



RISK MANAGEMENT MODULE

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PREAMBLE

As the International sport organization governing the sport of Judo, **International Judo Federation (IJF)** **recognizes** that there are risks inherent in all facets of our governance, program delivery and business operations.

IJF is committed to managing risks to the organization and to its NGBs/IFs, clubs and registered participants. We take the safety, well-being and satisfaction of our members and participants seriously. While we are not averse to taking organizational and financial risks and pursuing opportunities, we will do so thoughtfully and in an informed manner so as not to jeopardize future opportunities.



OBJECTIVES

The objective of this document is to define a framework and basis for the effective management of risk across all activities carried out under the auspices of the **International Judo Federation (IJF)**.



TARGET AUDIENCE

1. The target audience of the IJF Risk Management Plan comprises the following: IJF Executives, IF(International Federations / National Governing Bodies for the sport of Judo), IJF constituent clubs, Judoka affiliated with IF and other third parties as required.
2. This risk management plan has been developed so that the framework may be utilized by IJF's National Governing Bodies(NGB)/IF. However, such NGBs must still undertake their own risk planning, and must not rely exclusively on this document.





WHY HAVE A RISK MANAGEMENT PLAN

“**Risk**” is the chance of things happening that could have an impact on IF, on the outcomes it achieves, or on the objectives of the various functions it undertakes. Risk Management is the steps that your organization can take to protect yourself from the risks involved in running an event or Federation activities. Risk management involves the understanding, analyzing and addressing of risks to make sure that organizations achieve their objectives. Because risk is inherent in **Judo** the required undertakings for risk management are quite diverse.

The concept of managed risk is also an integral part of the accountability requirements at all levels in IF. Risk management is a necessary component of good governance within IF for the following reasons:

- Accountability to our members and to ensure transparency in our decision making.
- Exercise our duty of care to members and public.
- Demonstration of responsible governance practice.
- As a genuine tool for the management and mitigation of risks resulting in loss or damage to IF.

WHY HAVE A RISK MANAGEMENT PLAN

All IF Executive Board members have a responsibility to ensure that the risks relating to their particular area of work are managed to ensure the best outcome is achieved. IF also has a responsibility to communicate risks that may impact on its players and passive participants in IF activities. Judokas and passive participants are advised of these risks have a responsibility to act in accordance with risk management practices, and to identify and bring to the attention of IF emerging or unidentified risks.



SCOPE OF RISK MANAGEMENT PLAN

This Plan provides a basis for the management and minimization of risks occurring as a result of actions and events organized by IF or under the direct control of IF. Risks to be treated will be those that may result in some form of potential loss or damage to IF in the following way:

- Injury or death at any IF organized events.
- Financial loss to IF (resulting from litigation, fines or penalties).
- Material loss or damage to facilities and/or equipment (theft, fire, etc).
- Reputation damage (selection appeals process).
- Impact on administrative resources (computer virus)



SCOPE OF RISK MANAGEMENT PLAN



The scope of this plan is limited to those activities carried out by the IF. For clarity, these activities include the following:

- IF organized events.
- Programs carried out by IF in compliance with various grants from its sponsors and other funding bodies etc.
- Administration of IF.

METHOD OF MANAGEMENT

Risk Management consists of a systematic process of assessing and then dealing with risk. The process entails consideration of the context, followed by identification, analysis, evaluation and treatment of risks. It is an iterative process that also involves monitoring and review, and can at time encompass a dialogue with stakeholders along the way.





METHOD OF MANAGEMENT

Risk treatment strategies may include the following options:-

- Accept the risk :- This is appropriate where the remaining risk levels are insufficient to justify potential treatment options or where it is not possible if uneconomic to treat the residual risk.
- Avoid the risk :- Where the level of risk is unacceptable and means of control are either not viable or not worthwhile, the risk could be circumvented, ex:- by not proceeding with an activity that could generate the risk. It should be noted that inappropriate risk avoidance could significantly hinder the effective operation of the IJF.
- Reduce the probability of the risk occurring (ex:- implementing procedures or guidelines).
- Impact mitigation :- Action to reduce the consequences of risk through efforts to ameliorate and deal with the impacts (ex:- communication strategies)
- Transfer (allocate) the risk :- Responsibility for treating risk can be allocated to parties best able to manage it. An example may be utilizing insurances for activities, or sub- contracting responsibilities to specialist parties. However, in some circumstances, risk transfer may raise difficult issues, in particular accountability for risk.

