



Archery Victoria			
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0523. Risk Analysis Examples

This document should be read in conjunction with 0531 Risk Management Policy.

This document is designed as examples for Form 0622 Risk Analysis Checklist.

Clubs are encouraged to add specific examples to this document at any time.

Following are some examples that are designed to assist clubs with their risk management.

The list is by no means exhaustive. On the other hand, many items may not apply to small events or may have to be re-interpreted to suit the particular circumstances.

Some items may be repeated in one or more category.

1. Emergency And Safety

1.1. Readiness

- Do your staff or volunteers conduct regular training for emergency situations?
- Are your staff and volunteers trained in how to use safety and rescue equipment?
- Is your safety and rescue equipment maintained and repaired regularly?
- Is outdated emergency equipment replaced when necessary?
- Do your staff and volunteers know how to react to specific emergency situations?
- Are staff and volunteers trained in how to ensure their own physical safety in an emergency response?
- Do you have a list of emergency contact numbers?
- Does everyone know where the list is?
- Do you conduct volunteer assessments?
- Is appropriate uniforms/protective equipment provided to volunteers and regularly maintained?

1.2. Response

- Do you have procedures in place for safely transporting staff or volunteers to the site of an emergency?
- Do staff and volunteers deal appropriately with victims and other people involved in an emergency?
- Do staff and volunteers know when to pull out of an emergency situation to ensure their own safety?
- Do you have limits on the length of shifts that can be worked during an emergency?
- Do you provide food, rest and first-aid to those responding to an emergency?
- Do you set up a central command that keeps track of which of your staff are working, where they are, what they are doing and how they are going?
- Do you have effective communications in an emergency?
- Do you have a debriefing session after an emergency response to assess what worked and what didn't?
- Do you keep a register of all completed training?

1.3. General

- Are premises and rooms kept in a safe and well maintained environment?
- Do staff and volunteers know when to pull out of an emergency situation to ensure their own safety?
- Do you have limits on the length of shifts that can be worked during an emergency?
- Do you provide food, rest and first-aid to those responding to an emergency?
- Do you set up a central command that keeps track of which of your staff are working, where they are, what they are doing and how they are going?
- Do you have effective communications in an emergency?
- Do you have a debriefing session after an emergency response to assess what worked and what didn't?

2. General Office Environment

2.1. General

- Chairs and desks suited to tasks and users computers, printers suitably positioned computer cables and leads secured safely glare from windows and light fittings minimised
- Staff are able to change postures and rotate tasks in order to minimise occupational overuse syndrome
- Non-slip floors, clear of obstructions noise levels controlled
- Shelving/cupboards at safe heights
- Security procedures for cash handling (members fees and petty cash)
- "sharps" container, protective gloves and procedures in place to dispose of syringes
- Air conditioning maintained regularly
- Toilets - bowls, cisterns, hand basins, paper holders, dryers - all in working order
- Storage layout designed to minimise lifting problems (between knee and shoulder)
- Easy access for people and equipment, floors around racking or shelves clear of rubbish
- Storage boxes and files clearly labelled in easy-to handle boxes, not heavy

2.2. General Electrical

- No broken plugs, sockets or switches, no frayed or damaged leads extension leads
- Powerboards checked/tagged
- Circuit breakers installed
- No unsafe wiring
- No wiring left dangling or un-taped on floor making a trip point

2.3. General Lighting

- Adequate illumination for each task
- Good natural lighting
- Good light reflection from walls and ceilings
- Light fittings clean and in good condition
- No loose ceiling tiles around lights
- No blown globes or unsafe wiring

2.4. First Aid

- Kits and contents appropriate for each area
- Easy access to kits
- Clearly labelled
- Emergency contact numbers displayed
- Wheelchair/folding bed
- Staff/volunteers trained (written documentation)

2.5. Fire

- Are smoke alarms fitted?
- Are smoke alarms regularly checked and batteries replaced?
- Are power points covered?
- Are all electrical items, including computers and monitors, turned off when not in use?
- Are heating units in good condition,
- Regularly maintained and ducts cleaned?
- Do you have appropriate fire fighting equipment (e.g.: fire blanket, fire extinguisher) in key areas?
- Do staff and volunteers know how to use them?
- Are these regularly inspected?
- Do you have an evacuation and emergency plan?
- Is the plan posted in key locations?
- Are staff, volunteers and clients aware of it?
- Is it practiced?
- Do you have sprinklers or fire alarms fitted?

