

Appendix A – Hazard Identification Checklist

Hazard	Yes/No/Not applicable	Potential Risks/Impact (examples only – not an exhaustive list)	Action required (if answer to column 2 is “No” please outline action required)	Timeframe for required improvements
(1) 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		Slips, Trips and Falls. Crush injuries from falling masonry. Cuts and Bruises.		
Are all gates hung properly and in working order?		Slips, Trips and Falls. Crush injuries from falling gates. Cuts and bruises.		
Others				
(2) Circulation Areas				
Are all steps and/or ramps in good repair, i.e. not worn, broken or slippery?		Slips, trips and Falls Hazard		
Are there any areas of loose paint, plaster, etc		Risk of falling objects		
Are rails in place on steps and/or ramps where deemed necessary?		Slips, trips and Falls Hazard		
Are floor coverings, tiles, etc, in good condition and not slippery?		Slips, trips and Falls Hazard		

Are non slip mats in place in shower areas?		Slips, trips and Falls Hazard		
Where relevant, are steps/stairways/ramps painted to ease visibility ?		Slips, trips and Falls Hazard, particularly to those with sight difficulties		
Are surfaces in external areas, i.e. paths, car parks, etc in good condition?		Slips, trips and Falls Hazard, particularly to those with sight difficulties		
Is there adequate lighting in car parks, on paths?		Slips, trips and Falls Hazard, particularly to those with sight difficulties		
Are waste materials properly collected?		Slips, trips and Falls Hazard		
Are all emergency exits clearly marked?		Risk of injury and death in event of fire or other emergency. Slips Trips and Falls		
Are arrangements in place on match/event occasions to ensure that emergency vehicles may access/exit grounds?		Delay in getting treatment for injured person		
Are circulation areas accessible to those with special needs, e.g. mobility difficulties		Risk of slips trips and falls, Risk of person with special needs not been able to avail of facilities – risk of discrimination		

Others - please specify				
(3) Fire Safety				
Are all designated fire exits are clearly marked?		Risk of injury and death from fire, Slips trips and falls.		
Are fire exits and escape routes kept unlocked and clear from obstructions while people are on premises?		Risk of injury and death from fire, Slips trips and falls.		
Do fire doors open outwards?		Crush injuries in event of emergency evacuation. Fire related injuries and death		
Is muster area clearly marked?				
Are evacuation procedures are clearly displayed?		Delayed evacuation leading to injuries, burns, death.		
Are all staff familiar with evacuation procedures?		Delayed evacuation leading to injuries, burns, death.		
Are practice evacuations/fire drills held at least once per year?		Delayed evacuation leading to injuries, burns, death.		

Is the fire fighting equipment that specified by the building design team and its selection and location is in accordance with the local authority's fire officer's recommendations?				
Is fire fighting equipment serviced as required and a record of service maintained?		Inability or delay in dealing with a fire leading to injuries, death or property damage.		
Is the fire alarm system tested at regular intervals?		Failure/delay in alarm being activated		
Are flammable substances e.g. fuels, paper, cleaning materials, other chemicals, etc, stored correctly, away from any sources of heat?		Fire		
Others – please specify				
(4) Electrical Equipment				
Is electrical equipment selected by competent person and suitable for use intended?				
Is electrical equipment installed by competent persons?				

<p>Are copies of manufacturer's instructions/operating manuals easily accessible?</p>				
<p>Is all electrical equipment checked regularly by a competent person. Such maintenance should include checking that.</p> <ul style="list-style-type: none"> • equipment is correctly wired and earthed; • plugs are correctly wired, • ratings are correct for the type of equipment being used (fuse ratings will be marked on the equipment and the plug); • the mains supply is capable of meeting the maximum demand; • the distribution system (ie sockets, bench supplies, etc) are suitable for the type of work being carried out; • the isolating switches are marked, well sited, accessible and known to the staff; • residual current (earth leakage) circuit breakers are used where appropriate. 				

<p>Are visual checks carried out to ensure that:</p> <ul style="list-style-type: none"> • plugs are in good condition with no cracks or pieces missing • sockets are in good condition with no cracks or pieces missing; • socket screws and mountings are secure; • sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp; • indicator lights on sockets function correctly; • insulation on leads is not cracked or frayed; • leads are without knots or joins and are reasonably free of "kinks" • leads are the correct length for the equipment being used; • there are no trailing leads; • multi- point adaptors are not being used; • leads and flexible cable are securely fixed at both equipment and plug ends. 				
Other				

(5) Lighting (including pitch lighting)				
<p>Are regular visual checks carried out to ensure:</p> <ul style="list-style-type: none"> that all light fittings are in working order and are kept in a clean condition? that the lighting is adequate for the type of work being undertaken? 		Electrical injuries		
Is all electrical housings, cabling, etc in good condition and with no exposure to live wiring?		Electrical injuries		
Are all cables to external lighting either buried underground or kept at a height which does not present a hazard to the public?		Electrical injuries. Trip hazard.		
Other				
(6) Machinery				
Is machinery selected by a competent person to ensure that it is fit and appropriate for purpose?				