METHOD OF ANALYSIS

A risk is an event (i.e. what could happen) that should be distinguished from identified sources of risk (i.e. how each risk could arise) and impacts (i.e. why it is a risk). Identified risks are measured in terms of probability and impact. The combination of probability and impact utilizing the chart in Appendix 1 provides for evaluation of a risk rating. The risk rating becomes the basis for prioritizing the management of risks IJF is adopting a matrix approach to risk management as defined in Appendix 2. Risks are addressed under the following key categories:

- Venue Risks
- Bout Related Risks
- Judoka's Risks
- Team Touring & Camp Risks
- Drugs in Sport
- Administrative Risks
- Asset related Risks
- Health Risks
- Crime Related Risks





RISK MONITORING & REPORTING

Risk Monitoring is the basis by which risk planning is updated and effectively managed. The following mechanisms will be adopted by IJF for the effective monitoring and management of risk:-

- a. Tracking of all accidents and incidents as they arise. This will be achieved through the use of the Accident / Incident Reporting form in Appendix 3.
- b. Tracking of new or emerging risks as they are identified by or brought to the attention of IJF Board. A risk reporting form is presented in Appendix 4.
- c. Risk review at IJF Executive and Council meetings
- d. Annual Risk Management Review, held in conjunction with each IJF Annual General Meeting. The annual risk management review will ensure that the mechanisms defined above have been properly incorporated into the Risk Management plan. This will involve the following activities:
 - i. Assessment of currency of identified risks
 - ii. Consideration of sporting and industry trends
 - iii. Consideration of insurance coverage
 - iv. Consultation with stakeholders



APPOINT A RISK MANAGEMENT OFFICER (RMO)



The sports organizations/IF's should create the formal position of risk management officer to be responsible for implementing, monitoring, and taking corrective action on all issues related to the risk management program. Like any officer, the RMO should answer to the board but should be empowered to make all day-to-day decisions on issues related to hazards, including the modification or halting of practice and/or play if necessary.

It's best if the RMO is solely dedicated to risk management and has no other duties. However, in smaller sports organizations, this may not be possible and the RMO position may be combined with another officer position.

The coaches, managers, and other staff members should be an extension of the RMO by way of their presence at every practice and game, and should be in close contact with the RMO should any problems arise, such as physical hazards or unsafe acts.

APPENDIX 1 – RISK EVALUATION CHART

P = Probability:

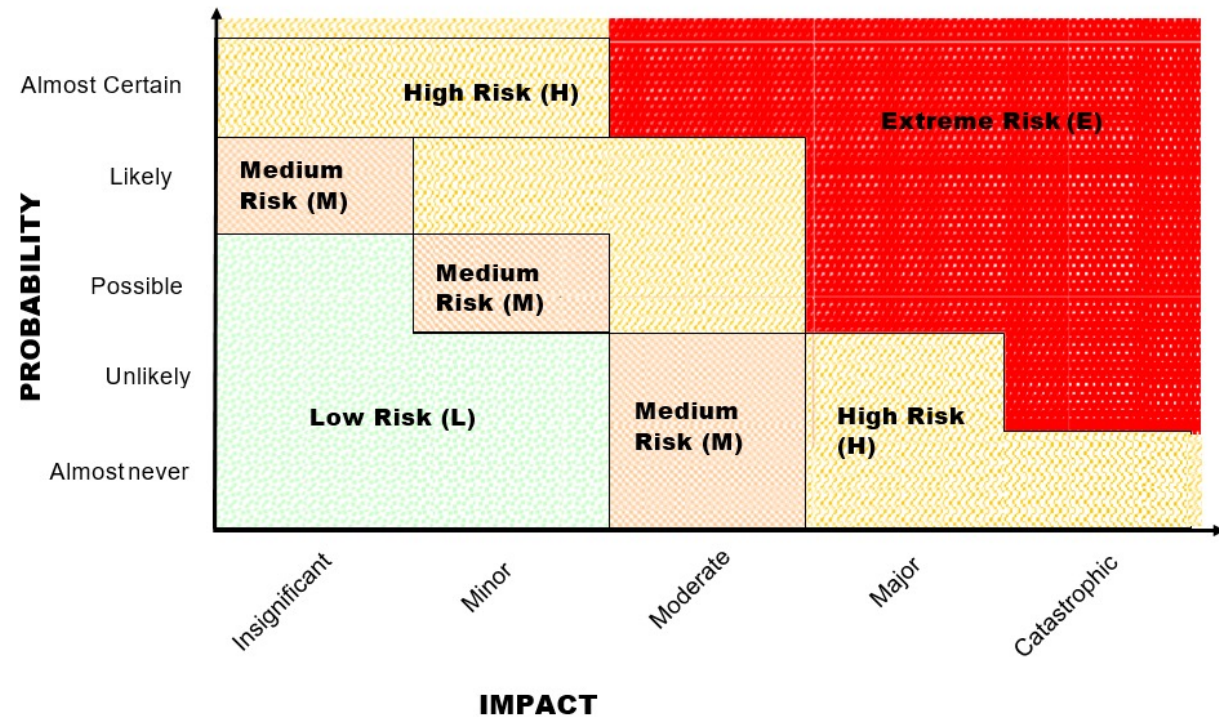
1 = Almost never; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain

I = Impact:

1 = Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic

R = Risk Rating:

E = Extreme, H = High, M = Medium, L = Low



Risk		Scope	Potential Loss	P	I	R	Management	Responsibility
Venue Risks								
❖	Inadequate space between Mats	Bystanders or other judoka’s got hit	Injury to referee, spectators	2	4	H	Define minimum standards Cordon off field of play if appropriate	Championship organizers.
❖	Trip hazards	Cables, personal judo equipment creates trip hazards	Trip related injury: bruises, sprains	3	2	L	Tape cables to floor Provide areas for judoka equipment Educate fencers to keep gear tidy	Organizers
❖	Fire	Standard building fire related risks	Loss of building, multiple injury, possible death	1	5	M	Follow Building fire procedures and guidelines Ensure fire exits always clear of equipment & obstacles	Building management/Organizers.
❖	Security risks	Unauthorised entry to public venue	Theft	3	3	M	Warning	Security Agency of the venue
❖	Exposed electrical cables	Electrocution	Injury /Death	1	4	L	DT Set-up	Building management
❖	Seating, stairs and access	Structural safety, clear access	Injury or multiple injury	1	4	L	DT Set-up Remove visible obstructions	Building management/attendees
Bout Related Risks								
❖	Corp a corp	Judoka jostling	Minor injury, sprains	4	1	L	Apply bouting rules	Referees and Competitors

Bout Related Risks (cont)								
❖	Inappropriate stance	Failure to maintain the position	Injury	3	3	M	Publish and supervise appropriate equipment for competition level	Tournament/camp organizers
❖	Negative Gripping	Blocking the opponent	Severe Injury	3	4	H	Proper Briefing of all Judoka before the start of any bout at all age group levels	Referee/Technical Official
❖	Forcefull Ippon	Highly powerful stance	Severe Injury	3	4	H	Briefing and supervisionof Judoka	Referee
Judoka Risks								
❖	Old age	Over-exertion	Increased frequency of minor injury, major illness, death	2	4	M	Competitor self assessment. Referee's ongoing fitness to bout assessment	Organising Committee
❖	Pregnancy	Damage to mother or unborn child	Death	2	5	E	Organizers to consult with Federation to identify risk management approach and publicise	Organizers/ Federation Executive
❖	Young age (immaturity)	Judoka without adequate protection/ inadequate supervision.	Minor or major injury	3	3	H	Organizers to provide information and support to affiliated coaches to assist in management of young children during Judo programs	Coaches
❖	Incompetence	Incompetent Judoka	Injury to opponent	2	2	L	Referee bout supervision	Referee

Risks									
❖	Transit related risks	Team travel and individuals on official IJF business	Injury, illness, loss of life	1	5	H	Coordinate travel through reputable travel organization Support personnel for personal, property and sickness related risk and evacuation.	Federation Executive / appointed managers	
❖	Loss of goods	Team member risk	Monetary loss				Group travel arrangement/insurance	Travel Agent/ Tour manager	
❖	Personal security	❖ Environmental ❖ Judo related					Supervision of juniors by manager. Limited information kits to tourists.	Tour Manager	
❖	Junior Harassment	Team travel Camp participation	Injury to individuals Reputation & monetary loss to Federation/Association	2	5	E	Supervision of juniors by manager. Manager Guidelines produced Member Protection Policy in place and enforced	Executives/Tour Manager/ Camp Leaders	
❖	Sexual Harassment	Team travel Camp participation	Injury to individual Reputation & monetary loss	2	5	E	Supervision of juniors and seniors by manager. Manager Guidelines produced Member Protection Policy in place and enforced	Executive/ Tour Manager/ Camp Leaders	
Drugs in Sport									
❖	Use of performance enhancing drugs	❖ As published by WADA 2022 (Available on IJF.Org)	Reputation Funding Results	2	4	H	Adopt anti doping policy Educate athletes Access to information	IJF(As published by WADA 2022 (Available on IJF.Org))	
❖	Use of recreational drugs amongst Judokas & officials	❖ As published by WADA ❖ Applies to officials and athletes	Reputation Funding Results Injury Decisions Insurance cover	1	2	L	❖ Adopt anti doping policy	IJF(As published by WADA 2022 (Available on IJF.Org))	
❖	Use of medically prescribed drugs	❖ Inequitable treatment of athletes	Athlete disadvantage IJF reputation	3	3	H	Ensure anti doping policy provides for these circumstances Develop	IJF(As published by WADA 2022 (Available on IJF.Org))	

Administrative									
❖ Selection challenges	❖ Inappropriate representation ❖ Selecting wrong people ❖ Not selecting right people	❖ Reputation ❖ Loss of performance	4	4	H	Develop comprehensive selection policy Appeals process initiated Establish criteria for selection of selectors Legal review of policy Publish policy in advance Report outcomes & document decision making	Selection Committee		
❖ Non-Compliance with legislative requirements under Incorporations act	Incorporations Act Applies to constitution and implementation	Pecuniary fines Jail Reputation Loss Limited liability	1	2	H	Review constitution against incorporations Act Use skilled administrative assistance where possible	Federation Admininstration		
❖ Inadequate commercial activity / contracting	❖ Contracting individuals and organisations	❖ Financial ❖ Reputation	4	4	E	❖ Establish authority and decision making protocols ❖ Ensure significant contracts are in writing and reviewed ❖ Skilled review appropriate to scope for risk	Federation Administration		
❖ Inappropriately applied disciplinary action	Applies to IJF membership and individuals / entities under contract or licence Disciplining people/ entities unjustly Not disciplining people / entities where warranted	❖ Reputation ❖ Financial ❖ Injury	2	3	M	❖ Develop, publish and apply non-rules related disciplinary policy ❖ Apply linkage to appeals & review policy	Federation Administration		
Asset Related Risks									
❖ Loss / damage of equipment		Damage, fire, theft of Federation assets	2	2	L	❖ Asset register established Review insurance requirements	Federation Executive/ Armourer		
❖ Fraud/Defalcation	“Internal” loss of assets	Financial	2	2	M	❖ Separation of functions/Audit.	FederationExecutive		
❖ Loss of knowledge / data	Current records loss or corruption	Financial and administrative time	3	4	E	❖ Develop knowledge management and data management policy	Federation Executive, Treasurer, Secretary		

Risk	Scope	Potential Loss	P	I	R	Management	Responsibility
Disease Control – Covid 19							
Meetings/Conferences	Executive AGM's/ meetings required under IF constitution Meetings with government bodies, non-government organisations	Illness Financial	2	3	M	Publicise current health recommendations via email, social media and public announcements Online meetings Phone Hook up Social distance (if urgent and above not possible)	Federation Executive
Transit related risks	Team travel and individuals on official IF business Outbound, Inbound/Returning	Illness	2	5	H	Follow current government directives for outbound interstate and international travel Follow current government health advice inbound/return local, interstate and international travel Social distance	Federation Executive, appointed managers, coaches.
Local Transit related risks	Travel to training venue	Illness	1	3	L	Follow current government health directives & Social distance	Judoka
Training – Individual Lessons	One on one coaching lessons	Illness	1	3	L	Publicise current health recommendations via email, social media and public announcements Temperature checks prior to entry of venue Maintain Social distance recommendations No handshakes, High 5, fist or elbow bumps before during or after training .	Coach Judoka
Training – groups	Group training – footwork, bouts	Illness	2	3	M	Publicise current health recommendations via email. Temperature checks prior to entry of venue Maintain Social distance recommendations No handshakes, High 5, fist or elbow bumps before during or after bout Only use your personal equipment Maintain good hygiene practices – wash hands for 20 sec, no touching face etc	Coach Judoka

Risk	Scope	Potential Loss	P	I	R	Management	Responsibility
Shared Equipment	Introduction to judo classes Forgotten equipment	Illness	3	3	M	Publicise current health recommendations via email, social media and public announcements Limit use of shared equipment Provide cleaning wipes and sprays to clean equipment prior to and after use Issue/Loan/Hire equipment to users making them responsible for maintenance/cleanliness	Coach Judoka Clubs
Training Venues and associated facilities	Training hall Change Rooms/Toilets Kitchen/Common Area	Illness	2	2	L	Publicise current health recommendations via email, social media and public announcements Limit use – change prior to arrival in car or at home Temperature checks prior to entry of venue Maintain good hygiene practices – wash hands for 20 sec, no touching face etc Clean /Disinfect common/high use areas and equipment, handles etc each day Restrict use of water fountains Encourage users to bring one use wipes for personal use	Participants Clubs
Competitions	Club, State, National & International Events	Illness	2	2	L	Publicise current health recommendations via email, social media and public announcements. Maintain social distance recommendations No handshakes, High 5, fist or elbow bumps before during or after bout Only use your personal equipment Maintain good hygiene practices – wash hands for 20 sec, no touching face etc	Federation Administration

❖	Spectators	Competitions and training	Illness	2	2	L	Publicise current health recommendations via email, social media and public announcements Remain out of venue Practice social distancing Maintain good hygiene practices – wash hands for 20 sec, no touching face etc	Personal
Risk		Scope	Potential Loss	P	I	R	Management	Responsibility
❖	Crime Related Risks	Checking of criminal records	Safety of Judokas at stake	2	2	M	Submitting of Criminal Record Checks are required for any coach and instructor that will be working with athletes. These individuals are required for Criminal Record Check which must have been completed within the previous 36 months from an agency approved by the federation.	Federation

APPENDIX 3 - ACCIDENT / INCIDENT REPORTING FORM

This form used for recording safety incidents. Data can be collected over time and used as the basis for monitoring safety in the Judo environment and ensuring a formal mechanism for responding to emerging risks.

Date:

Event:

Location:

IncidentRecorded by:	Contact details:
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IncidentDescription:

Action taken:

APPENDIX 4 – RISK REPORTING FORM

This form used for recording new risks or updating existing risks.

Date:

Risk Name:

Location:

Risk Recorded by:	Contact details:
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Risk Description:

Risk Probability [1 = Almost never; 2 = Unlikely; 3 = Possible; 4 = Likely; 5 = Almost Certain] &
Reasons:

Risk Impact [1 = Insignificant; 2 = Minor; 3 = Moderate; 4 = Major; 5 = Catastrophic] &
Reasons

Management Action:

Risk Management Matrix updated:

APPENDIX 5 – EVENT ORGANIZERS - SAFETY ARRANGEMENTS CHECKLIST

1. Planning and management

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Health and safety policy.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Liaison with Local Authorities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Risk assessments covering all stages of the event.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Specific event safety plan.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Clearly defined and accepted responsibilities and chain of command.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Competent person to help coordinate event safety.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Pre event safety inspection programmes in place.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Insurance details, risk assessments and method statements available for all contractors e.g. caterers, bouncy castle operators.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

2. Venue and site design

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Assessment of the site to determine suitability in relation to anticipated crowd numbers, crowd profile and type of event.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Evaluation of ground conditions and suitability for the event.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate provision for access, escape during normal operations and emergency scenarios.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Site plans in place.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

