Risk Assessment Check List

Venue: . . . . . .

Tutor(s): . . . . . **Date:** . . . . . .

No.	Playing Area	Yes / No
1	Is the playing area clearly marked out?	
2	Is the surface without risk from weather conditions, e.g. Ice, snow, standing water?	
3	Is the playing surface safe i.e. Free of debris, glass, dog faeces?	
4	Is the perimeter free of dangerous obstructions?	
5	Is the playing surface in good condition?	
6	Are all the entrances and exits controlled and secure from unwanted visitors?	
No.	**Clothing and Protection**	
7	Will all participants wear appropriate clothing during the activity?	
8	Are participants footwear appropriate and offering good ankle support?	
9	Will all participants wear appropriate protective clothing?	
No.	**Equipment**	
10	Is equipment fit and sound for activity?	
11	Is all equipment suitable for the age group?	
No.	**Emergencies/Procedures**	
12	Are 'Fire Evacuation procedures' explained?	
13	Are First Aid facilities available?	
14	Is there always a qualified First Aider available?	
15	Can the emergency services be summoned quickly?	

If you have answered **NO** to any of the above questions, then please complete the relevant sections of the table below. Please insert whether the problem is of ***high (H)***, ***medium (M)*** or ***low (L)*** risk and a description of the action taken to reduce or remove the risk in the appropriate box below.

In instances of '*high risk*' problems, a member of senior Buzzers Academies staff must be contacted before any further activities commence.

A *Risk Assessment* form must be completed for each venue of every course/club/camp, and every school that you work at. Your completed form must be returned to the Buzzers Head Office.

	Action Taken	Risk Level
No.	**Playing Area**	**H / M / L**
1		
2		
3		
4		
5		
6		
No.	**Clothing and Protection**	**H / M / L**
7		
8		
9		
No.	**Equipment**	**H / M / L**
10		
11		
No.	**Emergencies and Procedures**	**H / M / L**
12		
13		
14		
15		