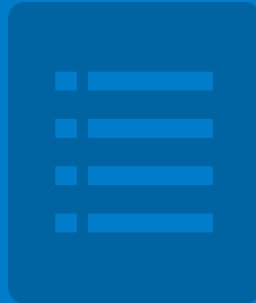


# Football Club Safety Inspection Checklist



## Documentation

- Safety Statement updated in the previous 12 months
- Safety Statement signed by the Head of the Executive Committee
- Child Protection Policy in Place
- Are all coaches / mentors Garda vetted?
- Fire Safety Management Plan in Place
- Is there a fire register in place with records of all fire detection and fire fighting equipment and its service history
- Is emergency lighting tested with records maintained
- Are practice evacuations/fire drills held at least twice per year with records maintained?
- Copy of Event Safety Management Guide available
- Are copies of manufacturer's instructions/operating manuals for equipment easily accessible?
- Is all electrical equipment checked regularly by a competent person. Are records maintained and available.
- Are there service records available for machinery
- Is there a register of work at height equipment (ladders etc) and is there a record of their inspection
- Are there service records available for the heating and ventilation systems
- Have statutory inspections been performed on the boiler
- Is there a register of all Chemicals used and is there a Safety Data Sheet for each Chemical

## Access – Gates, Perimeter Walls, Fencing, etc

- Are all gates, fences and wall in a sound condition? e.g. free from sharp edges, loose blocks, loose capping, dangerous wire, etc
- Are all gates hung properly and in working order?

## Circulation Areas

- Are all steps and/or ramps in good repair, i.e. not worn, broken or slippery?
- Is the gradient on mobility impaired access ramps less than 1:12 to allow wheelchairs to access the ramp?
- Are there any areas of loose paint, plaster, etc
- Are rails in place on steps and/or ramps where deemed necessary?
- Are floor coverings, tiles, etc, in good condition and not slippery?
- Are non slip mats in place in shower areas and at the entrance to the club?
- steps/stairways/ramps painted to ease visibility?
- Are surfaces in external areas, i.e. paths, car -parks, etc in good condition?
- Is there adequate lighting in car parks, on paths?
- Are waste materials properly collected?
- Are arrangements in place on match/event occasions to ensure that emergency vehicles may access/exit grounds?
- Are circulation areas accessible to those with special needs, e.g. mobility difficulties

## Fire Safety

- Are all designated fire exits clearly marked?
- Are fire exits and escape routes kept unlocked and clear from obstructions while people are on premises?
- Do fire doors open outwards?
- Is muster area clearly marked?
- Are evacuation procedures clearly displayed?
- Are all staff familiar with evacuation procedures?
- Is the fire fighting equipment at its designated fire points?
- Is fire fighting equipment serviced as required and a record of service maintained?
- Are flammable substances e.g. fuels, paper, cleaning materials, other chemicals, etc, stored correctly, away from any sources of heat?

## Electrical Equipment

- Is electrical equipment suitable for use intended?
- Are plugs and sockets in good condition with no cracks or pieces missing
- Are socket screws and mountings secure
- Are sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp
- Do indicator lights on sockets function correctly.
- Is all insulation on leads free from cracks or signs of deterioration.
- Where extension leads are being used, they are fully unwound and not left plugged in and unattended.

## Lighting (including pitch lighting)

- Are all light fittings are in working order and are kept in a clean condition?
- Is lighting is adequate for the type of activities being undertaken

- Is all electrical housings, cabling, etc in good condition and with no exposure to live wiring?
- Are all cables to external lighting either buried underground or kept at a height which does not present a hazard to the public?
- Is lighting on approach roads and outside the club sufficient for access and egress

## Machinery

- Is machinery used suitable and appropriate for purpose?
- Is all machinery stored in a locked area away from access of members of the public?
- Is machinery operated by competent persons only?
- Are drive shafts/PTOs/Other moving parts adequately guarded?
- Is all machinery in good working order

## Maintenance

- Is a safe system of work in place, e.g. does grass cutting, cleaning and other maintenance take place only when the area is free from non involved persons, particularly children?
- Is maintenance only carried out by competent persons?
- Are all roofs, guttering, drain pipes etc, as far as can be seen, sound and well maintained?
- Are staff, members and volunteers, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc)
- Are all maintenance materials, paints, etc stored safely and securely?

## Doors and Windows

- Are all doors unobstructed?
- Are all doors free from broken and/or damages hinges, locks, etc
- Are windows free from broken fastenings?
- Do glazed windows, doors etc have toughened, laminated glass?
- Are windows safe when open from contact with passers by?
- Do doors and windows open without unnecessary force being applied?
- Are windows free from broken or cracked panes, frames, etc

## Working at Heights

- Are safe systems of working at heights documented? i.e. access to raised scoreboards, erection of flags, scores, lighting, etc
- Are facilities in place to facilitate safe working at heights?
- Are ladders and others equipment using for working at heights stored safely and securely when not in use?

## Moving and Handling

- Is equipment available to move and handle equipment, fertilizers, furniture, waste, etc?
- Are staff and those moving equipment provided with training in moving and handling?

