******[](http://www.google.co.uk/url?url=http://www.teamcarflagireland.com/gaa160flags-!2-cat.html&rct=j&frm=1&q=&esrc=s&sa=U&ei=WvY9VYfiBpfvaJuqgJAP&ved=0CCAQ9QEwAw&usg=AFQjCNHkaELQEgSz0128CPrBV8N429kDyg) ***DOWN GAA Club Action Plan***

**Name of Club: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
| --- | --- | --- | --- | --- | --- | --- |
| **1** | **Documentation** |  |  |  |  |  |
| 1.1 | Safety Statement/Policy updated in the previous 12 months |  |  |  |  |  |
| 1.2 | Safety Statement/ Policy signed by the Chairman of the Executive Committee |  |  |  |  |  |
| 1.2.1 | Have all stakeholders been informed of the Club Safety Statement/ Policy and appropriate training provided. |  |  |  |  |  |
| 1.3 | Child Protection Policy in Place with appropriate records kept in safe place for future use if considered necessary. |  |  |  |  |  |
| 1.4 | Are all committee members /coaches / mentors PSNI vetted? |  |  |  |  |  |
| 1.5 | Fire Safety Management Plan in Place and auctioned where necessary. |  |  |  |  |  |
| 1.6 | Is there a fire register in place with records of all fire detection and firefighting equipment and its service history |  |  |  |  |  |
| 1.7 | Is emergency lighting tested with records maintained |  |  |  |  |  |
| 1.8 | Are practice evacuations/fire drills held at least twice per year with records maintained? |  |  |  |  |  |
| 1.9 | Copy of Event Safety Management Guide available |  |  |  |  |  |
| 1.10 | Are copies of manufacturer's instructions/operating manuals for equipment easily accessible? |  |  |  |  |  |
| 1.11 | Is all electrical equipment checked regularly by a competent person? Are records maintained and available? |  |  |  |  |  |
| 1.12 | Are there service records available for machinery? |  |  |  |  |  |
| 1.13 | Is there a register of work at height equipment (ladders etc.) and is there a record of their inspection |  |  |  |  |  |
| 1.14 | Are there service records available for the heating and ventilation systems |  |  |  |  |  |
| 1.15 | Have statutory inspections been performed on the boiler |  |  |  |  |  |
| 1.16 | Is there a register of all Chemicals used and is there a Safety Data Sheet for each Chemical |  |  |  |  |  |
| 1.17 | Has a Club Audit been completed and record kept in safe place for future use. |  |  |  |  |  |
| 1.18 | Have risk assessments been carried out to identify hazard identification and control measures with appropriate records kept in safe place for future use. |  |  |  |  |  |
| 1.19 | Have records of all incidents / accidents recorded and kept in safe place for future use. |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **2** | **Access – Gates, Perimeter Walls, Fencing, etc.** |  |  |  |  |  |
| 2.1 | Are all gates, fences and wall in a sound condition? e.g. free from sharp edges, loose blocks, loose capping, dangerous wire, etc. |  |  |  |  |  |
| 2.2 | Are all gates hung properly and in working order? |  |  |  |  |  |
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| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **3** | **Circulation Areas** |  |  |  |  |  |
| 3.1 | Are all steps and/or ramps in good repair, i.e. not worn, broken or slippery? |  |  |  |  |  |
| 3.2 | Is the gradient on mobility impaired access ramps less than 1:12 to allow wheelchairs to access the ramp? |  |  |  |  |  |
| 3.3 | Are there any areas of loose paint, plaster, etc. |  |  |  |  |  |
| 3.4 | Are rails in place on steps and/or ramps where deemed necessary? |  |  |  |  |  |
| 3.5 | Are floor coverings, tiles, etc., in good condition and not slippery? |  |  |  |  |  |
| 3.6 | Are non-slip mats in place in shower areas and at the entrance to the club? |  |  |  |  |  |
| 3.7 | Where relevant, are steps/stairways/ramps painted to ease visibility? |  |  |  |  |  |
| 3.8 | Are surfaces in external areas, i.e. paths, car-parks, etc. in good condition? |  |  |  |  |  |
| 3.9 | Is there adequate lighting in car parks, on paths? |  |  |  |  |  |
| 3.10 | Are waste materials properly collected? |  |  |  |  |  |
| 3.11 | Are arrangements in place on match/event occasions to ensure that emergency vehicles may access/exit grounds? |  |  |  |  |  |
| 3.12 | Are circulation areas accessible to those with special needs, e.g. mobility difficulties |  |  |  |  |  |
| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
| **4** | **Fire Safety** |  |  |  |  |  |
| 4.1 | Are all designated fire exits are clearly marked? |  |  |  |  |  |
| 4.2 | Are fire exits and escape routes kept unlocked and clear from obstructions while people are on premises? |  |  |  |  |  |
| 4.3 | Do fire doors open outwards? |  |  |  |  |  |
| 4.4 | Is muster area clearly marked? |  |  |  |  |  |
| 4.5 | Are evacuation procedures clearly displayed? |  |  |  |  |  |
