



# Safety Checklist

Aldi Community Games has a duty to provide a safe and healthy environment for those who attend events across the Country.

This document is a checklist to ensure that Community Games delivers this.

Name/description of event: Aldi Community Games

## Event Safety Checklist

DRAFT

Activity/task/hazard	Yes	No / NA	Additional controls
<b>Volunteers</b>			
All volunteers are familiar with the role they have been assigned to do.	<input type="checkbox"/>	<input type="checkbox"/>	
Volunteers to have completed the sport Ireland training course	<input type="checkbox"/>	<input type="checkbox"/>	
All Volunteers to be Garda Vetted	<input type="checkbox"/>	<input type="checkbox"/>	
Volunteers to abide by the Community Games code of conduct and policies and procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Volunteers to be Covid Compliant	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

Activity/task/hazard	Yes	No / NA	Additional controls
<b>Traffic and parking</b>			
Restricted pedestrian access during set up	<input type="checkbox"/>	<input type="checkbox"/>	
Provision of access for emergency vehicles and personnel	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic management if required (give details)	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic management staff to wear high visibility vests	<input type="checkbox"/>	<input type="checkbox"/>	
Clear parking signage	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate parking facilities for people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	
Parking attendants required	<input type="checkbox"/>	<input type="checkbox"/>	
Parking to allow for 2 metre social distancing	<input type="checkbox"/>	<input type="checkbox"/>	
Arrive and Vacate venue	<input type="checkbox"/>	<input type="checkbox"/>	

## Event Safety Checklist

Entrances and Exits to venues	Yes	No / NA	Additional controls
Capacity levels to be established with venue prior to event	<input type="checkbox"/>	<input type="checkbox"/>	
Hand sanitizer to be available at every entrance and exit	<input type="checkbox"/>	<input type="checkbox"/>	
Covid Officer to ensure these are adequately stocked	<input type="checkbox"/>	<input type="checkbox"/>	
Covid signage to be available at entrances to encourage physical distancing	<input type="checkbox"/>	<input type="checkbox"/>	
Covid signage to be visible at entrances to remind of mask wearing	<input type="checkbox"/>	<input type="checkbox"/>	
Implement a one way system	<input type="checkbox"/>	<input type="checkbox"/>	
Entrances and exits to be kept clear of clutter.	<input type="checkbox"/>	<input type="checkbox"/>	
Install a queue management system for larger numbers	<input type="checkbox"/>	<input type="checkbox"/>	
Visitors	Yes	No / NA	Additional controls
Controlled access of visitors to be in place	<input type="checkbox"/>	<input type="checkbox"/>	
Visitors to have purchased tickets in advance	<input type="checkbox"/>	<input type="checkbox"/>	
All Visitors must complete a Health Questionnaire	<input type="checkbox"/>	<input type="checkbox"/>	
If feeling unwell, visitors must not attend the venue	<input type="checkbox"/>	<input type="checkbox"/>	
Covid signage to be visible to all visitors	<input type="checkbox"/>	<input type="checkbox"/>	
Visitors time to be kept as short as possible	<input type="checkbox"/>	<input type="checkbox"/>	

## Event Safety Checklist

Changing rooms/Lockers/Toilet Facilities	Yes	No / NA	Additional controls
Club houses and changing rooms are remained closed until permitted to do so	<input type="checkbox"/>	<input type="checkbox"/>	
Once in use social distancing must be adhered to	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate amount of toilets to be made available to participants	<input type="checkbox"/>	<input type="checkbox"/>	
Must be kept clean and disinfected	<input type="checkbox"/>	<input type="checkbox"/>	
Covid signage to be in place	<input type="checkbox"/>	<input type="checkbox"/>	
Numbers to be limited when in use	<input type="checkbox"/>	<input type="checkbox"/>	

Refreshments and catering	Yes	No / NA	Additional controls
Club houses and refreshment facilities to remained closed until permitted to do so	<input type="checkbox"/>	<input type="checkbox"/>	
Once permitted to open, current Government and Health Authority guidelines must be followed – this may include requirements for Queue management, disposable of utensils, table and chairs to be 2 metres apart to allow for social distancing. Staff to wear gloves for cash handling, Screen between servers/ till and customer.	<input type="checkbox"/>	<input type="checkbox"/>	
All contracted vendors to provide their insurance details, their Health and Safety statement.			

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Activity/task/hazard	Yes	No / NA	Additional controls
<b>Signage</b>			
Covid signage to be clearly visible	<input type="checkbox"/>	<input type="checkbox"/>	
Access and egress points are clearly signed	<input type="checkbox"/>	<input type="checkbox"/>	
Any restricted entry areas are adequately signed	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency exit pathways are clearly signed (indoor events)	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency assembly areas are adequately signed	<input type="checkbox"/>	<input type="checkbox"/>	
Site maps available	<input type="checkbox"/>	<input type="checkbox"/>	

Activity/task/hazard	Yes	No / NA	Additional controls
<b>Set up/Assembly</b>			
Restricted public access during set up	<input type="checkbox"/>	<input type="checkbox"/>	
Equipment installed in accordance with manufacturer's guidelines	<input type="checkbox"/>	<input type="checkbox"/>	
All free standing objects (marquees, display boards etc) are weighted and/or secured	<input type="checkbox"/>	<input type="checkbox"/>	
Qualified, experienced Contractors used for equipment assembly	<input type="checkbox"/>	<input type="checkbox"/>	
Dismantle of set up only when event is finished	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	

