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| --- | --- |
| **Venue:** |  |
| **Event Type:** |  |
| **Date of Event:**  |  |
| **Start Time:** |  |
| **Finish Time:** |  |
| **Home Team Dressing Room:** |  |
| **Away Team Dressing Room:** |  |
| **Referee and Officials:** |  |

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| **Item Description** | **Yes / No / N/A** | **Additional Comments** |
| Event Co-ordinator Nominated  |  |  |
| Life Systems in place and operational (tested) e.g. Fire Alarm, PA, Emergency Lighting, CCTV, Defibrillator  |  |  |
| Fire safety Arrangements in place & Muster point identified  |  |  |
| Communication Plan for Emergency Arrangements (Fire, Medical etc.) |  |  |
| Club Eircode known and available in the event Emergency services need to be called  |  |  |
| First Aid in place and location communicated to all relevant persons |  |  |
| Disability Access / Arrangements |  |  |
| Signage requirements (way finding, emergency etc.) |  |  |
| Pre-event Maintenance requirements? |  |  |
| Pre-event walkthrough of grounds to be conducted(Identify who is completing) |  |  |
| All Sliotars / balls to be gathered during break in play  |  |  |
| Has the pitch been marked and checked before activities |  |  |
| Playing surface safe and free from hazards  |  |  |
| Are ground markings safe and sufficient distance from fencing and other structures  |  |  |
| Water available near playing area for refilling of bottles  |  |  |
| Are goals secured and anchored and free from hazards |  |  |
| Where portable goals are used only those that meeting IS356/357 to be used  |  |  |
| Coaches instructed in best practice for placing and securing portable goals |  |  |
| Other sports equipment to be used is safe and in good repair  |  |  |
| Rubbish bins provided for player and public use and emptied regularly  |  |  |
| Visitors / spectators separated from the playing area with appropriate barrier  |  |  |
| Changing rooms checked and free from hazards  |  |  |
| Documented cleaning procedure in place for monitoring bathrooms and shower / changing areas – Cleaning Rota template is in supporting documents  |  |  |
| Toilets maintained and adequately stocked |  |  |
| All coaches to wear appropriate clothing |  |  |
| Parking Arrangements reviewed  |  |  |
| Traffic Management plan in place for all visitors – teams/officials/spectators/volunteers  |  |  |
| Is the club providing refreshments |  |  |
| Refreshment location identified and free from hazards  |  |  |
| Only designated persons permitted in refreshment area  |  |  |
| Queueing system in place  |  |  |
| Volunteer/steward plan completed and adequate no of persons in place  |  |  |
| Any First Aid treatment given must be recorded on the First Aid treatment sheet in the supporting documents  |  |  |
| All Injuries or incidents are to be reported using the accident report form in the supporting documents and must be sent to Croke Park Insurance Department |  |  |
| **Other** |  |  |
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**Event Co-Ordinator Date**

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**Designated Club Officer Date**

**(Representative of the Club Executive)**