| 4.6 | Are all staff familiar with evacuation procedures? |  |  |  |  |  |
| 4.7 | Is the firefighting equipment at its designated fire points? |  |  |  |  |  |
| 4.8 | Is firefighting equipment serviced as required and a record of service maintained? |  |  |  |  |  |
| 4.9 | Are flammable substances e.g. fuels, paper, cleaning materials,  other chemicals, etc., stored correctly, away from any sources of heat? |  |  |  |  |  |
|  |  |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **5** | **Electrical Equipment** |  |  |  |  |  |
| 5.1 | Is electrical equipment suitable for use intended? |  |  |  |  |  |
| 5.2 | Are plugs and sockets in good condition with no cracks or pieces missing |  |  |  |  |  |
| 5.3 | Are socket screws and mountings secure |  |  |  |  |  |
| 5.4 | Are sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp |  |  |  |  |  |
| 5.5 | Do indicator lights on sockets function correctly |  |  |  |  |  |
| 5.6 | Is al insulation on leads free from cracks or signs of deterioration? |  |  |  |  |  |
| 5.7 | Where extension leads are being used, they are fully unwound and not left plugged in and unattended. |  |  |  |  |  |
|  |  |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **6** | **Lighting (including pitch lighting)** |  |  |  |  |  |
| 6.1 | Are all light fittings are in working order and are kept in a clean condition? |  |  |  |  |  |
| 6.2 | Is lighting is adequate for the type of activities being undertaken |  |  |  |  |  |
| 6.3 | Is all electrical housings, cabling, etc. in good condition and with no exposure to live wiring? |  |  |  |  |  |
| 6.4 | Are all cables to external lighting either buried underground or kept at a height which does not present a hazard to the public? |  |  |  |  |  |
| 6.5 | Is lighting on approach roads and outside the club sufficient for access and egress |  |  |  |  |  |
|  |  |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **7** | **Machinery** |  |  |  |  |  |
| 7.1 | Is machinery used suitable and appropriate for purpose? |  |  |  |  |  |
| 7.2 | Is all machinery stored in a locked area away from access of members of the public? |  |  |  |  |  |
| 7.3 | Is machinery operated by competent persons only? |  |  |  |  |  |
| 7.4 | Are drive shafts/PTOs/Other moving parts adequately guarded? |  |  |  |  |  |
| 7.5 | Is all machinery in good working order |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **8** | **Maintenance** |  |  |  |  |  |
| 8.1 | Is a safe system of work in place, e.g. does grass cutting, cleaning and other maintenance take place only when the area is free from non-involved persons, particularly children? |  |  |  |  |  |
| 8.2 | Is maintenance only carried out by competent persons? |  |  |  |  |  |
| 8.3 | Are all roofs, guttering, drain pipes etc, as far as can be seen, sound and well maintained? |  |  |  |  |  |
| 8.4 | Are staff, members and volunteers, etc. provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc.) |  |  |  |  |  |
| 8.5 | Are all maintenance materials, paints, etc. stored safety and securely? |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **9** | **Doors and Windows** |  |  |  |  |  |
| 9.1 | Are all doors unobstructed? |  |  |  |  |  |
| 9.2 | Are all doors free from broken and/or damages hinges, locks, etc. |  |  |  |  |  |
| 9.3 | Are windows free from broken fastenings? |  |  |  |  |  |
| 9.4 | Do glazed windows, doors etc. have toughened, laminated glass? |  |  |  |  |  |
| 9.5 | Are windows safe when open from contact with passers-by? |  |  |  |  |  |
| 9.6 | Do doors and windows open without unnecessary force being applied? |  |  |  |  |  |
| 9.7 | Are windows free from broken or cracked panes, frames, etc. |  |  |  |  |  |
|  |  |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **10** | **Working at Heights** |  |  |  |  |  |
| 10.1 | Are safe systems of working at heights documented? i.e. access to raised scoreboards, erection of flags, scores, lighting, etc. |  |  |  |  |  |
| 10.2 | Are facilities in place to facilitate safe working at heights? |  |  |  |  |  |
| 10.3 | Are ladders and others equipment using for working at heights stored safely and securely when not in use? |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **11** | **Moving and Handling** |  |  |  |  |  |
| 11.1 | Is equipment available to move and handle equipment, fertilizers, furniture, waste, etc.? |  |  |  |  |  |
| 11.2 | Are staff and those moving equipment provided with training in moving and handling? |  |  |  |  |  |
| 11.3 | Is there a safe system in place for movement of portable goal posts etc. |  |  |  |  |  |
|  |  |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **12** | **Heating and Ventilation systems** |  |  |  |  |  |
