



CLUB FACILITY INSPECTION & RISK MANAGEMENT CHECKLIST

CLUB NAME _____

DATE INSPECTED _____

**ANY FOLLOW UP WORK TO BE DONE MUST BE COMPLETED
IN 30 DAYS FROM INSPECTION DATE**

PLEASE USE THIS AS A CHECKLIST AND GUIDE AND SHOULD BE CARRIED OUT MONTHLY

**BMX SPORTS WESTERN AUSTRALIA
WILL REQUIRE A COPY OF YOUR CHECKLIST
IN JUNE EACH YEAR**

**Please ensure that all pages are signed and dated
by the authorised club inspector**

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Name

Signature

Position

Building	DESCRIPTION			ACTION FOLLOW-UP REQUIRED
		YES	NO	
Entry / Exit	1. Clearly lit			
	2. Disabled access provided			
	3. Stairs – Clear of materials			
	Non slip			
	Signs – safely intact			
Comments:				

Handrails	1. Secure			
	2. Undamaged			
Comments:				

Doors	1. Open freely			
	2. Glass panels marked & undamaged			
	3. Appropriately finished off with no sharp edges			
Comments:				

Floors	1. Clean			
	2. Free of cracks			
	3. Non slip surface			
	4. Obstructions in floor marked or area cordoned			
	5. No projecting nail heads			
Comments:				

Building	DESCRIPTION			ACTION FOLLOW-UP REQUIRED
		Yes	No	
Lights	1. Switches undamaged & intact			
	2. No globes/tubes out – internally or externally			
	3. Adequate for occupancy /activity			
Comments:				
Toilets	1. Disabled provided			
	2. Clearly marked			
	3. Clean			
	4. Function correctly			
Comments:				
Windows	1. Open / close easily			
	2. Clean			
	3. Free of damage			
Comments:				
Other	1. Fire exits accessible			
	2. Fire fighting equipment accessibly			
	3. Electrical panels / switchboards accessible			
	4. Locks on doors, windows, gates etc function properly			
	5. Power points not overlooked			
	6. Noise emission will be controlled to meet community standards			
	7. Electrical RCA (cut-out) switch installed			
Comments:				
Starting Hill	1. Gate functions properly			
	2. Meets appropriate safety standards			

Starting Hill (cont)	DESCRIPTION			ACTION FOLLOW-UP REQUIRED
		Yes	No	
	3. Gate free from jagged pieces of metal			
	4. Gate properly secured when not in use			
	5. Clean & free of obstacles			
Start Hill Cover	1. Start Hill cover and supports safe and secure			
Comments:				

Surface	1. Free from ruts			
	2. No dangerous obstacles such as rocks present or protruding			
Comments:				

Lighting	1. Is adequate for racing			
	2. All lights appropriately placed			
	3. All globes functioning			
	4. Lux meter reading required			
Comments:				

Seating	1. Safe, clean & secure			
	2. Access is safe & appropriately marked			
	3. No nails or pieces of wood or metal protruding			
Comments:				

Commentary Box	1. Safe & secure			
	2. Has easy and safe access			

BUILDING	DESCRIPTION			ACTION FOLLOW-UP REQUIRED
		Yes	No	
	3. PA & electrical wiring is appropriately housed			
Comments:				

Equipment	1. All sporting & other equipment is stored in a clean, dry place			
	2. Inspection occurs prior to use			
	3. Damaged equipment will not be used			
Comments:				

Furniture	1. Safe & undamaged			
	2. No splinters or harmful protrusions			
	3. Is clean			
	4. Stored clear of:			
	Fire exits			
	Electrical boards			
	Fire fighting equipment			
	Switches & power points			
Comments:				

Electrical Equipment	1. Is undamaged			
	2. Insulation is intact:			
	3. Plugs & switches free of cracks			

Electrical Equipment (cont)	DESCRIPTION			ACTION FOLLOW-UP REQUIRED
		Yes	No	
	4. Multi plugs fitted with overload protection			
	5. Damaged equipment will not be used			
	6. Electrical leads will:			
	Be overhead where possible			
	Be kept clear of hot surfaces			
Comments:				

Maintenance	1. All maintenance will be carried out by licensed tradesman carrying adequate Public Liability Insurance			
	2. General maintenance of facilities is an ongoing exercise			
Comments:				

Kitchen & Food Areas	1. All kitchens & food areas will be kept free of insects and vermin			
	2. All cutlery, crockery and utensils are stored separately from cleaning materials			
	3. If gas heating is used, each cylinder will be isolated at the end of each day			
	4. Only authorised persons will be permitted to use kitchens & kitchen equipment			
	5. All food stuffs are fresh and stored appropriately			
Comments:				

Other	DESCRIPTION			ACTION FOLLOW-UP REQUIRED
		Yes	No	
Supervisors	1. A supervisor is present at all activities			
	2. No activity commences without the presence of a supervisor			
	3. Supervisors &/or BMX representatives are competent to provide first aid for injury and/or qualified first aiders are in attendance at all official club practices and events and will ensure immediate referral of more serious injuries			
	4. Any accidents that could give rise to unfavourable publicity is to be reported to the State Association			
	5. Injuries are to be treated by a Doctor when a potential claim for injury insurance is to be made			
	6. Supervisors will check:			
	All grounds			
	Room space			
	Equipment before it is used			
	That no damaged equipment is used			
	7. Supervisors will ensure:			
	That all equipment is used correctly			
	No makeshift arrangements will be permitted			
	8. Supervisors will see that numbers as a maximum will be 1 person to 10 riders/participants			

Other	DESCRIPTION			ACTION FOLLOW-UP REQUIRED
		Yes	No	
Supervisors (cont)	9. Supervisors will account for all persons before leaving the venue			
	10. Supervisors will ensure parental consent is received for absences away overnight for all riders under the age of 18			
	11. Supervisors will ensure that dietary needs are met and any medication is taken as required			
	12. Supervisors will ensure that all behaviour meets the standard required by BMX Australia.			
Comments:				

Coaches	1. Ratio is to be 1 coach to 8 riders, with supervision occurring at all times			
	2. Are squads grouped according to ability?			
	3. Are individuals duly accredited			
Comments:				

Officials	1. Are they fair minded			
	2. Are they appropriately accredited to apply the Rules in an effective manner?			
	3. Are they experienced to deal with pressure situations			
Comments:				