


Health & Safety Activity Checklist

Venue Name / Location:	
Start & Finish Date of Activity:	
Person Completing Checklist:	

1	Access & Egress to the Venue	Y	N/A
	Is there safe entrance to and exit from the premises?		
	Are there any trip hazards including un-even ground conditions etc?		
	If required can the emergency services gain easy access to the venue?		
2	Vehicle Parking	Y	N/A
	Are there safe and adequate parking spaces available?		
	Is there adequate lighting within the parking area?		
	Are people and moving vehicles separated?		
3	Emergency Arrangements	Y	N/A
	Do you have a copy of the venue's emergency evacuation procedure?		
	Do you know who is responsible for calling the emergency services?		
	Are there first-aid arrangements in place?		
	Is there a first-aid box at the venue?		
	Do you know where the nearest hospital is?		
	Have you got the details for the emergency contact at the venue?		
4	Welfare Facilities & General Arrangements	Y	N/A
	Are there adequate toilets and hand-washing facilities?		
	Are participants asked to bring drinking water with them/ is drinking water available?		
	Are there appropriate and separate changing facilities for men and women?		
	Is there enough space to carry-out the activity safely?		
	Is equipment in a good state of repair?		
5	Accident Reporting	Y	N/A
	Do you know how to report an accident / incident?		
6	Health & Safety Documentation	Y	N/A
	Have you got a copy of your Public Liability Insurance?		
	Do you have a copy of the FA Activity Risk Assessments? (Click here)		
	Are there any safety rules to be communicated to the relevant persons?		

① Further guidance on checklist items available below

Contact Details:	
Date:	
Signature (Electronic signature is valid):	

1. Access & Egress to the Venue

Check that players, coaches and visitors can get into the premises/venue safely and leave quickly and safely in case of emergency. Check around the venue/pitch for any hazards that could cause people to trip and fall. In an emergency would emergency services personnel and vehicles be able to get close to the venue/incident quickly and safely.

2. Vehicle Parking

Are the parking facilities suitable for the number of people likely to attend? Check there are enough parking spaces and that there is sufficient lighting in the area for people to see properly in low light. Check that there are footpaths/walkways and where possible crossing points to and from parking areas so pedestrians do not have to come into contact with moving vehicles and get run over.

3. Emergency Arrangements

Check you have a copy of the venue's emergency evacuation procedure and understand how to evacuate in an emergency. Check you know who is responsible for calling the emergency services. Check there is a suitably stocked first aid box at the venue, that you know the address of the nearest hospital and details of the venue emergency contact. These must be added to your risk assessment.

4. Welfare Facilities & General Arrangements

Check that toilet facilities for both males and females are available with running water to wash hands with. Check drinking water is available. Check the changing facilities are clean, dry and are private. Check that there is space to carry out your activities safely and without risk. Check equipment used is not broken or damaged in anyway and is suitable.

5. Accident Reporting

Check that you know how to report an incident/accident. This should include the details you need to report, who to report to and in what timeframe.

6. Health & Safety Documentation

Check that you have all relevant health and safety documentation with you and that you have read and understood the content. If there are any safety rules to be communicated ensure you understand what they are and who needs to know them. The FA Risk Assessment template can be downloaded by [clicking here](#). Please ensure that you complete the details on the front page.