| 12.1 | Is the heating system regularly serviced and maintained in good order? |  |  |  |  |  |
| 12.2 | Is maintenance carried out by competent person? |  |  |  |  |  |
| 12.3 | Is boiler house kept clean and tidy and free from waste materials? |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **13** | **Kitchen areas** |  |  |  |  |  |
| 13.1 | Is the Kitchen locked when not in use? |  |  |  |  |  |
| 13.2 | Is the kitchen area supervised when in use |  |  |  |  |  |
| 13.3 | Are food preparation areas in compliance with food safety requirements? |  |  |  |  |  |
| 13.4 | Are there adequate hand washing and drying facilities in kitchen area? |  |  |  |  |  |
| 13.5 | Is the kitchen/dining area kept clean |  |  |  |  |  |
| 13.6 | Is the kitchen floor sound and non-slip, especially when wet? |  |  |  |  |  |
| 13.7 | Where required, is equipment adequately guarded? |  |  |  |  |  |
| 13.8 | Are first aid boxes are available in the kitchen area? |  |  |  |  |  |
| 13.9 | Is fire safety equipment available in kitchen? |  |  |  |  |  |
| 13.10 | Are staff, members, etc. provided with Personal Protective Equipment (PPE)? E.g. gloves, etc.) |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **14** | **Gymnasia** |  |  |  |  |  |
| 14.1 | Is the Gymnasium locked /access controlled when not is use? |  |  |  |  |  |
| 14.2 | Is the equipment in good condition, maintained and serviced as specified by suppliers? |  |  |  |  |  |
| 14.3 | Is the Gym supervised by a qualified, competent person when in use? |  |  |  |  |  |
| 14.4 | Is gymnasium kept tidy and equipment appropriately stored |  |  |  |  |  |
| 14.5 | Is first aid box available and accessible? |  |  |  |  |  |
| 14.6 | Are floors clean, even and non-slip? |  |  |  |  |  |
| 14.7 | Are changing rooms clean and tidy and disinfected? |  |  |  |  |  |
| 14.8 | Is an induction evening provided to all members and a record of such induction maintained? |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **15** | **Waste Management** |  |  |  |  |  |
| 15.1 | Are there adequate waste containers in place in ground/dressing rooms/other facilities? |  |  |  |  |  |
| 15.2 | Is there a system to collect waste litter following matches/events**?** |  |  |  |  |  |
| 15.3 | Is waste stored in a secure place pending collection/ disposal? |  |  |  |  |  |
| 15.4 | Is all waste disposed of in accordance with local authority regulations? |  |  |  |  |  |
| 15.5 | Where building work is underway, is rubble safely secured from access by public? |  |  |  |  |  |
| 15.6 | Are staff, members, etc. provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc.) |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **16** | **Chemicals** |  |  |  |  |  |
| 16.1 | Are chemicals stored in a secure place preventing unauthorised access by members of the public? |  |  |  |  |  |
| 16.2 | Are chemicals kept only in containers in which they were purchased with clear and legible “Instruction for use” |  |  |  |  |  |
| 16.3 | Are chemicals used only by competent persons? |  |  |  |  |  |
| 16.4 | Are waste chemicals disposed in accordance with manner prescribed in Safety Data Sheets/Instructions on container |  |  |  |  |  |
| 16.5 | Are staff, members, etc. provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc.) while using or disposing chemicals? |  |  |  |  |  |
| 16.6 | Are rat poisons but in place by competent persons and out of reach by children. |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **17** | **Signage** |  |  |  |  |  |
| 17.1 | Are safety or health signs in place where hazards cannot be avoided or adequately reduced? |  |  |  |  |  |
| 17.2 | Are all exit routes clearly visible? |  |  |  |  |  |
| 17.3 | Is the Occupiers Liability sign erected and clearly visible? |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **18** | **Goalposts – Fixed** |  |  |  |  |  |
| 18.1 | Are goalposts in good condition and free from sharp edges or other objects which could cause injury? |  |  |  |  |  |
| 18.2 | Is a safe system in use for securing nets to goalposts frame? |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **19** | **Goalposts – Portable** |  |  |  |  |  |
| 19.1 | Are portable goalposts purchased from manufactures/suppliers that comply with the following standards I.S.355, IS 356 |  |  |  |  |  |
| 19.2 | Do goalposts carry manufacturer’s label and safety warning label? (The manufacturer's label should include instructions for installation, storage, dismantling, inspection and maintenance) |  |  |  |  |  |
| 19.3 | Does system exist for securing portable goalposts when is use? |  |  |  |  |  |
| 19.4 | Are portable goalposts stored securely when not in use? |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
| --- | --- | --- | --- | --- | --- | --- |
