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|  | Newcastle Baseball Association Inc. Facilities Inspection Checklist | Ground: | Date: |
| | Home Team Name: | Club Signature | |

To be conducted pre-season, mid-season and pre-Semi & Final series. Completed sheet to be forwarded to the Nba Inc Secretary

Note Visual inspection to be carried out by a representative from the home team before first game of the day and recorded and to be kept at the ground for inspection if required. If the ground is unfit for play the home team shall rectify the defect(s) if possible and report to the Umpire in Chief who will rule on the fitness of the ground for play in accordance with the rules of Baseball & NBA Inc Rules and By Laws.

The criteria contained in this checklist is to be used as a guide when doing the inspection walk-through however, the inspection should not be limited to the checklist when determining hazards and risks that may affect the safety and health of players, team managers, coaches, scorers, umpires and spectators.

Each condition on the checklist must be marked with either For Safe Condition Exists or For Unsafe Condition Exists.

Weather Conditions at time of inspection.

Playing Surface Condition, Dugouts: Is the surface in good condition (i.e. grass appropriate length, free of holes etc)

Damaged/Exposed Sprinklers Have weather conditions or water made the surface unsafe Running paths / Sliding zones OK

Bases are secure and in good condition Dugouts and seating in good/clean condition Fencing is secure

Batter's box / Home plate / Pitcher's mound in good condition

Are ground markings safe and a sufficient distance from fencing and other structure's

General Facilities:

Grandstands, Back Nets & Screens in good condition Are the facilities free of debris

Is seating clean and safe Are the change rooms safe and hygienically clean, particularly showers and toilets

Are toilets well maintained, hygienic and adequately stocked Are waste bins provided and placed appropriately

Are first aid kits available

Comments:

Canteen Area: (See attached information)) Cooking Equipment Clean & Hygienic Appliance Cords Checked and Tagged

Electric Appliances Have Earth Leakage Circuit Breakers ELCB's are tested Electrical Register Maintained Refrigerators Clean

Food and Confectionaries Appropriately Stored No Evidence of Vermin Adequate Garbage Facilities Garbages Clean

Food Handling Equipment Clean Detergent and Cleaning Equipment

Comments:

Pedestrian/Car Park Area: Potholes Trip Hazards Slip Hazards Syringes Broken Glass

Comments:

How to identify an unsafe Canteen

- Dirty floors, counters and tables they can carry bacteria and attract pests. (If people can't keep their premises clean, the chances are they are not much better at food safety.)
- Staff members with dirty hands or fingernails, dangling jewellery and long hair not tied back.
- Staff wiping surfaces or equipment with a non-disposable cloth - or not disposing of it afterwards. (Just because a cloth looks clean & hygiene looked OK, doesn't mean it is.)
- Staff using the same set of tongs for different types of food - for example, salads and meat.
- Staff not washing their hands after handling raw meat.
- Don't automatically think that if they're wearing gloves that everything is OK. If they handle money as well as your food, or if they don't change the gloves when handling different foods, the exercise is pointless.
- Dirty crockery, cutlery or glasses - including chips and cracks.
- Lukewarm foods that should be hot, and cold foods that aren't quite cold. (Hot foods should be kept above 60°C (steaming hot) and cold foods below 5°C to stop most bacteria from multiplying.)
- Non-refrigerated pre-packed sandwiches.
- Foods that aren't cooked right through - watch out for pink bits in the centre of hamburger meat and pink uncooked chicken (particularly near the bone).
- Raw and cooked foods, such as salads and meats, which are touching each other in display units.
- Food displayed uncovered or unwrapped on counters.

Risk Management

Procedures for Inspection of Facilities and Equipment

- Documented policies and procedures are critical components of a sporting organisation's risk management program, with checklists usually an integral part of the procedures. Often numerous individual risks can be addressed via one policy statement or checklist. For example, a documented Coaching Policy may outline clearly the expectations of all coaches and outline exactly what is considered to be safe coaching practice, a First Aid policy would do likewise in regard to first aid, and a facility checklist to be completed prior to each competition would address many physical risk exposures.
- Preparing a risk management manual (or policies and procedures manual) may appear to be a daunting prospect, but it is invaluable to an organisation, particularly in these litigious times. Many of those organisations that have embarked on implementing a risk management program will agree that the biggest hurdle is taking the first step. It is likely that once existing resources have been consolidated your manual will be taking shape. A policies and procedures manual for a Baseball Club will address numerous risk exposures, however an obvious area for attention is safety in regard to facilities and equipment. The aim must be for all involved to take reasonable action to make Baseball as safe as it possibly can be.
- Whilst every club needs to consider what policies and procedures are necessary, tailoring them to fit their particular needs, the following will provide some guidance. Every Baseball Club has a responsibility to provide a safe environment for players, coaches, umpires, other officials, spectators and the public in general. Creating a safe environment is not hard, it's common sense, but again it is necessary to develop a plan. Safety is not a one-off event, but a cycle of continuous review and improvement.
- A common method of identifying risks emanating from facilities and equipment is via physical inspection aided by the use of checklists.
- One of these checklists relates to a monthly inspection, and one relates to a pre-game inspection. Obviously facilities are going to vary from club to club. These checklists are not intended to identify all risks for all situations they are a guide only. Administrators should undertake an extensive risk identification program on their own facilities and design appropriate checklists. The important points are that there needs to be a planned approach, and such facility and equipment inspections need to be carried out on a regular basis. It goes without saying that critical to the value of these inspections is that identified risks are addressed with appropriate action and follow-up.