2.6. Ergonomic Factors

- Design allows normal body positions when seated or standing
- Limited weight and size of materials lifted or carried by people.
- Where people are required to stand for long periods on concrete floors ensure adequate floor coverings are provided.
- Where people are required to be seated for long periods, ergonomic chairs are provided.
- Do staff have mini-breaks when sitting for long periods?
- Follow recommended guidelines?
- Have computer stations been set up in accordance with ergonomic guidelines?
- Do you have disabled access?
- Do you have toilets for disabled?

3. Environment, Conservation And Heritage

3.1. Outdoor Activities

- Do you have qualified or trained staff or volunteers leading the activities?
- Are participants made aware of the risks associated with your activities?
- Are participants told how to minimise risks associated with the outdoors or the specific activities (e.g.: advised on appropriate clothing, equipment)?
- Are leaders trained in first-aid?
- Are leaders trained in navigation (if applicable)?
- Do activity leaders know how to respond to a severe injury or emergency situation?
- Do leaders have adequate communications equipment?
- Do they know how to use it?
- Do people taking part in the activities receive training and advice about their tasks?
- Do leaders know when it is appropriate to call off or pull out of an activity?
- Do you have rules regarding transporting people to activities (e.g.: age of drivers, number of passengers)?
- Do you minimise physical risks as much as possible at the sites where activities take place?
- Will your activities involve being outdoors at night?
- Do you have torches?
- Do they work?
- Do you have spare batteries?
- Do your activities take place in remote areas?
- Do you use emergency beacons?

3.2. Direct Action

- Is your group involved in any forms of direct action?
- Have you conducted a risk assessment of the hazards involved with the form of action you have planned?
- Have you informed any participants in the risks involved with direct action?
- Is your group prepared for the consequences of police involvement, including potential arrests?
- Do you produce publications or websites that may encourage readers to conduct activities that put them at risk?
- Have you informed relevant authorities about your planned action?
- Do you have a regularly stocked and maintained first-aid kit?
- Do you have a list of emergency contact numbers?
- Do you have phones or radios to communicate within your group or outside in case of an emergency?

3.3. Heritage

- Are your staff or volunteers educated in the importance of heritage values?
- Are your staff or volunteers trained in how to maintain heritage values?
- Do you consult with appropriate bodies on heritage activities?
- Before conducting work on buildings or premises have you checked with appropriate authorities and have people with relevant skills performing the tasks?
- Do you have procedures for running any static machinery or equipment and are all volunteers and/or operators trained?
- Do you have a proper register of this training?
- Are your heritage materials stored in safe location and position for them?
- Do you have procedures for the moving and transport of any heritage materials?

4. Children And Family

4.1. Falls, Slips And Trips

- Are potentially dangerous surfaces removed or sign-posted?
- Are changes in surface or height (e.g. A kerb) clearly marked or sign-posted?
- Are external surfaces that become slippery when wet sign-posted?
- Are barriers or signs put up when an internal surface is wet (e.g.: from cleaning)?
- Are doormats in good condition?
- Does any matting have a non-slip backing?
- Is the carpet or floor in good condition?
- Do you have a “no running” rule in your premises?
- Are glass doors clearly marked to prevent people walking into them (it happens)?
- Are carpets and floors regularly cleaned and cleared of obstructions?
- Are any dangerous goods, solvents and cleaning liquids safely locked away in a separate area to where the children are?
- Are all power points and electrical cords in good condition?
- Are certain areas off-limits to children, with doors locked accordingly?
- Do you conduct regular inspections of your premises to identify potential hazards?
- Does the inspection include less commonly encountered areas such as pot plants, storage sheds, etc?
- Are all power cables and other potentially dangerous items out of a child’s reach or safely secured?
- Are all walkways regularly inspected to ensure they are clear from obstructions?
- Is all equipment, fixtures and furniture free of sharp edges and properly secured?
- Do you have spill kits or equipment to deal with spills?
- Do you have storage areas that require minimal effort to access items?
- Do you ensure shelves and storage areas are not overloaded?
- Do you conduct regular inspections to discard any unnecessary or out-dated items?
- Are your premises well lit?
- Are signs easy to read and unobstructed?
- Are staff and volunteers instructed in the need for tidiness at your premises?
- Are all loose items stored appropriately?
- Are your paths in good condition and well maintained?
- Do you regularly ensure paths are free of obstructions and in good repair?

