

## Risk Assessment Checklist

Community Asset Committee Use Only



Please retain this form for the Committee's records. In addition, completed copies can be returned to Moorabool Shire Council to be archived at:

[committees@moorabool.vic.gov.au](mailto:committees@moorabool.vic.gov.au) or

PO Box 18, Ballan VIC 3342

Risk assessments of Council facilities should be undertaken regularly by the committee of management to ensure the health and safety of community members. Please complete Sections 1 and 2 of this form. For the risk assessment, please either complete section 3 for Halls and Pavilions or Section 4 for Recreation Reserves. If your facility has both a Recreation Reserve and Pavilion, please complete section 3 and 4.

Section 1: Committee of Management Contact Details	
Name of Committee:	
Name of Committee member (conducting inspection):	
Position on the Committee:	
Phone number:	
Email Address:	

Section 2 Inspection Details			
Date of inspection:		Time	
Those present at the inspection			

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**Section 3: Risk Assessment (HALLS AND PAVILIONS)**

<b><u>Section 3: Risk Assessment (HALLS AND PAVILIONS)</u></b>				
<b>1.</b>	<b>Health and Safety Systems</b>		<b>Follow up action/ General comments</b>	<b>By whom</b>
1.1	Are evacuation maps and emergency plans displayed in the building and up-to-date?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
1.2	Are fire extinguishers available for use in the area (none are missing) and adequate signage indicating their location?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
1.3	Are fire extinguisher/s tested and tagged?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
1.4	Are exit signs clearly visible, unobstructed and illuminated?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
1.5	Is the path of travel to exit doors free and unobstructed?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>2.</b>	<b>Housekeeping</b>		<b>Follow up action/ General comments</b>	<b>By whom</b>
2.1	Are all areas free from rubbish, clutter & obstructions?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2.2	Are entrances and exits to the building unobstructed and clear?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2.3	Is the building free from slip/trip hazards?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2.4	Are all materials stored safely (i.e. heavy materials stored at low levels)?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

<b>3.</b>	<b>Aisles &amp; Walkways, stairs, Steps &amp; Landings</b>		<b>Follow up action/ General comments</b>	<b>By whom</b>
3.1	Are aisles and walkways clearly defined?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3.2	Is there clear vision at intersections?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3.3	Are aisles and walkways, wide enough for pedestrian access and unobstructed?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3.4	Is there clear and easy access/egress from fire exits?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3.5	Is fire exit door, overhead signage illuminated?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3.6	No worn or broken steps and any non-slip applications (where applied) are in sound condition?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3.7	Handrails where fitted, are in good condition and secure?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>4.</b>	<b>Electrical</b>		<b>Follow up action/ General comments</b>	<b>By whom</b>
4.1	No broken plugs, sockets or switches?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4.2	No frayed, strained or defective extension leads?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4.3	No cable-trip hazards? (cables placed overhead if required)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4.4	Have leads and portable equipment been inspected and tagged as compliant?	Yes <input type="checkbox"/> No <input type="checkbox"/>		

<b>5. Lighting</b>				<b>By whom</b>
5.1	Is overhead lighting adequate and free from glare?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5.2	No flickering or inoperable lights?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
5.3	Are windows clean and provide natural lighting?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>6. First Aid</b>			<b>Follow up action/ General comments</b>	<b>By whom</b>
6.1	Is an adequately stocked first aid kit available with contents up to date?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6.2	Are cabinets in a suitable location and contents stored in an orderly fashion?	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>7. Amenities</b>			<b>Follow up action/ General comments</b>	<b>By whom</b>
7.1	Toilets and facilities clean and operational with no slippery floors	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7.2	Meal rooms clean and tidy	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7.3	Facilities to store food, wash crockery etc in hygienic manner	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7.4	Supply of clean water for drinking (not in toilets/washrooms)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
7.5	Rubbish bins available	Yes <input type="checkbox"/> No <input type="checkbox"/>		

**Section 4: Risk Assessment (RECREATION RESERVES)**

1.	Grounds assessment		Follow up action/ General comments	By whom
1.1	Playing surfaces are clear of all objects/ hazards including: <ul style="list-style-type: none"> <li>• Sharp objects</li> <li>• Rubbish</li> <li>• Holes</li> <li>• Uneven patches</li> </ul>	Yes <input type="checkbox"/> No <input type="checkbox"/>		
1.2	Sprinkler heads, valves, spigots are properly recessed and adequately covered as to not interfere with participants	Yes <input type="checkbox"/> No <input type="checkbox"/>		
1.3	Surface clear of rubbish, animal waste, syringes, glass, rocks, etc.	Yes <input type="checkbox"/> No <input type="checkbox"/>		
1.4	Pavers secure	Yes <input type="checkbox"/> No <input type="checkbox"/>		
1.5	Trees and branches observed as safe	Yes <input type="checkbox"/> No <input type="checkbox"/>		
1.6	Football and Cricket - Boundary lines a minimum of 3 metres from any immovable object	Yes <input type="checkbox"/> No <input type="checkbox"/>		
1.7	Hard objects that players may collide with are adequately padded or fenced off	Yes <input type="checkbox"/> No <input type="checkbox"/>		
1.8	Spectators safely separated from the playing surface e.g. fencing	Yes <input type="checkbox"/> No <input type="checkbox"/>		

1.9	Fences secure with no sharps	Yes <input type="checkbox"/> No <input type="checkbox"/>		
1.10	Lighting safe for conduct	Yes <input type="checkbox"/> No <input type="checkbox"/>		
1.11	Cricket pitches properly covered (if required)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
1.12	Structures and padding for goal posts, coaches' boxes secure and fixed in place	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>2.</b>	<b>Playgrounds</b>		<b>Follow up action/ General comments</b>	<b>By whom</b>
2.1	Ground surfaces even with no potholes or tripping hazards such as exposed footings, roots or rocks	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2.2	Ground surfaces are free from broken glass or syringes	Yes <input type="checkbox"/> No <input type="checkbox"/>		
2.3	Play equipment in good condition without protruding features which may cause injury	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>3.</b>	<b>Emergency Procedures</b>		<b>Follow up action/ General comments</b>	<b>By whom</b>
3.1	Emergency vehicle access points identified, unlocked and clear	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3.2	Telephone and emergency telephone numbers available	Yes <input type="checkbox"/> No <input type="checkbox"/>		
3.3	An appropriate emergency evacuation area has been identified and this is displayed at the building	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>4.</b>	<b>Seating</b>		<b>Follow up action/ General comments</b>	<b>By whom</b>

4.1	Smooth surface - no splinters, protruding bolts	Yes <input type="checkbox"/> No <input type="checkbox"/>		
4.2	Securely fastened (not loose or dangerous)	Yes <input type="checkbox"/> No <input type="checkbox"/>		
<b>5.</b>	<b>Moveable Soccer Goals</b>		<b>Follow up action/ General comments</b>	<b>By whom</b>
5.1	<p>Are any clubs using moveable soccer goals weighing 28kg and above?</p> <p>Are the goals safely stored away when not in use or chained to avoid tipping?</p> <p>For more information visit the <a href="#">Product Safety Australia website</a></p>			
<b>6.</b>	<b>Outdoor Amenities</b>		<b>Follow up action/ General comments</b>	<b>By whom</b>
6.1	Toilets and facilities clean and operational with no slippery floors	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6.2	Toilet paper, handtowel and soap are adequately stocked in bathrooms	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6.3	Sanitary bins available and not full	Yes <input type="checkbox"/> No <input type="checkbox"/>		
6.4	Rubbish bins available	Yes <input type="checkbox"/> No <input type="checkbox"/>		