








CHECKLISTS FOR FACILITIES



FOR YOUR CRICKET CLUB

August 2016



Questions you should ask		Is further action needed?	
		Yes	No
Car park 	Is the car park surface maintained to minimise slip and trip risks?		
	Are vehicle and pedestrian routes/flows, and car park and site entrances/exits clearly marked?		
	Is the car park well lit?		
	Can emergency vehicles gain access? Is there a designated location for them?		
Movement around the building 	Are paths, steps and any ramps to and from buildings properly maintained to minimise slip and trip risks?		
	Is lighting suitable and sufficient to allow safe access and exit (including lighting of emergency exits)?		
	Have you provided matting to minimise rainwater and dirt being carried into buildings?		
	Do rooms and corridors have sufficient lighting?		
	Are corridors clear of clutter?		
	Are there any trailing electrical leads?		
	Are permanent fixtures in good condition, e.g. seats, shelving, cupboards, notice boards, signage, etc?		
	Is internal flooring in good condition, e.g. are carpets fixed?		
	Are glass panes in doors made from safety glass?		
	Are all stairs fitted with handrails?		
Electrical equipment and services 	For fixed electrical installations: <ul style="list-style-type: none"> • Are they correctly installed, modified or repaired, then inspected and tested by an electrician or other suitably qualified person before being put into use? • Are they inspected and tested at suitable intervals by an electrician or other suitably qualified person? 		
	For portable or fixed electrical equipment (e.g. a cooker or vacuum cleaner): <ul style="list-style-type: none"> • Has it been visually checked and, where necessary, tested at suitable intervals to ensure that it is safe to use? • Has any damaged electrical equipment been taken out of service or replaced? 		

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		Yes	No
Gas equipment and services 	If fixed gas appliances are available for use (e.g. a boiler, cooker, water heater), are arrangements in place for periodic examinations?		
	If mobile gas appliances are available for use (e.g. heaters fuelled by bottled gas), are arrangements for periodic examinations and any remedial action by a competent person in place?		
Asbestos 	Do the facilities contain any asbestos? How do you know this?		
	If there is asbestos, and it is in good condition, has a record been made of where it is? Are there arrangements to provide this information to anyone who carries out maintenance work on the building?		
	Is there a system in place (e.g. fixed warning signs) to ensure the asbestos is not disturbed, and are regular checks made to ensure it remains undisturbed and in good condition?		
Fire 	Has a fire risk assessment been completed and are adequate fire safety measures in place?		
	Has an evacuation plan been implemented and tested?		
	Is the fire alarm tested regularly?		
	Are fire drills carried out at least once a year?		
	Are regular checks made to ensure escape routes and fire exit doors are: <ul style="list-style-type: none"> unobstructed; and adequate and effective for the number of people using the facility (including those who are disabled or vulnerable)? 		
	Is fire-fighting equipment in place and tested regularly in line with the manufacturer's guidance?		
	Are staff (and others) trained in how to use fire-fighting equipment?		
Legionnaires' disease 	Do you or users do anything that involves sprayed water (e.g. using showers in changing rooms, or a humidifier) that could contain legionella bacteria? (<i>These bacteria can cause Legionnaires' disease.</i>)		
	If you cannot avoid sprayed water, do you have a current plan for dealing with this risk? (e.g. heating water to above 65 degrees)		
	Is it clear who is responsible for doing things in the plan and do they keep a record of any checks (e.g. temperature checks)?		
Responsibility 	Do people have sufficient health and safety information about the facilities?		

Questions you should ask		Is further action needed?	
		Yes	No
Telephone contact numbers 	Has a lead contact for the facilities been identified?		
First aid kits 	Do you have a first aid kit available? If teams need to bring their own kit, has this been communicated?		

This is not an exhaustive list and you should identify any other risks associated with the operation and maintenance of the facilities.

Additional issues	Yes	Further action needed	N/A

Risks noted	Action taken and when

Name (and position):	Signature:	Date: