

Site Safety Inspection Checklist

IT IS IMPORTANT TO NOTE THE FOLLOWING:

- If your organization has a Risk Management Plan in place, refer to the plan for further details regarding the frequency of inspections and documentation of actions required.
 - Although the facility is responsible for the safety of its users, this does not negate your responsibility as a coach or organizer to address any potential risks identified during your site inspection that would put your participants at risk and to follow up to ensure the facility owner/manager has removed or minimized these potential risks.
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EVENT AND FACILITY INFORMATION

Site Inspector

Date and Time of Inspection

Location

TOURNAMENT FACILITY

LIGHTING

Acceptable

Risks Identified

The facility should be sufficiently lit to ensure that all participants have a clear view of passage. List any deficiencies to be brought to the attention of the facility owner/manager. Note any potential risks.

EXITS

Acceptable

Risks identified

All exits, including emergency exits are accessibly and clearly visible (e.g. dart stands, tables or other items are not blocking any exits). List any deficiencies to be brought to the attention of the facility owner/manager or tournament organizer.

FIRST AID KIT

At Control Desk

Other

FIRE EXTINGUISHERS

Clearly visible

Other

BUILDING EVACUATION PROCEDURES

Known by Organizer / Control Desk

Other

PLAYING AREA

OBSTACLES

Acceptable

Risks identified

Relative to flooring, carpeting and power cords, the facility should be free of any debris that if not repaired or removed could cause an incident. All electrical cords or other protrusions should be taped down to avoid tripping or injury. List any debris (e.g. loose carpeting or flooring, tripping hazards, spills, etc.) to be brought to the attention of the facility owner/manager or tournament organizer.

EQUIPMENT

Acceptable

Risks identified

The tournament equipment (e.g. boards, stands, score boards and lighting) should be securely fastened and free of any protrusions that if not repaired or removed could cause an incident. List any hazardous objects such as loose boards, lighting, loose screws, nails, etc. and bring them to the attention of the tournament organizer.

ELECTRICAL

Acceptable

Risks identified

All electrical cords should be of the proper gauge to avoid electrical fires and all electrical outlets should have the correct amount of amps to supply sufficient power to avoid power failures or electrical fires and if not repaired or removed could cause an incident. Please list any concerns (e.g. too many lights plugged into one extension cord, board set up right near electrical outlet, water station near electrical outlet, etc.) to be brought to the attention of the tournament organizer.

OTHER SAFETY ISSUES

Acceptable

Risks identified

List any other safety issues or concerns not already identified.

ACTION TAKEN

All safety issues removed/repaired

Most safety issues removed/repaired

Action plan in place to mitigate risk for issues that could not be fixed

Other

Once your site inspection is complete, list the action taken to ensure deficiencies are addressed (e.g. reported loose board to tournament organizer, reported blocked emergency exit to building manager, advised that emergency exit light cannot be fixed and recommended to the tournament organizers that regular announcements occur to advise participants of the emergency exit locations to mitigate risk, etc.).