Are copies of manufacturer's instructions/operating manuals easily accessible?				
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 <ul style="list-style-type: none"> • serviced annually/as required • repaired by competent persons?				
Is service record kept of repairs and service/maintenance?				
Others				
(7) 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?		Injury or loss of life to person(s) in close proximity to work activity, from machinery, etc		
Is maintenance only carried out by competent persons?		Physical Injury/death		

Are all roofs, guttering, drain pipes etc, as far as can be seen, sound and well maintained?		Injuries to public from falling tiles, guttering, etc. Damage to building		
Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc)		Eye injuries. Damage to hearing. Inhalation of fumes from paint, solvents, etc		
Are all maintenance materials, paints, etc stored safely and securely?		Slips, trips and falls, fire, leading to injury and /or death		
Other – Please specify				
(8) 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?		Risk of cuts if one particularly children run into doors,		
Are windows safe when open from contact with passers by?		Contact injuries		

Do doors and windows open without unnecessary force being applied?		Cuts and bruises from contact		
Are windows free from broken or cracked panes, frames, etc		Cuts to members opening windows, Security risk if window facilitates access by unauthorised persons		
Other				
(9)Working at Heights				
Are safe systems of working at heights documented? i.e. access to raised scoreboards, erection of flags, scores, lighting, etc		Falls resulting in a injury or death		
Are facilities in place to facilitate safe working at heights?		Falls leading to serious injury or even death		
Are ladders and others equipment using for working at heights stored safely and securely when not in use?		Unauthorised use leading to falls. Damage to, theft of, equipment		
Others				

(10) Moving and Handling				
Is a safe system of moving and handling in place?		Musculoskeletal injuries		
Is equipment available to move and handle equipment, fertilizers, furniture, waste, etc?		Musculoskeletal injuries		
Are staff and those moving equipment provided with training in moving and handling?		Musculoskeletal injuries		
Other – please specify				
(11) Lone Working				
Is Lone working identified as a risk to staff, volunteer members, etc		Risk of inability to summon help if injured		
Is there a safe system of working in place for staff/volunteer members working alone?		Risk of inability to summon help if injured		
Other – please specify				

(12) Heating and Ventilation systems				
Is the heating system regularly serviced and maintained in good order?		Risk of fire or other damage		
Is maintenance carried out by competent person?		Risk of injury to person not skilled in maintenance of equip. Damage to equipment		
Is boiler house kept clean and tidy and free from waste materials.		Risk of fire Risk of Slips, trips and falls.		
Other				
(13) Kitchen areas				
Is the Kitchen locked when not in use?		Access particularly by children to sharp objects leading to cuts, Access to potentially hot surfaces leading to burns Access to electrical equipment leading to burns, fire, etc		

Is the kitchen area supervised when in use		<p>Access particularly by children to sharp objects leading to cuts,</p> <p>Access to potentially hot surfaces leading to burns</p> <p>Access to electrical equipment leading to burns, fire, etc</p>		
Are food preparation areas in compliance with food safety requirements?		Risk of food poisoning leading to illness		
Are there adequate hand washing and drying facilities in kitchen area?		Lack of welfare facilities leading to risk of biological agents been spread.		
Is the kitchen/dining area kept clean		<p>Slips, trips and falls from carelessly disposed of waste, cartons, etc</p> <p>Spread of biological agents</p>		
Is the kitchen floor sound and non-slip, especially when wet?		Slips, trips and falls leading to injury		
Where required, is equipment adequately guarded?		Crush and cut injury including loss of fingers,		
Are first aid boxes available in the kitchen area?		Delay in providing necessary treatment to injured persons		

Is fire safety equipment available in kitchen?		Risk of escalation of fire. Risk of injury (burns) death to users		
Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. gloves, etc)				
Other – please specify				
(14) Gymnasia				
Is the Gymnasium locked when not in use?		Security – risk of theft or damage to equipment. Risk of injury due to unauthorised use		
Is the equipment in good condition, maintained and serviced as specified by suppliers?		Equipment failure leading to injury to users		
Is record of repair and maintenance of equipment kept?		Lack of record of maintenance leading to inability to defend claim for injury based on inadequate maintenance/repair of equipment		

Is the Gym supervised by a qualified, competent person when in use?		Misuse by persons leading to injury		
Is gymnasium kept tidy and equipment appropriately stored		Slips, trips and Falls Hazard		
Is first aid box available and accessible?		Delay in getting necessary treatment		
Are floors clean, even and non slip?		Slips, Trips and Falls Hazard		
Are changing rooms clean and tidy and disinfected?		Slips, trips and Falls Hazard Biological hazard leading to spread of disease		
Other – please specify				
(15)Waste Management				
Are there adequate waste containers in place in ground/dressing rooms/other facilities?		Slips, trips and falls, cuts from broken glass, etc		
Is there a system to collect waste litter following matches/events?		Slips, trips and falls, cuts from broken glass, etc		
Is waste stored in a secure place pending collection/ disposal?		Slips, trips and falls, cuts from broken glass, etc		

Is all waste disposed off in accordance with local authority regulations?		Risk of prosecution from inappropriate disposal of waste		
Where building work is underway, is rubble safely secured from access by public?		Slips, trips and falls, cuts from rubble, masonry, etc		
Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc)		Cuts,		
Other				
(16) Chemicals				
Are chemicals stored in a secure place preventing unauthorised access by members of the public?		Burns, scalds, inhalation, etc from inappropriate access or use		
Are Safety Data Sheets obtained for all chemicals in use?		Burns, scalds, inhalation, etc from inappropriate access or use		
Are chemicals kept only in containers in which they were purchased with clear and legible "Instruction for use"		Burns, scalds, inhalation, etc from inappropriate access or use		
Are chemicals used only by competent persons?		Burns, scalds, inhalation, etc from inappropriate access or use.		

Are waste chemicals disposed in accordance with manner prescribed in Safety Data Sheets/Instructions on container		Burns, scalds, inhalation, etc from inappropriate access by staff and/or members of public.		
Are staff, members, etc provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc) while using or disposing chemicals?		Burns, inhalation leading to illness, etc		
Other				
(17) Signage				
Are safety or health signs in place where hazards cannot be avoided or adequately reduced?				
Other – please specify				
(18) Goalposts – Fixed				
Are goalposts in good condition and free from sharp edges or other objects which could cause injury?		Cuts, loss of fingers, etc Injuries from falling posts, cross bars, etc		

Is a safe system in use for securing nets to goalposts frame?		Cuts, loss of fingers, etc		
Other				
(19) Goalposts – Portable				
Are portable goalposts purchased from manufactures/suppliers that comply with the following standards I.S.EN 748, I.S.EN 749, I.S.EN 750 and BS 8462.				
Do goalposts carry manufacturer’s label and safety warning label. (The manufacturer's label should include instructions for installation, storage, dismantling, inspection and maintenance)				
Does system exist for securing portable goalposts when is use?				
Are portable goalposts stored securely when not in use?				
Other				
(20) First Aid				
Does a First Aid box exist, and is appropriately stocked and available when required?		Delayed or inappropriate treatment for injures		

Are there adequate numbers of trained first aiders available during to matches, training sessions and other events?		Delayed or inappropriate treatment for injures		
Is a stretcher available?		Inappropriately handling of injured person. Delayed or inappropriate treatment for injures		
Is a defibrillator in place and available?		Delayed or inappropriate treatment from lack of Defib.		
Does the club have members trained (up to date) in CPR and in use of defibrillator?		Delayed or inappropriate treatment		
Other				
(21) 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				
Other				

(22) Toilets areas				
Are urinals, w.c.s, basins, etc intact?		Cuts. Risk of spread of biological agents/diseases		
Are hand washing facilities available (including hand drying facilities) and in working order?		Risk of spread of biological agents/diseases		
Is there a cleaning programme in place?		Risk of spread of biological agents/diseases		
Other				
(23) Child Protection				
Does the Club have a Child Protection Officer in place?				
Does the club have a Child Protection Policy and procedure in place?				
Others				

(24) Emergency Planning				
Are procedures in place to prevent flooding from nearby rivers, heavy rainfall, etc		Damage to buildings leading to severe financial loss to club/association		
Are procedures in place to protect heating systems, plumbing and buildings from snow and frost damage?		Damage to buildings leading to severe financial loss to club/association		
Are procedures in place to prevent fires occurring? (see also 3 and 4 above)		Damage to buildings leading to severe financial loss to club/association Injury and/or loss of life		
Other				
(25) Other				

The above is not an exhaustive list and where other hazards are identified they should be included.

Signed _____

Post/Role within Club/County _____

Date _____

Reference

Safety, Health and Welfare at Work Act 2005

Safety Health and Welfare at Work (General Application) Regulations 2007

Practice for Safety in Sports Grounds – Dept of Education (ROI) 1996

The Safety in Sports Grounds Legislation (red book) – Northern Ireland