4.2. Climbing And Playground Equipment

- Is all equipment maintained and repaired on a regular basis?
- Is all equipment secured correctly?
- Are any external protrusions, such as bolts, covered?
- Is the surface on which the equipment sits stable?
- Have you provided a soft surface in case a child falls from the equipment?
- Are children supervised when using the equipment?
- Are children told how to use the equipment correctly and safely?
- Is the equipment approved by a relevant authority?
- Do you have rules for children using the playground?
- Are the children aware of them?
- Are they enforced?
- Is play equipment cleaned regularly?
- Are children prevented from playing on wet or slippery equipment, or do you have warning signs indicating when equipment is wet?
- Does the play area have adequate shade?
- Is the play area regularly inspected for hazards such as broken glass or syringes?
- If the playground is used at night, is there adequate lighting?
- Are the fences around the play area secure, with child-proof gates?
- Are the fences safe and regularly inspected and maintained?
- Are there first-aid facilities nearby?
- Is there someone nearby who knows how to administer first-aid?
- Do you have emergency contact numbers handy?
- Are there adequate toilet facilities nearby?

4.3. Food, Allergies And General Health

- Do you comply with relevant food handling regulations?
- Do carers and children wash their hands when they arrive at your premises, before and after using toilet facilities,
- Before and after handling food and at other times such as when using first-aid equipment?
- Are surfaces regularly cleaned and disinfected?
- Do you have a policy for dealing with blood spills?
- Is play equipment cleaned regularly?
- Do you know if any children suffer from food allergies?
- Do you cater for children with allergies to common foods, such as sugar and milk?
- Do you have children's medical details, including past medical complaints and any allergies to medicines?
- Allergies to anything else (e.g.: bee stings)?
- Do you have a process in place in case a child suffers an adverse reaction?
- Are eating times supervised to reduce the likelihood of food sharing?
- Are illnesses documented in case an outbreak occurs?
- Are precautions taken to prevent sick children infecting other children or staff?
- Do supervisors have permission to administer first-aid to children?
- Do you have regularly stocked and maintained first-aid equipment?
- Do you have emergency contact numbers for doctors, ambulance and services such as poisons information?
- Is a list of those numbers clearly posted where staff can see it?

4.4. Toys

- Are toys and books appropriate for the age of children you are working with?
- Have all your toys been checked to ensure they have no small parts that could be swallowed, have no sharp edges, etc?
- Are the toys stored safely?
- Are damaged toys removed immediately?
- Are children supervised when playing with toys?
- Do you have rules about children playing with their own toys at your premises?
- Are toys cleaned and inspected regularly to ensure they are in good repair?
- Are toys cleared from paths and heavy traffic areas?
- Do you have rules about when toys can be used?
- Do you have rules about sharing toys?
- Are eating times supervised to reduce the likelihood of food sharing?
- Are illnesses documented in case an outbreak occurs?
- Are precautions taken to prevent sick children infecting other children or staff?

4.5. Working With Young People

- Are staff and volunteers screened?
- Are staff and volunteers trained for working with young people?
- Are staff and volunteers qualified or trained to work in specific areas such as substance abuse?
- Do you have enough staff or leaders for the number of young people involved?
- If girls are involved in your activities do you have female leaders?
- Do you have a code of conduct and are all staff and volunteers ?
- Do you have rules about the use of alcohol and drugs by young people?
- Are they enforced?
- Do you have A formal child protection policy and are all staff and volunteers aware of this?
- Are lines of communication kept open for young people to discuss problems with leaders or your committee?
- Do you have an open atmosphere in which young people feel free to talk about any problems and there are avenues for complaints?
- Are the facilities you are using appropriate for young people (remember, things can break easily)?

4.6. Activities And Camps

- Do you have rules about who can drive to activities (including enforcing an anti drink driving message)?
- Have you properly inspected a camp site for potential hazards?
- Do you have a curfew for campers at night?
- Is it enforced?
- Are young people supervised during activities and at other times?
- Do you have rules preventing unsuitable items being taken to camps?
- Do you have medical and contact details for all campers in case of emergency?
- Is there a regularly stocked first-aid kit at all activities?
- Is someone trained in first-aid at all activities?
- Does everyone know who that person is?
- Do you have indemnity forms signed by parents/guardians before undertaking camps or activities?

