



# Health and Safety Checklist

Use this template to carry out safety checks/risk assessments for each of your sessions

<b>Session Leader</b>		<b>Date</b>	
<b>Facility Name and Location</b>			
<b>Location of the Venue's Health and Safety policy:</b>			
<b>Location of nearest telephone</b>			
<b>Location of First Aid kit</b>			
<b>Emergency Contact Details</b>			
<b>Role</b>	<b>Name</b>	<b>Location</b>	<b>Telephone</b>
<i>Appointed first-aider</i>			
<b>Emergency evacuation procedures:</b>			

Please tick to confirm that the following items have been checked:

- All equipment is safe, undamaged and appropriate. If any equipment is unsafe, please list it here and confirm who you have reported it to.
- The playing area and facilities have been checked for actual or potential hazards.
- The facility is suitable and appropriate for the planned activities.
- A register of participants has been maintained.
- Participants' previous experience established.
- Participants' clothing, footwear, eyeglasses and jewellery checked as appropriate.

Please tick to confirm that the following have been explained to the participants:

- Health and safety procedures
- The rules of the facility/venue/sessions
- Any potential hazards
- The emergency procedures