

HASSRA Regional Event Health and Safety Overview

Event	
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Day/Date	
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Venue	
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Organiser	
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Name:			
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Please tick preferred

Tel:	Day		
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	Evening		
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	Mobile		
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Email:			
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Checked/Cleared Initials & Date	Not Applicable	Notes/Outstanding Actions
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PRE PLANNING

1	Venue Suitability Is the venue suitable for the planned event e.g.if organising a 5-a-Side Football or Badminton tournament are you using a purpose built facility?			
2	Accessibility (external): Sufficient parking, including disabled provision; ease of access; public transport links.			
3	Accessibility (internal): facilities accessible for members with mobility difficulties i.e. is there a lift; are toilets fully accessible.			
4	Capacity: Does the venue support the anticipated entry level.			
		Checked / Cleared Initials & Date	Not Applicable	Notes / Outstanding Actions
5	Changing Facilities: Are there adequate facilities for the expected number of entries; are there secure lockers, if not, what arrangements can be made.			

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6	First Aid: Will the venue provide adequate cover; if not confirm alternative arrangements i.e. Red Cross or St Johns/St Andrews Ambulance or nearest A&E Department.			
7	Fire & Evacuation Check arrangements for fire and other evacuations.			
8	Changes to Booking: Confirm that further bookings/changes that might impact your event will be notified to you.			
9	Spectators: Is there adequate seating for those anticipated.			

At least TWO week before the event

10	Venue: Confirm if there have been any alterations to the facilities booked that you should be aware of.			
11	First Aid: Confirm arrangements.			

On the Day: Before Play

		Checked / Cleared Initials & Date	Not Applicable	Notes / Outstanding Actions
12	Inspection: Check playing areas, changing facilities and equipment, reporting any faults or defects identified. If necessary, suspend the start of play until they are made safe/complete or consider cancellation.			
13	Emergency Arrangements: Confirm procedures are unchanged. Brief officials, volunteers and participants prior to start of play.			

On the Day: During Event

14	Reportable Incidents: If during the course of the event there are any accidents or injuries complete the relevant paperwork and retain with this checklist.			
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