| **20** | **First Aid** |  |  |  |  |  |
| 20.1 | Does a First Aid box exist, and is appropriately stocked and available when required? |  |  |  |  |  |
| 20.2 | Are there adequate numbers of trained first aiders available during, to matches, training sessions and other events? |  |  |  |  |  |
| 20.3 | Is a stretcher available? |  |  |  |  |  |
| 20.4 | Is a defibrillator in place and available? |  |  |  |  |  |
| 20.5 | Does the club have members trained (up to date) in CPR and in use of defibrillator? |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **21** | **Event viewing areas, i.e. Stands, terracing, etc.** |  |  |  |  |  |
| 21.1 | Are all viewing areas in good condition, free from slips, trips and falls hazards, |  |  |  |  |  |
| 21.2 | Where seating accommodation exists, is all seating secure, free from all sharp edges, splinters, loose screws, nails, etc. |  |  |  |  |  |
| 21.3 | Are changes in level marked for visibility impaired persons |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **22** | **Toilet areas** |  |  |  |  |  |
| 22.1 | Are urinals, w.c.s, basins, etc. intact? |  |  |  |  |  |
| 22.2 | Are hand washing facilities available (including hand drying facilities) and in working order? |  |  |  |  |  |
| 22.3 | Is there a cleaning programme in place? |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **23** | **Emergency Planning** |  |  |  |  |  |
| 23.1 | Are procedures in place to prevent flooding from nearby rivers, heavy rainfall, etc. |  |  |  |  |  |
| 23.2 | Are procedures in place to protect heating systems, plumbing and buildings from snow and frost damage? |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **24** | **All Weather pitches** |  |  |  |  |  |
| 24.1 | Is the pitch in good condition and fit for use and free from defects? |  |  |  |  |  |
| 24.2 | Is the pitch secured by a boundary fence which is maintained and locked / access controlled when not in use? |  |  |  |  |  |
| 24.3 | Are the keys maintained by a competent person? |  |  |  |  |  |
| 24.4 | Is a record of use maintained? |  |  |  |  |  |
| 24.5 | Is the pitch hired to non-members? |  |  |  |  |  |
| 24.6 | Is there a hire form with a waiver in place? |  |  |  |  |  |
| 24.7 | Is a record of all use by third parties maintained? |  |  |  |  |  |
| 24.8 | Is the pitch closed during adverse weather? Such as frost/snow? |  |  |  |  |  |
| 24.9 | Is all signage on boundary free from sharp edges and not protruding onto the field of play? |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **25** | **Bar** |  |  |  |  |  |
| 25.1 | Do members / guests sign in? |  |  |  |  |  |
| 25.2 | Is there a dancefloor? Would you have to cross this carrying drink to return to seating? |  |  |  |  |  |
| 25.3 | Is there an accident book on site? |  |  |  |  |  |
| 25.4 | Is there a first aid box on site? |  |  |  |  |  |
| 25.5 | When facilities are in use is there a cleaning system in operation for spillages/breakages? Are records maintained? |  |  |  |  |  |
| 25.6 | Are the bathrooms checked regularly for spillages/breakages when the function room is in use? Are records maintained? |  |  |  |  |  |
| 25.7 | Are all stairways free from obstacles and handrails in working order? |  |  |  |  |  |
| 25.8 | Are volunteers engaged in bar work at a minimum over 18 years of age and competent? |  |  |  |  |  |
| 25.9 | Is all emergency lighting and exit lighting regularly maintained and in working order? |  |  |  |  |  |
| 25.10 | Is food available? Are all FSA requirements adhered to? |  |  |  |  |  |
| 25.11 | Is stock stored on premises? Is a log of stock maintained? |  |  |  |  |  |
| 25.12 | Are empty’s / returns stored on premises in a safe manner? Is this recorded |  |  |  |  |  |
| 25.13 | Is there an occupancy limit? Is this enforced? |  |  |  |  |  |

| **Ref** | **Description** | **Y / N**  **N/A** | **Comments / Action required** | **Responsibility** | **Completion Date** | ***Review Date and comments*** |
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| **26** | **Facilities for Hire** |  |  |  |  |  |
| 26.1 | Do all persons hiring facilities for use on a commercial basis provide evidence of valid public Liability and or professional indemnity insurance? |  |  |  |  |  |
| 26.2 | Is this insurance vetted on an annual basis |  |  |  |  |  |
| 26.3 | Is a schedule of use of facilities documented and maintained? |  |  |  |  |  |
| 26.4 | Are the premises checked and cleaned after each use? |  |  |  |  |  |

**The above is not an exhaustive list and where other hazards are identified they should be included.**

**Signed \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Post/Role within Club\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_