## **Venue Site Checklist**

Below is a venue site visit checklist which may be used by the event management team. The team should check with the relevant RDO in their regional office to ascertain if this checklist has already been completed for your venue or if the venue has provided SOI staff with any existing documents which can be used to inform your planning.

**Date: \_ \_ / \_ \_ / \_ \_ \_ \_ Site Visit By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Venue: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Facility Contact Details: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **Event Space Requirements *(see Section 3 of the Event Management Guide)***

These are the spaces to plan for when designing your venue.

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| --- | --- | --- |
| **Event Space** | **Is an area available for the following event spaces****YES NO** | **Proposed Location****(This may be a shared location e.g. competition & venue team sharing the same office location)** |
| Event Management Office |  |  |  |
| Information desk |  |  |  |
| Volunteer check-in desk |  |  |  |
| Competition Management Office (CMO) |  |  |  |
| Sports Information desk |  |  |  |
| Head coach check-in area |  |  |  |
| Field of play (competition area) |  |  |  |
| Competition Staging area |  |  |  |
| Spectator seating area |  |  |  |
| PA announcement area |  |  |  |
| Awards area  |  |  |  |
| Results Posting area |  |  |  |
| Athlete changing area |  |  |  |
| Athlete toilets |  |  |  |
| Volunteer toilets |  |  |  |
| Volunteer break area (where possible) |  |  |  |
| Athlete lunch area (where possible) |  |  |  |
| Family Centre (where applicable) |  |  |  |
| Public Toilets |  |  |  |
| Public catering area |  |  |  |
| Waste disposal point |  |  |  |
| Merchandise area (where applicable) |  |  |  |
| General storage area |  |  |  |
| Delivery / Drop Off Points for logistics |  |  |  |
| Athlete (bus) parking |  |  |  |
| Public parking |  |  |  |
| Volunteer parking |  |  |  |
| Guest/Media Parking  |  |  |  |
| Space for other programme activities:* Healthy Athlete
* Athlete Leadership
* Young Athlete
 |  |  |  |
| *Other please specify:* |  |  |  |
|   |  |  |  |

Event Space Items to be communicated to your Event Manager /Event Management Team

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1. **Sport Specific Requirements**

There are minimum standards set for each sport in terms of the venues and what facilities should be available. Please check your sport specific inserts in the event management guide for the minimum requirements for your sport.

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| --- | --- |
| **Proposed Sport** | **Does the venue meet the minimum SOI sport specific requirements?**  **YES NO** |
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If you have ticked ***No*** above, please outline below any additional measures / equipment that will be required / need to be sourced to meet the requirements for sport.

Sports Specific Items to be communicated to your Event Management Team

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1. **Health & Safety / Welfare Requirements**

To assist your Event Management Team with emergency planning and the completion of a risk assessment please outline the arrangements currently in place for the following:

|  |  |
| --- | --- |
| **Item** | **Detail** |
| **Medical** |  |
| Medical Centre / First Aid Area |  |
| Emergency Vehicle parking e.g. Ambulance Parking |  |
| Does the venue have a Defibrillator?  |  |
| **Fire**  |  |
| Are different types of extinguishers (for different types of fire) clearly visible in all areas?  |  |
| Is a Fire alarm system in place? |  |
| Have Assembly Points been identified with signage externally?  |  |
| Are there instructions displayed about assembly points internally? |  |
| **Emergency Exits** |  |
| Are there suitable numbers of exits provided?  |  |
| Are Emergency Exits in good working order –clear, visible & unlocked? |  |
| Is Emergency Exit signage present and visible? |  |
| Does the venue have Outdoor Lighting? |  |
| **Welfare** |  |
| Is drinking water available on site? |  |
| Does the venue have a Heating / Ventilation System (E.G. Air Con)? |  |
| Are catering facilities / refreshments available on site e.g. Café, Vending Machines? |  |
| **Communication:**  |  |
| Do you have access to a landline telephone? |  |
| Is Wi-Fi or an internet connection available? |  |
| **Facilities for People with Additional Needs / Mobility Issues** |  |
| Is accessible parking available? |  |
| Access to the building is sufficient e.g. Ramp / flat surface |  |
| Does the venue have an Induction Loop (Hearing)? |  |
| Does the venue have a lift? |  |
| Are spaces for wheelchair users available within the spectator seating area (if in place)? |  |
| Is a hoist available for Hoist for sport e.g. aquatics? |  |
| Are accessible toilets available? |  |
| Accessible changing facilities |  |
| * Is a pull cord / alarm system present in these toilets / changing areas?
 |  |
| * Is a hoist available for the changing areas?
 |  |
| Does the venue have an Evacuation Chair? |  |
| Does the venue have designated refuge points? |  |
| **General**  |  |
| Does the venue appear to be kept in a well-maintained manner? |  |
| Is the equipment in good working order at present? |  |
| Is the venue clean with no obvious build-up of rubbish? |  |
| Is the building tidy with no obvious slip / trip hazards? |  |
| Is there clear directional / informational signage present? |  |
| Are speed limit restriction signs present & visible in the car park? |  |
| **Sports Safety -** *Please note any specific safety items on site relevant to your sport* |
|  |  |
| *Other please specify:* |  |
|  |  |

*Health & Safety items to be communication to your Event Management Team:*

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|  |

1. **Venue Documentation**

Has the venue been able to provide you with the following documentation?

|  |  |  |
| --- | --- | --- |
| **Document**  | **Document Received YES NO** | **Date Received** |
| Booking Terms & Conditions |  |  |  |
| Venue Layout (drawing) |  |  |  |
| Capacities for the areas required |  |  |  |
| Existing Emergency Procedures: |  |  |  |
| * In the event of a Fire
 |  |  |  |
| * In the event of an Evacuation
 |  |  |  |
| Venue Policies e.g. Use of Photography |  |  |  |
| Venue address with Eircode / post code or any other information needed to find the venue if required for emergency services.  |  |  |  |
| *Other please specify:* |  |  |  |
|  |  |  |  |

**Review**

A specific site visit to assess venue suitability will be carried out biennially. At the beginning of Year 2 please confirm with the venue that there has been no significant building works or changes to the environment and that the documents received previously remain current and up to date for the venue.

**Review Completed By: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_ \_ / \_ \_ / \_ \_ \_ \_**