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Activity/task/hazard	Yes	No / NA	Additional controls
<b>Contractor Management</b>			
All Contractors to provide their Insurance details	<input type="checkbox"/>	<input type="checkbox"/>	
All contractors are aware of the event emergency management plan	<input type="checkbox"/>	<input type="checkbox"/>	
All Contractors have contact details for: <ul style="list-style-type: none"> <li>· Event Controller</li> <li>· CG Security</li> </ul>	<input type="checkbox"/>	<input type="checkbox"/>	
Contractors have submitted risk assessments (if applicable)	<input type="checkbox"/>	<input type="checkbox"/>	
All contractors have received a site induction	<input type="checkbox"/>	<input type="checkbox"/>	
Contractors to supply a Safety Method Statement this is required for any high-risk work (eg if there is a potential to fall greater than 2m)	<input type="checkbox"/>	<input type="checkbox"/>	
Contractors and vendors aware that their equipment is their own responsibility (even when left on campus overnight or out of business hours)	<input type="checkbox"/>	<input type="checkbox"/>	
Activity/task/hazard	Yes	No / NA	Additional controls
<b>Manual Handling</b>			
All personnel involved in manual handling have received appropriate training	<input type="checkbox"/>	<input type="checkbox"/>	
Trolleys should be made available for the movement of heavy items	<input type="checkbox"/>	<input type="checkbox"/>	
Event personnel (employees and volunteers) have completed appropriate training and induction	<input type="checkbox"/>	<input type="checkbox"/>	

## Event Safety Checklist

Activity/task/hazard	Yes	No / NA	Additional controls
<b>Amenities</b>			
Sufficient toilets and hand washing facilities for expected number of attendees	<input type="checkbox"/>	<input type="checkbox"/>	
Sufficient hand sanitizing stations are available for the expected number of attendees			
Servicing and sanitizing of portable toilets frequently if large numbers are in attendance.	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate bins have been provided			
Increased bin emptying if large numbers expected			
Adequate drinking water available for attendees	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Power</b>			
Approved electrician used for electrical set up	<input type="checkbox"/>	<input type="checkbox"/>	
All portable electrical equipment/tools, leads and power boards tested and tagged as required	<input type="checkbox"/>	<input type="checkbox"/>	
No daisy chaining of extension cords and power boards	<input type="checkbox"/>	<input type="checkbox"/>	
Leads connections etc are protected from weather or any other liquid	<input type="checkbox"/>	<input type="checkbox"/>	
All leads secured	<input type="checkbox"/>	<input type="checkbox"/>	
Leads/cables not to be placed across thoroughfares	<input type="checkbox"/>	<input type="checkbox"/>	
Generators, if used, safely positioned and access to area restricted	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Slips trips and falls</b>			
Pathways and thoroughfares kept free of trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	

Site assessment/inspection to identify trip hazards — plan set up to avoid trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	
Signage where necessary	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Security</b>			
Security has been kept informed about the event	<input type="checkbox"/>	<input type="checkbox"/>	
<b>First Aid</b>			
Have first aid kit box full stocked	<input type="checkbox"/>	<input type="checkbox"/>	
Be familiar with where defibrillator is located	<input type="checkbox"/>	<input type="checkbox"/>	
Have identified a Covid Isolation Area	<input type="checkbox"/>	<input type="checkbox"/>	
Have Paramedics/First Aid/Ambulance in Place and ensure they are familiar with the vicinity and events that are scheduled to take place			
<b>Cleaning of Equipment</b>			
Equipment should be disinfected before and after use and during sessions – balls, sliotars, cones, markers.	<input type="checkbox"/>	<input type="checkbox"/>	
If participants are sharing equipment as in field events it should be disinfected after each throw			
Jerseys are bibs should not be swapped during training and should be washed at the highest temperature	<input type="checkbox"/>	<input type="checkbox"/>	
Stagger events to allow for cleaning in between			
Minimize equipment sharing as much as possible	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Weather</b>			
To be monitored and decision made pending review	<input type="checkbox"/>	<input type="checkbox"/>	



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Activity/task/hazard	Yes	No / NA	Additional controls
<b>Emergency planning</b>			
Event personnel have completed necessary emergency procedure training	<input type="checkbox"/>	<input type="checkbox"/>	
Event emergency plan has been documented and communicated to all event personnel (including method of communication in the event of emergency — especially for outdoor event)	<input type="checkbox"/>	<input type="checkbox"/>	
All security have been provided with copy of event emergency plan	<input type="checkbox"/>	<input type="checkbox"/>	
General emergency information communicated in public address	<input type="checkbox"/>	<input type="checkbox"/>	
<b>General</b>			
There is a procedure for lost children	<input type="checkbox"/>	<input type="checkbox"/>	
Cash handling procedures in place if required	<input type="checkbox"/>	<input type="checkbox"/>	
Local Gardaí have been informed of the event	<input type="checkbox"/>	<input type="checkbox"/>	
If the event, or part thereof, is likely to effect the surrounding community — they have been informed of same.	<input type="checkbox"/>	<input type="checkbox"/>	

<b>Security</b>			
Security has been kept informed about the event	<input type="checkbox"/>	<input type="checkbox"/>	
<b>First Aid</b>			
Have first aid kit box full stocked	<input type="checkbox"/>	<input type="checkbox"/>	
Be familiar with where defibrillator is located	<input type="checkbox"/>	<input type="checkbox"/>	
Have identified a Covid Isolation Area	<input type="checkbox"/>	<input type="checkbox"/>	
Have Paramedics/First Aid/Ambulance in Place and ensure they are familiar with the vicinity and events that are scheduled to take place			

## Event Safety Checklist

SAFEGUARDING	Yes	No / NA	Additional controls
	<input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/>	
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Checklist/risk assessment completed by:	
Signature:	Date:
<b>Approved by:</b>	
Name:	Signature:
Position:	Signature: