



VENUE:	Name of person doing check	Session & Date of check
Winchester College – Astro – Norman Rd & Kingsgate St	Andy Craig	21/08/2026 – pre season new venue

Playing & Training area and access:-

Check that the area and surroundings are safe and free from obstacles, check floor, roof leaks, lighting, heating, security and welfare.

Access to Playing Area

Check that access to the playing area is safe and free from obstacles. Is the area fit and appropriate for access? Yes ☒ No ☐

(If no, please outline the hazard, who may be at risk and action taken, if any.)

Description of Hazard	Evaluation of Risk (high/med/low)	Action(s) to Minimise Risk	Person to Advise if Risk is Outside Own Competence to Assess	Re-evaluation of Risk (high/med/low)
Access route via Norman St car park. Walk around reception area outside & follow path to Astro	Low	Awareness of cars moving	Section Lead	n/a
Access via pedestrian drop off – Kingsgate St – follow drive / path way direct to Astro entrance	Low		Section Lead	n/a
Toilet access will be in the small sport pavilion adjacent to the pitch		In early September it may be necessary to use the toilets in the sports centre reception area, pending completion of pavilion works	Section Lead	



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Equipment

Check that it is fit and sound for activity and suitable for age group/ability. Is the equipment safe and appropriate for activity? Yes ☒ No ☐

Specifically check the following key items:-

(If no, please outline unsafe equipment, who may be at risk and action taken, if any.)

Key Item check	Checked	OK or Issue (Hazard)	If Issue raise with	Rechecked - date
Hockey Goals – safe & complete no sharp / broken bits	4 new goals wheeled	Excellent	n/a	
Cage fencing safe – no breaks	New solid	Excellent		
Other equipment (soccer goals) off pitch area	6 soccer goals	NB: Coaches to ensure these are pushed back to fence away as far as possible. Full size soccer goals would have to be located safely in hockey goal storage recess if pitch used for matches	Review ongoing	
Pitch splitter partition available	Yes – 3 @ 8' high	Coaches to ensure pitch split nets are securely attached to perimeter fence using the chains provided to prevent falls	n/a	
Covid-19 QR Code posters in place	n/a			
Sanitiser handwash holder in place	n/a			





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Car Parks and access

Check for any concerns relating to pedestrian movement, and journey route from park to pitch, note any safety issues. Consider impact from high use or match day / tournament use with high volumes. Is the parking area safe and appropriate for activity? Yes ☒ No ☐
(If no, please outline concerns, who may be at risk and action required or taken, if any.)

Description of Hazard	Evaluation of Risk (high/med /low)	Action(s) to Minimise Risk	Person to Advise if Risk is Outside Own Competence to Assess	Re-evaluation of Risk (high/med/low)
If pitch used for matches or tournaments would need to liaise with College pre-plan to establish a parking plan	Low	Parking available in Norman Rd car park but used by all centre users	Section Lead	n/a
			Section Lead	
			Section Lead	





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Participants:-

Check that the attendance register is up to date with medical information and contact details. Check that participants are appropriately attired for the activity. *(NB: this is standard practice – not relevant to this pre-season venue assessment)*

Is/are the register(s) in order? Yes ☐ No ☐

Were participants appropriately attired & protected ? Yes ☐ No ☐ (If no, please outline current state and action taken, if any.)

Description of Hazard	Evaluation of Risk (high/med /low)	Action(s) to Minimise Risk	Person to Advise if Risk is Outside Own Competence to Assess	Re-evaluation of Risk (high/med/low)
Participants records are managed via Teamo and accessible by all lead coaches	low	n/a	Section Lead	n/a
Juniors have to wear mouthguards and shin pads, and facemasks for short corners	low	Managed by coaches / parents	Section Lead	n/a
			Section Lead	





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Emergency points

Check that emergency vehicles can access facilities, and that a working telephone is available with access to emergency numbers.

Are emergency access points checked and operational? Yes ☒ No ☐

(If no, please outline the issues and action taken, if any.)

Description of Hazard	Evaluation of Risk (high/med /low)	Action(s) to Minimise Risk	Person to Advise if Risk is Outside Own Competence to Assess	Re-evaluation of Risk (high/med/low)
State emergency phone point	low	Sports Centre reception – their Tel No: 01962 814633	Section Lead	n/a
Check was working phone available?	Yes - low		Section Lead	n/a
Ambulance access available? Yes – see key information	Yes	NB: If ambulance called from pitch – ensure that the address is given as accessed from Kingsgate St entrance, and immediately call sports centre reception to let them know, so they can drop the entrance protection bollard	Section Lead	
A De Fib and additional First Aid equipment is held at main sports centre reception			Section Lead	

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Safety Information

Check that procedures are published and posted somewhere for all to see. Ensure that volunteers and staff have access to information relating to health and safety.

Are emergency procedures published and accessible to those with responsibility for sessions? Yes ☒ No ☐

(Confirm Documentation below, and or if required please outline what information is missing and action taken, if any.)

Description of Hazard	Evaluation of Risk (high/med /low)	Action(s) to Minimise Risk	Person to Advise if Risk is Outside Own Competence to Assess	Re-evaluation of Risk (high/med/low)
CONFIRM: Club has produced and issued accident and emergency guidelines (Document reference WHC-9) in both Word and PDF formats, and copies are sent to Coaches annually, and accessible for download from the club's website. All other Club documents also available from the web-site				LOW
Specific instructions on this site will be issued to Coaches involved	low		Section Lead	
			Section Lead	

CONCLUSION

Other Issues: Is there a need to take any further action? (If yes, please specify.) NONE

Signed:	Name : Andy Craig	Date :21/08/2026
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