5. Event Management

5.1. General

- Do you have any required permits?
- Will there be road closures for the event?
- Have you applied for a permit from the appropriate authorities and notified emergency services?
- Do you have a contact list for committee members responsible for each area of the event?
- Do you have a checklist to ensure you have all appropriate documentation, such as the event plan, contracts, sponsorship letters, licences/permits, event program, accounts and emergency plan?
- Do you have public liability insurance?
- Is property and equipment insured?
- Have you contacted all key stakeholders, such as local councils, police, ambulance service, food vendors and security?
- Do you have a contact list for all stakeholders?
- Have you prepared a site map of the event or festival?
- Do all stakeholders have a copy?
- Have you organised an information centre for event patrons?
- Are your staff and volunteers adequately qualified or trained?
- Do you have signs on-site indicating where to find phones, toilets, water, first aid posts, parking, security, lost and found, public transport, etc?
- Do you have appropriate signs on-site indicating rules regarding smoking, alcohol, bag searches, etc?
- Do you have adequate car parking – for cars, buses, taxis, emergency vehicles?
- Have you developed a traffic management plan for the event?
- Do you have contingency plans for transport if the event finishes late, is cancelled or affected by wet weather?
- Do you have an emergency response plan?
- Do you have an evacuation plan?
- Do you have emergency tools on-site, such as a fire axe and bolt-cutters?
- Do you have effective communication onsite?
- Have you consulted with fire services to ensure you have all necessary fire fighting equipment required by law?
- Will portable fire protection equipment be located throughout the venue?
- Has the declaration of a total fire ban or fire danger period on the day of the event been considered?
- Are hydrants or suitable water supply available to fire services?
- Do you have a security plan for the event?
- Have you hired a security firm?
- Have you decided to ban any items from the event?
- Will you be conducting bag searches?
- Have you made arrangements for lost and stolen property or lost children?
- Do you have a first-aid post on-site that is set up with lighting, power, running water and appropriate equipment?
- Do you have trained staff or volunteers to man the first-aid post?
- Have you arranged for the first-aid posts to be regularly serviced?
- Are you prepared for a medical emergency?
- Have you arranged waste management?
- Have you considered noise levels?
- Will alcohol be available at the event?
- If so, have you arranged for the appropriate licences/permits?
- Are you prepared for the effects of alcohol, such as dehydration, potential medical concerns, etc?

5.1. General (continued)

- Disturbances?
- Do you have designated alcohol-free areas?
- Have you ensured alcohol is not available to under-age patrons?
- Will you be providing alcohol in plastic cups to lessen the risk of injuries?
- Do you have plans for infection control, including contact details for environmental health officers?
- Have you taken steps to stop the spread of infection, such as ensuring safe waste disposal and disposal of sharps?
- If food is being served at the event, do you have appropriate food handling procedures, including any necessary licenses/permits?
- Do you have enough toilets for the expected number of patrons?
- Are the toilets clean (provided with soap and hand-washing equipment, away from food areas, cleaned and re-stocked regularly, etc) and safe (well-lit, appropriate for wet weather, etc)?
- Are the toilets accessible for people with limited mobility?
- Will sunscreen be provided at the event?
- Do you have signage of safety messages such as sun-smart, appropriate use of alcohol and attitudes to drink-driving?
- Do patrons have access to public telephones?
- Does the event have adequate lighting?
- Do you have emergency power and lighting?
- If you are erecting any temporary structures, such as stages or marquees, do have have appropriate permits and are the structures secure?
- If you are using temporary seating, are the seats safe and have you arranged for seats to be secured to the floor or each other to guard against injuries from falls or hostile crowds using them as weapons?
- Are entry and exit routes to the event clear and well sign-posted?
- Are exits clear of obstructions?
- If portable gas cylinders will be used (in cooking, to inflate balloons, etc) will they be properly secured?
- If you are planning to use fireworks, has a permit been obtained?
- Will fireworks be operated by a qualified pyro-technician?
- Will there be camping at the event?
- If so, do you have a designated, safe camping area that avoids potential hazards such as trees dropping limbs, flooding and power lines?
- Is the camping area provided with facilities such as water, shelter, toilets and a first-aid station?
- Are any participants going to be doing anything remotely dangerous (e.g.: horse riding, trampolining, rock-climbing)?
- Have you taken precautions to ensure their safety?
- Will there be rides?
- Are they safe?
- If you are having other people provide rides or attractions, are you confident they are qualified and reliable?
- Have you arranged for a post-event debriefing to assess what worked and what didn't?
- Have you completed a full risk assessment of the site where the event will be held?

5.2. Outdoor Venues

- Is the area safe from flooding?
- Is the terrain safe (look for cliffs, gullies, reclaimed or unstable land)?
- Are there any water bodies nearby?
- Have steps been taken to ensure they cannot be accessed by patrons and safety equipment and staff are available?
- Are signs in place?
- If a pool is part of the event do you have staff with appropriate training in water safety?
- Are there any plants or wildlife (including snakes and insects) in the area that could cause problems?
- Are there any potential technical hazards in the area, such as power lines?
- Is the area a potential bushfire risk?
- Is the area subject to flooding?
- Is the area subject to high winds?
- Have you taken steps to ensure safety for pedestrians on or near major or minor roads or other transport areas such as airstrips or railway lines?
- Is the area subject to extreme heat or extreme cold?
- Are there any chemicals or potentially dangerous materials stored on the site or nearby?
- Are any buildings or structures on the site safe?
- Have you investigated the history of the site (to ensure, for example, that it has not been used as a toxic waste dump)?
- Is the venue accessible for emergency service vehicles (Look at roads, ground surfaces, gates and parking)?
- Does the venue cater for people with limited mobility?
- Is the venue easy and safe to access by pedestrians?
- Do you have plans for wet weather?
- Are basic services, such as water, available on-site?
- Does the area have adequate shade?

6. Fire Risks

6.1. General

- Are smoke alarms fitted?
- Are smoke alarms regularly checked and batteries replaced?
- Are power points covered?
- Are all electrical items, including computers and monitors, turned off when not in use?
- Are heating units in good condition, regularly maintained and ducts cleaned?
- Do you have appropriate fire fighting equipment (e.g.: fire blanket, fire extinguisher) in key areas?
- Do staff and volunteers know how to use them?
- Are these regularly inspected?
- Do you have an evacuation and emergency plan?
- Is the plan posted in key locations?
- Are staff, volunteers and clients aware of it?
- Is it practiced?
- Do you have sprinklers or fire alarms fitted?
- What potential risks have you identified?

7. Kitchens

7.1. General

- Are kitchens and food preparation areas cleaned and disinfected regularly?
- Are all electrical items regularly inspected to ensure they are in good condition?
- Are all electrical cords regularly inspected to ensure they are in good condition?
- Are all electrical items stored out of reach of children?
- Is boiling water stored and used safely?
- Are urns and kettles working properly and regularly maintained?
- Are there rules about who is allowed in the kitchen?
- Are broken or malfunctioning items repaired or replaced immediately?
- Are electrical items protected by a safety switch?
- Is all food used by the use-by date?
- Are all cleaners, detergents etc kept in a safe place away from food and out of reach of children?
- Is the kitchen well-organised and free of clutter?
- Do you comply with relevant food handling regulations?
- Is all food labelled clearly and accurately?
- Do you have cleaning procedures for spills etc.?
- Prominent sign notify people to immediately cleans spills?
- Are you aware of staff and clients Food, Allergies and/or Food requirements?
- Are knives and other kitchen implements kept in a proper working condition?
- Do you have appropriate fire fighting equipment (e.g. Fire blanket, fire extinguisher) in key areas?
- Is a fire extinguisher located near your stove and do you know how to use it?
- When using the microwave, do you use only dishes approved for microwave use?
- Avoid metal and plastics not intended for use in the microwave.
- Have you assessed the kitchen area from a child's point of view?
- Do you ensure that children do not have access to the kitchen?
- Do you have clear instructions and training in the use of appliances and equipment

8. Community Business

8.1. General

- Do you have a business plan?
- Do you prepare regular financial reports?
- Are your finances audited?
- Do you have a detailed budget?
- Are your financial procedures sufficient to prevent or expose fraud or unauthorised trading?
- Have you set limits on spending?
- Do you have adequate information to make informed decisions (e.g.: properly prepared balance sheets, profit and loss statements, cash flow reports)?
- Are you insured?
- Do you comply with tax rules and guidelines?
- Do you have contingency plans if the business is not financially successful?
- Computer cables and leads secured safely?
- Glare from windows and light fittings minimised?
- Staff are able to change postures and rotate tasks to minimise occupational overuse syndrome?
- Non-slip floors, clear of obstructions?
- Noise levels controlled?
- Shelving/cupboards at safe heights?

8.2. Employees And Volunteers

- Do you screen volunteers and potential employees?
- Does your staff receive proper training?
- Do you review or supervise volunteers and staff?
- Do you have a procedure for people to make complaints about your organisation and your staff?
- Do you have a process for dealing with complaints against a staff member?
- Are members of your staff adequately protected against potential attack, abuse or infection from people your organisation deals with?
- Have you taken precautions against harassment and prejudice at work?
- Are roles and responsibilities clearly defined?
- Are employees paid appropriate wages?
- Do you comply with regulations (e.g.: employment laws, awards) in dealing with staff (e.g.: providing adequate breaks, unfair dismissal laws)?

8.3. Customers

- Have you conducted a risk analysis of any potential risks specific to the kind of work you do?
- Have you taken steps to ensure your clients or customers are treated fairly?
- Have you taken steps to ensure your clients or customers are not exposed to physical injury?
- Is your shop or premises set up safely and free of obstructions?

9. Health, Community And Disability

9.1. Dealing With Special Needs

- Are your staff and volunteers adequately trained to provide the services you offer?
- Do you provide training for your staff and volunteers?
- Is there a written record of this training?
- Are your premises set up to make it easy to access and get around for people with limited mobility?
- Do you conduct a risk assessment for any activities involving people with special needs?
- Do you consider what extra risks your activities might entail?
- Are your clients treated fairly and with respect?
- Are your staff and volunteers trained in first-aid?
- Is there a written record of this training?
- Are your staff and volunteers aware of specific medical needs of your clients?
- Are clients' conditions and health needs documented and easily accessible for staff?
- Is a specialist first-aid kit available?
- Do staff members know how to use it?
- Do you practice emergency evacuation?
- Do you have a list of emergency contact numbers?

9.2. Falls, Slips And Trips

- Are potentially dangerous surfaces removed or sign-posted?
- Are changes in surface or height (e.g.: a kerb) clearly marked or sign-posted?
- Are external surfaces that become slippery when wet sign-posted?
- Are barriers or signs put up when an internal surface is wet (e.g.: from cleaning)?
- Are doormats in good condition?
- Does any matting have a non-slip backing?
- Is the carpet or floor in good condition?
- Do you have a “no running” rule in your premises?
- Are glass doors clearly marked to prevent people walking into them (it happens)?
- Are carpets and floors regularly cleaned and cleared of obstructions?
- Are any dangerous goods, solvents and cleaning liquids safely locked away in a separate area to where the children are?
- Are all power points and electrical cords in good condition?
- Are certain areas (e.g.: kitchen, cleaning cupboard) off-limits to children, with doors locked accordingly?
- Do you conduct regular inspections of your premises to identify potential hazards (try looking around from the eyelevel of a child)?
- Does the inspection include less commonly encountered areas such as pot plants, storage sheds, Etc?
- Are all power cables and any other potentially dangerous items out of a child’s reach or safely secured?
- Are all walkways regularly inspected to ensure they are clear from obstructions?
- Is all equipment, fixtures and furniture free of sharp edges and properly secured?
- Do you have spill kits or equipment to deal with spills?
- Are spills cleaned up immediately?
- Do you have storage areas that require minimal effort to access items?
- Do you ensure shelves and storage areas are not overloaded?
- Do you conduct regular inspections to discard any unnecessary or out-dated items?
- Is your premises well lit?
- Are signs easy to read and unobstructed?
- Are staff and volunteers instructed in the need for tidiness at your premises?
- Are all loose items stored appropriately?