- Is there a safe system in place for movement of portable goal posts etc

## Heating and Ventilation systems

- Is the heating system regularly serviced and maintained in good order?
- Is maintenance carried out by competent person?
- Is boiler house kept clean and tidy and free from waste materials.

## Kitchen areas

- Is the Kitchen locked when not in use?
- Is the kitchen area supervised when in use
- Are food preparation areas in compliance with food safety requirements?
- Are there adequate hand washing and drying facilities in kitchen area?
- Is the kitchen/dining area kept clean
- Is the kitchen floor sound and non - slip, especially when wet?
- Where required, is equipment adequately guarded?
- Are first aid boxes available in the kitchen area?
- Is fire safety equipment available in kitchen?
- Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. gloves, etc)

## Gymnasia

- Is the Gymnasium locked /access controlled when not in use?
- Is the equipment in good condition, maintained and serviced as specified by suppliers?
- Is the Gym supervised by a qualified, competent person when in use?
- Is gymnasium kept tidy and equipment appropriately stored
- Is first aid box available and accessible?
- Are floors clean, even and non slip?
- Are changing rooms clean and tidy and disinfected?
- Is an induction evening provided to all members and a record of such induction maintained?

## Waste Management

- Are there adequate waste containers in place in ground/dressing rooms/other facilities?
- Is there a system to collect waste litter following matches/events ?
- Is waste stored in a secure place pending collection/ disposal?
- Is all waste disposed off in accordance with local authority regulations?
- Where building work is underway, is rubble safely secured from access by public?
- Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc)

## Chemicals

- Are chemicals stored in a secure place preventing unauthorised access by members of the public?
- Are chemicals kept only in containers in which they were purchased with clear and legible "Instruction for use"
- Are chemicals used only by competent persons?
- Are waste chemicals disposed in accordance with manner prescribed in Safety Data Sheets/Instructions on container
- Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc) while using or disposing chemicals?
- Are rat poisons but in place by competent persons and out of reach by children.

## Signage

- Are safety or health signs in place where hazards cannot be avoided or adequately reduced?
- Are all exit routes clearly visible?
- Is the Occupiers Liability sign erected and clearly visible?

## Goalposts – Fixed

- Are goalposts in good condition and free from sharp edges or other objects which could cause injury?
- Is a safe system in use for securing nets to goalposts frame?

## Goalposts – Portable

- Are portable goalposts purchased from manufactures/suppliers that comply with the following standards I.S.355, IS 356
- Do goalposts carry manufacturer's label and safety warning label.
- Does system exist for securing portable goalposts when is use?
- Are portable goalposts stored securely when not in use?

## First Aid

- Does a First Aid box exist, and is appropriately stocked and available when required?
- Are there adequate numbers of trained first aiders available during to matches, training sessions and other events?
- Is a stretcher available?
- Is a defibrillator in place and available?
- Does the club have members trained (up to date) in CPR and in use of defibrillator?

## Event viewing areas, i.e. Stands, terracing, etc

- Are all viewing areas in good condition, free from slips, trips and falls hazards,
- Where seating accommodation exists, is all seating secure, free from all sharp edges, splinters, loose screws, nails, etc
- Are changes in level marked for visibility impaired persons

## Toilet areas

- Are urinals, w.c.s, basins, etc intact?
- Are hand washing facilities available (including hand drying facilities) and in working order?
- Is there a cleaning programme in place?

## Emergency Planning

- Are procedures in place to prevent flooding from nearby rivers, heavy rainfall, etc
- Are procedures in place to protect heating systems, plumbing and buildings from snow and frost damage?

## All Weather pitches

- Is the pitch in good condition and fit for use and free from defects?
- fence which is maintained and locked / access controlled when not in use?
- Are the keys maintained by a competent person?
- Is a record of use maintained?
- Is the pitch hired to non members?
- Is there a hire form with a waiver in place?
- Is a record of all use by third parties maintained?
- Is the pitch closed during adverse weather? Such as frost/snow?
- Is all signage on boundary free from sharp edges and not protruding onto the field of play?

## Bar

- Do members / guests sign in?
- Is there a dancefloor? Would you have to cross this carrying drink to return to seating?
- Is there an accident book on site?
- Is there a first aid box on site?
- When facilities are in use is there a cleaning system in operation for spillages/breakages? Are records maintained?
- Are the bathrooms checked regularly for spillages/breakages when the function room is in use? Are records maintained?
- Are all stairways free from obstacles and handrails in working order?
- Are volunteers engaged in bar work at a minimum over 18 years of age and competent?
- Is all emergency lighting and exit lighting regularly maintained and in working order?
- Is food available? Are all FSA requirements adhered to?
- Is stock stored on premises? Is a log of stock maintained?
- Are emptys / returns stored on premises in a safe manner? Is this recorded
- Is there an occupancy limit? Is this enforced?

## Facilities for Hire

- Do all persons hiring facilities for use on a commercial basis provide evidence of valid public Liability and or professional indemnity insurance?

- Is this insurance vetted on an annual basis
- Is a schedule of use of facilities documented and maintained?
- Are the premises checked and cleaned after each use?

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