

# RISK ASSESSMENT FORM

**Venue:** Newburn Activity Centre  
**Name and position of person doing check:** Sue Sowden – Club Secretary  
**Date of check:** Every Tuesday for season 2017/18

## PLAYING/TRAINING AREA

Check that the area and surroundings are safe and free from obstacles.

**Is the area fit and appropriate for activity?\*** Yes  No

**\*Court should be of regulation size with a minimum of 3m space around edge of court**

(If no, please outline the hazard, who may be at risk and action taken, if any.)

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## EQUIPMENT

Check that it is fit and sound for activity and suitable for age group/ability.

**Is the equipment safe and appropriate for activity?** Yes  No

(If no, please outline unsafe equipment, who may be at risk and action taken, if any.)

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## PERFORMERS

Check that the performers register is up to date with medical information and contact details.

Check that performers are appropriately attired for the activity.

**Is/are the register(s) in order?** Yes  No

(If no, please outline current state and action taken, if any.)

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**Are performers appropriately attired and safe for activity?** Yes  No

(If no, please outline unsafe equipment/attire and action taken, if any.)

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## EMERGENCY POINTS

Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

**Are emergency access points checked and operational?** Yes  No   
(If no, please outline the issues and action taken, if any.)

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**Is a working telephone available?** Yes  No   
(If no, please outline the issues and action taken, if any.)

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## SAFETY INFORMATION

Check that evacuation procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety.

**Are emergency procedures published and accessible to those with responsibility for sessions in the club** Yes  No   
(If no, please outline what information is missing and action taken, if any.)

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**Does the club need to take any further action?** Yes  No   
(If yes, please specify.)

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**Signed:** S. Sowden  
**Name:** Sue Sowden – Club Secretary

**Date:** Every Tuesday for season 2017/18