relay batons are undamaged and in good condition			
Hearing protection is available for starters			
The area is free from any other hazards not previously covered			
<b>Long / Triple Jump</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
The run up area is level, firm and not slippery. The surface is free of ruts, foreign and loose objects, and indentations			
Sufficient sand is in the pit and is consistent in all areas of the pit			
The take off area is clearly visible, flat and stable			
The landing pit is wide and long enough to allow safe landings			
There is an adequate buffer area between competitors and spectators			
The competition area contains adequate lighting			
Adequate shade is in place for athletes and officials			

Adequate drink stations are available for athletes and officials			
The area is free from any other hazards not previously covered			
<b>High Jump</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
The run up area is level, firm and not slippery. The surface is free of ruts, foreign and loose objects, and indentations			
The landing mats meet LAANSW standards (2.4m by 4.0m) & are in good condition			
The landing mats have sufficient absorption to cushion landings			
The high jump bags/landing area is bound together by a one-piece fabric fitted cover that holds the mats together and provides a single unified landing surface			
The mats and uprights are on a level surface			
The uprights and bar are in a safe condition			
The uprights are sufficiently weighted or anchored down to prevent them from falling			
Restraining straps are in use			
There is an adequate buffer area between competitors and spectators			
Competition area contains adequate lighting			
Adequate shade is in place for athletes and officials			
Adequate drink stations are available for athletes and officials			
The area is free from any other hazards not previously covered			
<b>Shot Put</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
The throwing area is level, firm and not slippery. The surface is free of ruts, foreign and loose objects, and indentations			
The throwing area is set up away from individuals in adjoining areas, pedestrians and other activities			
The throwing areas are of adequate length to contain the implements thrown			
Shots are in a safe condition			
The stop board is properly secured and in good condition			
There is an adequate buffer area between competitors and spectators			
Competition area contains adequate lighting			
Adequate shade is in place for athletes and officials			
Adequate drink stations are available for athletes and officials			
The area is free from any other hazards not previously covered			
<b>Discus</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
The throwing area is level, firm and not slippery. The surface is free of ruts, foreign and loose objects, and indentations			
The throwing area is set up away from individuals in adjoining areas, pedestrians and other activities			
The throwing areas of adequate length to contain the implements thrown			
Cage/netting is in good condition			
Discuses are in a safe condition			
There is an adequate buffer area between competitors and spectators			
Competition area contains adequate lighting			
Adequate shade is in place for athletes and officials			
Adequate drink stations are available for athletes and officials			
The area is free from any other hazards not previously covered			
<b>Javelin</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>
The run up is level, firm and not slippery. The surface is free of ruts, foreign and loose objects, and indentations			
The throwing area is set up away from individuals in adjoining areas, pedestrians and other activities			

The throwing areas of adequate length to contain the implements thrown			
Javelins are in good repair and in a safe condition			
There is an adequate buffer area between competitors and spectators			
Competition area contains adequate lighting			
Adequate shade is in place for athletes and officials			
Adequate drink stations are available for athletes and officials			
The area is free from any other hazards not previously covered			

**Corrective action required:**

**Signed:**

**Date:**

