



DOWN GAA Club Action Plan



Name of Club: _____

Date: _____

Ref	Description	Y / N N/A	Comments / Action required	Responsibility	Completion Date	Review Date and comments
1	Documentation					
1.1	Safety Statement/Policy updated in the previous 12 months					
1.2	Safety Statement/ Policy signed by the Chairman of the Executive Committee					
1.2.1	Have all stakeholders been informed of the Club Safety Statement/ Policy and appropriate training provided.					
1.3	Child Protection Policy in Place with appropriate records kept in safe place for future use if considered necessary.					
1.4	Are all committee members /coaches / mentors PSNI vetted?					
1.5	Fire Safety Management Plan in Place and auctioned where necessary.					
1.6	Is there a fire register in place with records of all fire detection and firefighting equipment and its service history					
1.7	Is emergency lighting tested with records maintained					
1.8	Are practice evacuations/fire drills held at least twice per year with records maintained?					

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1.9	Copy of Event Safety Management Guide available					
1.10	Are copies of manufacturer's instructions/operating manuals for equipment easily accessible?					
1.11	Is all electrical equipment checked regularly by a competent person? Are records maintained and available?					
1.12	Are there service records available for machinery?					
1.13	Is there a register of work at height equipment (ladders etc.) and is there a record of their inspection					
1.14	Are there service records available for the heating and ventilation systems					
1.15	Have statutory inspections been performed on the boiler					
1.16	Is there a register of all Chemicals used and is there a Safety Data Sheet for each Chemical					
1.17	Has a Club Audit been completed and record kept in safe place for future use.					
1.18	Have risk assessments been carried out to identify hazard identification and control measures with appropriate records kept in safe place for future use.					
1.19	Have records of all incidents / accidents recorded and kept in safe place for future use.					

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2	Access – Gates, Perimeter Walls, Fencing, etc.					
2.1	Are all gates, fences and wall in a sound condition? e.g. free from sharp edges, loose blocks, loose capping, dangerous wire, etc.					
2.2	Are all gates hung properly and in working order?					

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3	Circulation Areas					
3.1	Are all steps and/or ramps in good repair, i.e. not worn, broken or slippery?					
3.2	Is the gradient on mobility impaired access ramps less than 1:12 to allow wheelchairs to access the ramp?					
3.3	Are there any areas of loose paint, plaster, etc.					
3.4	Are rails in place on steps and/or ramps where deemed necessary?					
3.5	Are floor coverings, tiles, etc., in good condition and not slippery?					
3.6	Are non-slip mats in place in shower areas and at the entrance to the club?					
3.7	Where relevant, are steps/stairways/ramps painted to ease visibility?					
3.8	Are surfaces in external areas, i.e. paths, car-parks, etc. in good condition?					
3.9	Is there adequate lighting in car parks, on paths?					
3.10	Are waste materials properly collected?					
3.11	Are arrangements in place on match/event occasions to ensure that emergency vehicles may access/exit grounds?					
3.12	Are circulation areas accessible to those with special needs, e.g. mobility difficulties					

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4	Fire Safety					
4.1	Are all designated fire exits are clearly marked?					
4.2	Are fire exits and escape routes kept unlocked and clear from obstructions while people are on premises?					
4.3	Do fire doors open outwards?					
4.4	Is muster area clearly marked?					
4.5	Are evacuation procedures clearly displayed?					
4.6	Are all staff familiar with evacuation procedures?					
4.7	Is the firefighting equipment at its designated fire points?					
4.8	Is firefighting equipment serviced as required and a record of service maintained?					
4.9	Are flammable substances e.g. fuels, paper, cleaning materials, other chemicals, etc., stored correctly, away from any sources of heat?					

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5	Electrical Equipment					
5.1	Is electrical equipment suitable for use intended?					
5.2	Are plugs and sockets in good condition with no cracks or pieces missing					
5.3	Are socket screws and mountings secure					
5.4	Are sockets are situated in safe positions, convenient for the equipment to be used and not subject to damp					
5.5	Do indicator lights on sockets function correctly					
5.6	Is al insulation on leads free from cracks or signs of deterioration?					
5.7	Where extension leads are being used, they are fully unwound and not left plugged in and unattended.					

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6	Lighting (including pitch lighting)					
6.1	Are all light fittings are in working order and are kept in a clean condition?					
6.2	Is lighting is adequate for the type of activities being undertaken					
6.3	Is all electrical housings, cabling, etc. in good condition and with no exposure to live wiring?					
6.4	Are all cables to external lighting either buried underground or kept at a height which does not present a hazard to the public?					
6.5	Is lighting on approach roads and outside the club sufficient for access and egress					

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7	Machinery					
7.1	Is machinery used suitable and appropriate for purpose?					
7.2	Is all machinery stored in a locked area away from access of members of the public?					
7.3	Is machinery operated by competent persons only?					
7.4	Are drive shafts/PTOs/Other moving parts adequately guarded?					
7.5	Is all machinery in good working order					

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8	Maintenance					
8.1	Is a safe system of work in place, e.g. does grass cutting, cleaning and other maintenance take place only when the area is free from non-involved persons, particularly children?					
8.2	Is maintenance only carried out by competent persons?					
8.3	Are all roofs, guttering, drain pipes etc, as far as can be seen, sound and well maintained?					
8.4	Are staff, members and volunteers, etc. provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc.)					
8.5	Are all maintenance materials, paints, etc. stored safely and securely?					

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9	Doors and Windows					
9.1	Are all doors unobstructed?					
9.2	Are all doors free from broken and/or damages hinges, locks, etc.					
9.3	Are windows free from broken fastenings?					
9.4	Do glazed windows, doors etc. have toughened, laminated glass?					
9.5	Are windows safe when open from contact with passers-by?					
9.6	Do doors and windows open without unnecessary force being applied?					
9.7	Are windows free from broken or cracked panes, frames, etc.					

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10	Working at Heights					
10.1	Are safe systems of working at heights documented? i.e. access to raised scoreboards, erection of flags, scores, lighting, etc.					
10.2	Are facilities in place to facilitate safe working at heights?					
10.3	Are ladders and others equipment using for working at heights stored safely and securely when not in use?					

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11	Moving and Handling					
11.1	Is equipment available to move and handle equipment, fertilizers, furniture, waste, etc.?					
11.2	Are staff and those moving equipment provided with training in moving and handling?					
11.3	Is there a safe system in place for movement of portable goal posts etc.					

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12	Heating and Ventilation systems					
12.1	Is the heating system regularly serviced and maintained in good order?					
12.2	Is maintenance carried out by competent person?					
12.3	Is boiler house kept clean and tidy and free from waste materials?					

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13	Kitchen areas					
13.1	Is the Kitchen locked when not in use?					
13.2	Is the kitchen area supervised when in use					
13.3	Are food preparation areas in compliance with food safety requirements?					
13.4	Are there adequate hand washing and drying facilities in kitchen area?					
13.5	Is the kitchen/dining area kept clean					
13.6	Is the kitchen floor sound and non-slip, especially when wet?					
13.7	Where required, is equipment adequately guarded?					
13.8	Are first aid boxes available in the kitchen area?					
13.9	Is fire safety equipment available in kitchen?					
13.10	Are staff, members, etc. provided with Personal Protective Equipment (PPE)? E.g. gloves, etc.)					

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14	Gymnasia					
14.1	Is the Gymnasium locked /access controlled when not is use?					
14.2	Is the equipment in good condition, maintained and serviced as specified by suppliers?					
14.3	Is the Gym supervised by a qualified, competent person when in use?					
14.4	Is gymnasium kept tidy and equipment appropriately stored					
14.5	Is first aid box available and accessible?					
14.6	Are floors clean, even and non-slip?					
14.7	Are changing rooms clean and tidy and disinfected?					
14.8	Is an induction evening provided to all members and a record of such induction maintained?					

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15	Waste Management					
15.1	Are there adequate waste containers in place in ground/dressing rooms/other facilities?					
15.2	Is there a system to collect waste litter following matches/events?					
15.3	Is waste stored in a secure place pending collection/ disposal?					
15.4	Is all waste disposed of in accordance with local authority regulations?					
15.5	Where building work is underway, is rubble safely secured from access by public?					
15.6	Are staff, members, etc. provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc.)					

