



# TAMAR TROTTERS

## VENUE CHECK LIST

<b>Before the session</b>		
1	Check that the area is safe and free from obstacles.	
2	Check that the surface is clean, dry and undamaged	
3	Check that the equipment is in good condition and is suitable for the age group and ability of the athletes in attendance	
4	Check that the attendance register has been completed and shows the correct number of athletes in attendance	
5	Check that medical information and contact details for the athletes are available	
6	Check that the athletes are appropriately attired for the activity	
7	Check that emergency exits are clear	
8	Check that emergency vehicles can access the facility	
9	Check that a working telephone is available with access to emergency telephone numbers.	
10	Check that the First Aid kit is present and in good order	

<b>After the session</b>		
1	Check that all equipment is stowed away and the cupboards are locked	
2	Check that the floor is clean, dry and undamaged	
3	Check that the area is free from obstacles	