

SSE Wildcats H&S Guidance and Venue Checklist

Proposed Activity	
Venue Address:	
Type of Venue (e.g. school / sports centre or sports club):	
Name of Venue:	
Date of check:	
SSE Wildcats Organiser and contact details:	
Name and contact details of person completing this form: (if different from above)	

Add additional details of what the SSE Wildcats Activity will involve:	
--	--

This form is to be used when carrying out a site visit to assess a sport ground, club or school for their suitability for use as a SSE Wildcats Centre to ensure compliance with UK Health and Safety Legislation and the criteria required to become an SSE Wildcats approved site.

Some questions require a simple yes / no response, however others will require you to include further comment and detail.

If you are unclear or have any queries regarding questions on this form please contact the FA Health and Safety Team at health.safety@thefa.com.

Venue – Access and Parking				
Provide a brief description of venue, location and current use:				
Is there safe access and egress to the venue?	Yes	No	N/A	
If required can the emergency services gain easy access to the venue?				
Is there a sufficient number of parking spaces available for the proposed activity?				
Can vehicles park / manoeuvre safely within the space available?				
Is there adequate lighting in the car park?				

Venue Health and Safety Documentation (attach via paper copy or photograph with mobile device)				
Obtain the Venue operators health and safety policy statement (signed and dated by the responsible person in previous 12 months)				
Obtain the Venue operators Public Liability Insurance Certificate N.B. Cover of £5 million or more is required and check certificate is within date.				
Obtain a copy of the Emergency Arrangements in place at the venue (Fire and First Aid)				
Welfare and First Aid Facilities				
Is there a suitable provision of separate female and male toilets in the venue?				
General standard of cleanliness (good / average / poor)				
Is there suitable provision of female-only changing room facilities?				
Is there an adequate supply of hot and cold running water, including drinking water (clearly labelled as such).				
Confirm what First Aid arrangements are provided by the venue?				
Does the venue have an AED suitable for paediatric use?				
What is the name and address of the nearest hospital with A&E to the venue?				
Accessibility				
Are there any designated car parking spaces for disabled people?				
Is there disabled toilet provision?				
General				
Are there any other activities likely to be happening at the same time as the proposed SSE Wildcats activity that could impact upon safety / security?				
What are the arrangements in the event of adverse weather (i.e. heavy rain or snow)				
Does the venue appear well-maintained and have good housekeeping?				
Does the venue have good waste arrangements / rubbish disposal?				
Findings				
Is the venue considered to:				
<ul style="list-style-type: none"> A. Meet all requirements with no further information needed 				
<ul style="list-style-type: none"> B. Adequate but further information or action is needed (see below) 				
<ul style="list-style-type: none"> C. Does not meet requirements, alternative venues to be sourced 				

If B. Adequate but further information or action is needed please provide further details below, and how this action will be completed and by whom.

**Name of person
completing inspection**

Signature

Date

This record (together with the additional documentation required from the venue) should be retained by SSE Wildcats and the relevant County FA for a minimum of 3 years.