10. Security

10.1. Security/Safety

- All potential threats to security have been assessed?
- Bomb threat?
- Armed hold up?
- Civil disturbance?
- Burglary?
- Assault of employee/customer?
- Entry and movement of people and vehicles to and from the premises is controlled?
- The allotment/log of duplication of keys is controlled?
- Equipment and materials that could be easily converted to cash have been identified and controls to prevent theft set up?
- Where there are cash registers/check outs employees have been trained in what to do in the event of an armed hold up/threat?
- The issue of cash pickups/drop offs to the bank has been assessed?
- No employee is required to make such a pick up/drop off alone or on foot?
- There are security controls in place to protect employees in 24 hour shift/ night establishments such as duress alarms, security cameras etc?
- Employees have been instructed on what to do if they should discover someone behaving suspiciously at/ near the premises?
- Safes are locked at all times and the door to the office/room where the safe is located is locked at all times?
- Do you have a written cash handling procedure?
- Are all car park areas are floodlit at night.
- No staff member is required to walk to the car park alone on arriving /completing an evening/night shift?
- Is there a cheque writing procedure and is it followed?
- Are there controls in place to ensure that no manager/employee responds alone to intrusion alarms at night or on public holidays/weekends when the premises are isolated?

11. Sport And Recreation

11.1. Training

- Are coaches trained or accredited?
- Is this accreditation maintained and updated?
- Are participants trained in the rules of the game and how to play safely and fairly?
- Are participants trained in the proper use of sporting equipment?
- Are coaches working with junior players screened and supervised?
- Are coaches trained in first-aid?
- Has this been evidenced and kept up to date?
- Do you have a code of conduct for players, parents, spectators and club officials?
- Do you have a process for dealing with breaches of the code?
- Are officials, referees or umpires trained and accredited?

11.2. The Physical Environment

- Are players on the playing field a safe distance from spectators?
- Is there a standard?
- Is the area of play a safe distance from fences or other obstacles?
- Is there a standard?
- Is the surface inspected before every game and training session to ensure it is safe for play?
- Are “spills” cleaned up immediately?
- Do you make regular inspections of fixed equipment (e.g.: goalposts, nets, etc) to ensure they are secure and safe for play and adequately padded?
- Do you make regular inspections of fences and barriers to ensure they are secure and safe for play (e.g.: no sharp edges or protrusions)?
- Is the playing surface maintained by regular watering, sweeping, resurfacing, raking, mowing, etc?
- Is there adequate lighting for the safe conduct of your sport?
- Is the area around the playing area checked regularly for potential dangers?
- Do all grandstands and seating comply with safety standards?

11.3. Playing The Game

- Is a person trained in first-aid at every game?
- Do people know who that person is?
- Do you have first-aid equipment (e.g. Stretcher, ice) and medical supplies to treat injuries and illness?
- Is the first-aid equipment maintained and checked regularly?
- Do you have a first-aid room or area where injured players can be treated that is safe and clean?
- Do you have adequate access for emergency vehicles?
- Do you provide and require the use of protective equipment (e.g.: mouthguards, helmets)?
- Is your safety and general equipment maintained and replaced when necessary?
- Do you ensure the items of equipment are appropriate for the players using them and are correctly fitted?
- Is the equipment used for the purpose for which it was designed?

12. Youth

12.1. Working With Young People

- Are staff and volunteers screened?
- Are staff and volunteers trained for working with young people?
- Are staff and volunteers qualified or trained to work in specific areas such as substance abuse?
- Do you have enough staff or leaders for the number of young people involved?
- If girls are involved in your activities do you have female leaders?
- Do you have rules about the use of alcohol and drugs by young people?
- Are they enforced?
- Are lines of communication kept open for young people to discuss problems with leaders or your committee?
- Do you have an open atmosphere in which young people feel free to talk about any problems and there are avenues for complaints?
- Are the facilities you are using appropriate for young people (remember, things can break easily)?
- Do youths have a say in planning activities and other decisions that affect them?

12.2. Activities And Camps

- Do you have rules about who can drive to activities (including enforcing an anti drink driving message)?
- Have you properly inspected a camp site for potential hazards?
- Do you have a curfew for campers at night?
- Is it enforced?
- Are young people supervised during activities and at other times?
- Do you have rules preventing unsuitable items being taken to camps?
- Do you have medical and contact details for all campers in case of emergency?
- Is there a regularly stocked first-aid kit at all activities?
- Is someone trained in first-aid at all activities?
- Does everyone know who that person is?
- Do you have indemnity forms signed by parents/guardians before undertaking camps or activities?