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16	Chemicals					
16.1	Are chemicals stored in a secure place preventing unauthorised access by members of the public?					
16.2	Are chemicals kept only in containers in which they were purchased with clear and legible "Instruction for use"					
16.3	Are chemicals used only by competent persons?					
16.4	Are waste chemicals disposed in accordance with manner prescribed in Safety Data Sheets/Instructions on container					
16.5	Are staff, members, etc. provided with Personal Protective Equipment (PPE)? e.g. (gloves, eye protection, masks, etc.) while using or disposing chemicals?					
16.6	Are rat poisons but in place by competent persons and out of reach by children.					

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17	Signage					
17.1	Are safety or health signs in place where hazards cannot be avoided or adequately reduced?					
17.2	Are all exit routes clearly visible?					
17.3	Is the Occupiers Liability sign erected and clearly visible?					

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18	Goalposts – Fixed					
18.1	Are goalposts in good condition and free from sharp edges or other objects which could cause injury?					
18.2	Is a safe system in use for securing nets to goalposts frame?					

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19	Goalposts – Portable					
19.1	Are portable goalposts purchased from manufactures/suppliers that comply with the following standards I.S.355, IS 356					
19.2	Do goalposts carry manufacturer's label and safety warning label? (The manufacturer's label should include instructions for installation, storage, dismantling, inspection and maintenance)					
19.3	Does system exist for securing portable goalposts when is use?					
19.4	Are portable goalposts stored securely when not in use?					

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20	First Aid					
20.1	Does a First Aid box exist, and is appropriately stocked and available when required?					
20.2	Are there adequate numbers of trained first aiders available during, to matches, training sessions and other events?					
20.3	Is a stretcher available?					
20.4	Is a defibrillator in place and available?					
20.5	Does the club have members trained (up to date) in CPR and in use of defibrillator?					

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21	Event viewing areas, i.e. Stands, terracing, etc.					
21.1	Are all viewing areas in good condition, free from slips, trips and falls hazards,					
21.2	Where seating accommodation exists, is all seating secure, free from all sharp edges, splinters, loose screws, nails, etc.					
21.3	Are changes in level marked for visibility impaired persons					

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22	Toilet areas					
22.1	Are urinals, w.c.s, basins, etc. intact?					
22.2	Are hand washing facilities available (including hand drying facilities) and in working order?					
22.3	Is there a cleaning programme in place?					

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23	Emergency Planning					
23.1	Are procedures in place to prevent flooding from nearby rivers, heavy rainfall, etc.					
23.2	Are procedures in place to protect heating systems, plumbing and buildings from snow and frost damage?					

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24	All Weather pitches					
24.1	Is the pitch in good condition and fit for use and free from defects?					
24.2	Is the pitch secured by a boundary fence which is maintained and locked / access controlled when not in use?					
24.3	Are the keys maintained by a competent person?					
24.4	Is a record of use maintained?					
24.5	Is the pitch hired to non-members?					
24.6	Is there a hire form with a waiver in place?					
24.7	Is a record of all use by third parties maintained?					
24.8	Is the pitch closed during adverse weather? Such as frost/snow?					
24.9	Is all signage on boundary free from sharp edges and not protruding onto the field of play?					

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25	Bar					
25.1	Do members / guests sign in?					
25.2	Is there a dancefloor? Would you have to cross this carrying drink to return to seating?					
25.3	Is there an accident book on site?					
25.4	Is there a first aid box on site?					
25.5	When facilities are in use is there a cleaning system in operation for spillages/breakages? Are records maintained?					
25.6	Are the bathrooms checked regularly for spillages/breakages when the function room is in use? Are records maintained?					
25.7	Are all stairways free from obstacles and handrails in working order?					
25.8	Are volunteers engaged in bar work at a minimum over 18 years of age and competent?					
25.9	Is all emergency lighting and exit lighting regularly maintained and in working order?					
25.10	Is food available? Are all FSA requirements adhered to?					
25.11	Is stock stored on premises? Is a log of stock maintained?					
25.12	Are empty's / returns stored on premises in a safe manner? Is this recorded					
25.13	Is there an occupancy limit? Is this enforced?					

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26	Facilities for Hire					
26.1	Do all persons hiring facilities for use on a commercial basis provide evidence of valid public Liability and or professional indemnity insurance?					
26.2	Is this insurance vetted on an annual basis					
26.3	Is a schedule of use of facilities documented and maintained?					
26.4	Are the premises checked and cleaned after each use?					

The above is not an exhaustive list and where other hazards are identified they should be included.

Signed _____

Post/Role within Club _____

Date _____