

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 _____

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

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 Completed
	Satisfactory	Unsatisfactory		
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				

Tennis Courts

Potential Hazard	Condition		Comments	Date Work Completed
	Satisfactory	Unsatisfactory		
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				

Toilets / Club House

Potential Hazard	Condition		Comments	Date Work Completed
	Satisfactory	Unsatisfactory		
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				

Other Facilities

Potential Hazard	Condition		Comments	Date Work Completed
	Satisfactory	Unsatisfactory		
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				

Other Hazards – Event Specific

Potential Hazard	Condition		Comments	Date Work Completed
	Satisfactory	Unsatisfactory		

Details of Hazard and Action Requested

Please enclose a diagram and details of any structural / environmental hazards or noted problems of safety.

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
mail@greaterhume.nsw.gov.au