3. Fire safety

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Adequate means of escape in relation to occupancy levels.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Risk assessments consider fire spread, smoke, combustible materials etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Liaison with fire brigade and suitable access for tenders to get within 50m of all structures.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Systems in place for alerting crowd to fire.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate fire fighting equipment in place.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

4. Major incident planning

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Major incident plans in place covering the appropriate range of scenarios.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Local authority and emergency services provided input into plans.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Roles and responsibilities defined and understood.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
System in place to alert crowd.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

5. Medical provision and first aid

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Assessment of first aid requirements performed in relation to crowd numbers, nature of event, crowd profile, venue type etc.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate first aid cover available.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Arrangements defined for incident notification, treatment and recording.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
On-site medical facilities properly equipped and sign posted.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sufficient qualified personnel provided, including paramedics and ambulance crews.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

6. Communication

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Communication systems defined between key personnel.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Crowd communication systems in place such as PA.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Incident communication procedures and call signs agreed.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

7. Crowd management

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Systems to monitor attendance levels.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Entrance and exit provisions suitable for crowd numbers and audience profile.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Potential crowd pressure points assessed (e.g. entrances, stage) and arrangements defined to prevent or mitigate problems.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Arrangements in place to mitigate crowd surges.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

8. Transport management

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Attendants appointed to provide parking duties.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Pedestrian routes separated from vehicle routes where possible.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Emergency access routes established and systems in place to keep clear.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

9. Structures

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Structures to be erected by competent suppliers with suitable insurances, risk assessments, safe systems of work and proven history.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Arrangements in place for competent persons to check the structure after erection and during the event.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

10. Electrical installations and lighting

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Electrical supply equipment and cable routes in safe locations designed to prevent crowd contact, crushing and contact from vehicles or people passing below.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Electrical installation installed by qualified electricians and subject to inspection and testing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Portable electrical equipment to be used by any personnel is subject to routine inspection and testing.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate lighting in all areas, particularly where other hazards exist (e.g. steps).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Sufficient qualified personnel provided, including paramedics and ambulance crews.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

11. Amusements and attractions

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Attractions are located so that they do not impede access / egress, including in the event of an emergency.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Operator in possession of suitable insurances, risk assessments, operating procedures and history.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Equipment to be operated only by formally trained persons.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
All amusement attractions subject to necessary inspections such as ADIPS (Amusement Device Inspection Procedures Scheme).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

12. Food, drink and water

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Catering providers have completed comprehensive food hygiene analysis, including the transport, storage and preparation of ingredients.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
All LPG and other fuels safely and securely stored.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Drinking water provided throughout the venue in accessible and clearly signed locations.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Alcohol control policies defined.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

13. Welfare provision

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Assessment of sanitary requirements undertaken with a view to attendance numbers and gender.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Maintenance, cleaning, emptying etc. arrangements in place for sanitary facilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Provision made for people with special needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Adequate washing and hand drying facilities in place.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Arrangements in place for safe waste disposal.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Noise safety strategy in place including welfare of employees, the audience and local residents.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Appropriate fire and hygiene arrangements in place for camping facilities.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

14. Fireworks and pyrotechnics

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Documented risk assessments available evaluating the storage of all harmful, flammable, explosive etc. materials (e.g. fireworks, pyrotechnics, fogs)	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Only authorised and classified fireworks to be used and in accordance with license requirements.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Firework launch sites to be situated a safe distance from the audience, including consideration for a firework to malfunction.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Local authority notified of the use of fireworks / pyrotechnics and arrangements made for them to perform an inspection.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

15. Facilities for persons with special needs

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Consideration given to persons with special needs at all stages of the event.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Wheelchair access provided (e.g. ramps, parking, toilets) and designated spaces made available within seated areas.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Evacuation procedures and emergency notices take account of persons with special needs.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Arrangements in place for those with impaired vision (e.g. signs, guide dog access).	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

16. Children

Safety arrangement	In place?			Comments
	Yes	No	N/A	
Children given consideration at planning stages and this is reflected in risk assessments.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Any persons supervising child facilities have undergone CRB checks.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Children's play equipment subject to risk assessments and periodic inspection by a competent engineer.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	
Procedures in place for locating and assisting lost children.	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	

Print Name:

Position:

Signed:

Date: