

External Venue Safety Checklist

When a worker attends an external venue to support a client, the venue and the transportation to the venue, is considered their workplace. It is important that the worker and the person receiving care or assistance, consult with one another and take reasonably practicable steps to ensure a safe working environment. This checklist can be used to identify and control common health and safety risks when working at external venues.

The checklist below should be completed:

- when attending an external venue for the first time with a client
- when a new safety risk or hazard is identified at an external venue
- regularly to ensure ongoing safety for workers and clients at external venues.

Note: The term 'Client' in this checklist refers to any person receiving care, support or services.

Client Name:

Date:

Venue Name:

Address:

Telephone Number:

Completed by:

Assessment for:

New client/location

New safety risk or hazard

Regular review

Instructions

The checklist can be used as a guide to help identify and manage common health and safety risks at external venues and may not cover everything. Each venue should be assessed individually as the risks will be different at each location depending on the people at the venue and type of business or recreation facility.

- The checklist should be completed with the person receiving care, support, or assistance and/or their representative.
- Tick the appropriate corresponding box to the statements YES, NO or write N/A (not applicable) in the COMMENTS or ACTIONS column.
- Statements ticked NO, may indicate a risk that needs to be addressed. Make note of the risk in the COMMENTS or ACTIONS column and discuss solutions with the person receiving care or their representative. For statements ticked YES, make a note in the COMMENTS or ACTIONS column to show how the risk has been addressed.

If you are concerned about your safety, consider an alternative and safer venue (if available) or reconsider attending the venue until appropriate safety controls are put in place to protect the worker and client.

Find out as much information as possible about the venue before you visit. This will help to identify any health and safety risks and plan how you can do the visit safely.

Venue Information			
Have you considered the following?	Yes	No	Comments or Action
Type of venue: <i>e.g. park, shopping centre, medical facility, etc.</i>			
Duration of attendance: <i>e.g. expected start time, time spent at venue, finish time, etc.</i>			
Contact person at venue: <i>e.g. is there a contact person available at the venue for any enquiries or assistance needed, etc.</i>			
Parking arrangements: <i>e.g. is parking close to venue, accessible, close to venue, etc.</i>			
Accessibility and assistance required: <i>e.g. support needed, personal care, mobility aids, wheelchair access, accessible toilets, etc.</i>			
Communication devices: <i>e.g. mobile phones, duress alarms, personal security systems available and in working order, etc.</i>			
Check-in process for workers: <i>e.g. worker maintains contact with employer, manager, colleague, family member or friend, at agreed times, etc.</i>			
Failure of check-in system: <i>e.g. worker fails to check in with nominated person at agreed time(s), what action is taken, who do they alert, etc.</i>			
Infection control procedures: <i>e.g. modes of transmission, training, hand sanitiser, gloves, masks, disinfectant wipes, waste disposal, etc.</i>			
First aid arrangements: <i>e.g. first aiders, first aid kit, what if the worker or client is injured, nearby medical centre, etc.</i>			
Emergency arrangements: <i>e.g. types of emergencies, communication systems, what to do, when to do it, how to do it, who to contact, PEEPS, etc.</i>			
Trauma informed care considerations: <i>e.g. noise at venue, care plans for trauma triggers, trauma informed principles, etc.</i>			
Known health and safety hazards: <i>e.g. previous safety incidents, consider behaviour support plans, violence/aggression, animals, slips, trips and falls, etc.</i>			
Safety risk(s) from other people: <i>e.g. family or friends attending with the client or meeting them there, general public, etc.</i>			

Before proceeding with the visit, have you determined whether it safe to do so? Are there any unresolved health and safety risks for the worker or client? If, after your assessment, you determine that the visit would be unsafe, consider cancelling, rescheduling or arranging an alternative safer location.

Once you have arrived at the venue, always be aware of the surroundings, as circumstances may change at any time, including the health and safety risk to workers and clients. Following the venue's safety procedures (if available) is recommended as these are designed to keep people safe.

At the Venue

Have you considered the following?	Yes	No	Comments or Action
Connectivity: <i>e.g. communication devices (mobile phones/duress alarms) have service at the venue and can be used if required, etc.</i>			
Accessibility: <i>e.g. consider movement around venue, from carpark to venue, doorways, ground surfaces, stairs, obstructions, etc.</i>			
Environment: <i>e.g. consider environmental triggers, such as loud noise, lighting, music, crowds, nearby traffic, unfamiliar spaces, etc.</i>			

After the visit, review your existing safety measures and controls to make sure they are still relevant, practical and adequately protect workers and clients. Think about what worked well and what may need improvement, and make changes if necessary.

Venue Learnings

Have you considered the following?	Yes	No	Comments or Action
Did the visit go as planned? <i>e.g. no issues, venue not as described, issues identified, unplanned situation occurred, etc.</i>			
Did communication devices work? <i>e.g. all devices had mobile/internet connectivity for duration of visit, worker used device successfully to check in/out, etc.</i>			
Was the venue suitable for the worker and client? <i>e.g. consider location, parking, layout, access to facilities, other people, worker safety, needs of the client, etc.</i>			
Were any health and safety risks identified? <i>e.g. broken footpath from car park to venue, people became violent and aggressive at venue, toilets not suitable, etc.</i>			
Can you increase worker and client safety? <i>e.g. avoid busy times, allow more time for visit, use different mobility equipment, more workers in attendance, etc.</i>			

Additional items	Yes	No	Comments or Action