



Venue Safety Checklist & Risk Assessment

Optional Club Support Resource

Document Type: Template

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Venue Details

| Field | Details |
|--------------------------|---------|
| Club / Organisation | |
| Venue Name | |
| Venue Address | |
| Activity | |
| Assessor | |
| Date Completed | |
| Review Date | |
| Venue Contact | |
| Emergency Contact Number | |

Purpose

This optional checklist is designed to help affiliated clubs and organisers review the suitability and safety of venues used for Taekwondo activity.

The checklist supports:

- participant safety,
- safeguarding awareness,
- accessibility considerations,
- emergency planning,
- and safe operational practice.

This checklist may be used:

- before new venue use,
- periodically throughout the year,
- before events,
- or where concerns arise.

Venue Safety Checklist

| Area | Yes | No | N/A | Notes / Action Required |
|------|-----|----|-----|-------------------------|
| | | | | |

| | | | | |
|--------------------------------------------------------------------------------------|--------------------------|--------------------------|--------------------------|--|
| Venue appears clean, safe, and suitable for activity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Training area free from obvious hazards | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Flooring suitable for Taekwondo activity | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Adequate lighting available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Ventilation/heating appropriate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Emergency exits clearly accessible | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Fire evacuation procedures displayed or known | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Toilets accessible and appropriate | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Changing areas suitable where applicable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Spectator areas safe where applicable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| First aid access available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Defibrillator available or location known | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Parking/drop-off areas reasonably safe | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Access routes free from obstruction | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Equipment storage safe and secure | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Electrical cables/equipment safe | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Venue accessible for participants with additional needs where reasonably practicable | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Safeguarding concerns identified relating to venue layout or facilities | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Appropriate supervision arrangements possible within venue | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |
| Mobile signal / emergency communication available | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Venue Risk Assessment

| Hazard / Risk | Risk Level Before Controls | Who May Be Affected | Control Measures | Risk Level After Controls | Further Action / Notes |
|----------------------------------------------|----------------------------|--------------------------|-------------------------------------------------------------------------------------------|---------------------------|------------------------|
| Slips, trips, and falls | Medium | Participants, spectators | Walkways kept clear. Hazards removed where possible. | Low | |
| Unsafe flooring or surfaces | High | Participants | Unsuitable areas avoided. Activity modified if necessary. | Medium | |
| Fire or emergency evacuation issues | High | Everyone present | Exits identified and kept clear. Emergency procedures understood. | Low | |
| Inadequate lighting or ventilation | Medium | Participants | Activity adjusted or venue concerns reported where appropriate. | Low | |
| Unsafe equipment storage | Medium | Participants, volunteers | Equipment stored safely away from walkways. | Low | |
| Inadequate safeguarding/privacy arrangements | Medium | Children, adults at risk | Supervision arrangements reviewed. Changing/toilet arrangements considered appropriately. | Low | |

| | | | | | |
|-----------------------------------------|--------|------------------------------|------------------------------------------------------|-----|--|
| Limited accessibility | Medium | Participants, spectators | Reasonable adjustments considered where practicable. | Low | |
| Parking/drop-off safety concerns | Medium | Participants, parents/carers | Safe arrival/departure arrangements promoted. | Low | |
| Electrical hazards | Medium | Everyone present | Damaged equipment/cables removed or reported. | Low | |

Additional Venue Concerns

| Concern | Action Required | Completed |
|---------|-----------------|--------------------------|
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

General Notes

The organiser / instructor should ensure:

- the venue remains suitable for the activity taking place;
- hazards are addressed promptly where reasonably practicable;
- safeguarding and welfare considerations are reviewed;
- emergency arrangements are understood;
- concerns are escalated where necessary.

Sign-Off

| Name | Role | Signature | Date |
|------|-----------------------|-----------|------|
| | Assessor / Instructor | | |

Review

This checklist and assessment should be reviewed:

- when using a new venue;
- periodically throughout the year;
- after incidents or safeguarding concerns;
- or where significant venue changes occur.