



# Risk Management Site Visit Report

Organization Name: \_\_\_\_\_

Location: \_\_\_\_\_

Report By: \_\_\_\_\_

Date/Time: \_\_\_\_\_

## Welcome Center/Membership

	Yes	No
Staff are friendly and greeting members by name	<input type="checkbox"/>	<input type="checkbox"/>
Staff are in dress code and wearing name tag	<input type="checkbox"/>	<input type="checkbox"/>
Members are scanned prior to entering the facility	<input type="checkbox"/>	<input type="checkbox"/>
Staff are signing guests into the facility using the liability waiver form	<input type="checkbox"/>	<input type="checkbox"/>
The front desk is clear of clutter and tripping hazards	<input type="checkbox"/>	<input type="checkbox"/>
Surrounding floor is dry; or proper hazard signage is in place	<input type="checkbox"/>	<input type="checkbox"/>
First Aid kit is accessible and fully stocked	<input type="checkbox"/>	<input type="checkbox"/>
AED is accessible and not expired	<input type="checkbox"/>	<input type="checkbox"/>
The registration area is easily accessible to members	<input type="checkbox"/>	<input type="checkbox"/>
Any mats are placed strategically in order to avoid tripping hazards	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## Nursery/Child Watch Area

	Yes	No
The sign-in book is properly used and ID's are checked	<input type="checkbox"/>	<input type="checkbox"/>
Staff are in dress code and wearing name tag	<input type="checkbox"/>	<input type="checkbox"/>
Restricted access is limited to staff and parents only	<input type="checkbox"/>	<input type="checkbox"/>
Staff ratio appropriate for number and ages of children present	<input type="checkbox"/>	<input type="checkbox"/>
Staff remain within eyesight of each other at all times	<input type="checkbox"/>	<input type="checkbox"/>
Staff are not on personal cell phones	<input type="checkbox"/>	<input type="checkbox"/>
Any equipment and flooring are maintained, clean, and safe	<input type="checkbox"/>	<input type="checkbox"/>
Electrical outlets are covered and protected	<input type="checkbox"/>	<input type="checkbox"/>
Doors have pinch guards installed	<input type="checkbox"/>	<input type="checkbox"/>
All cabinets, cubbies and bookshelves are secured to wall or floor	<input type="checkbox"/>	<input type="checkbox"/>
Doors and gates are working/latching properly	<input type="checkbox"/>	<input type="checkbox"/>
Area is clean and free of clutter/trip hazards	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

### Childcare/Pre-School/School-Aged Childcare

	Yes	No
The sign-in book is properly used and ID's are checked	<input type="checkbox"/>	<input type="checkbox"/>
Staff are in dress code and wearing name tag	<input type="checkbox"/>	<input type="checkbox"/>
Restricted access is limited to staff and parents only	<input type="checkbox"/>	<input type="checkbox"/>
Staff ratio appropriate for number and ages of children present	<input type="checkbox"/>	<input type="checkbox"/>
Staff remain within eyesight of each other at all times	<input type="checkbox"/>	<input type="checkbox"/>
Staff are not on personal cell phones	<input type="checkbox"/>	<input type="checkbox"/>
Any equipment and flooring are maintained, clean, and safe	<input type="checkbox"/>	<input type="checkbox"/>
Electrical outlets are covered and protected	<input type="checkbox"/>	<input type="checkbox"/>
Doors have pinch guards installed	<input type="checkbox"/>	<input type="checkbox"/>
All cabinets, cubbies and bookshelves are secured to wall or floor	<input type="checkbox"/>	<input type="checkbox"/>
Doors and gates are working/latching properly	<input type="checkbox"/>	<input type="checkbox"/>
Area is clean and free of clutter/trip hazards	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

### Locker Rooms and Restrooms

	Yes	No
Area is well maintained, neat and clean	<input type="checkbox"/>	<input type="checkbox"/>
Lighting is in good working condition	<input type="checkbox"/>	<input type="checkbox"/>
Floors are draining properly, preventing standing water and slip/fall hazards	<input type="checkbox"/>	<input type="checkbox"/>
Mats are placed and maintained to prevent slip, trip/fall hazards	<input type="checkbox"/>	<input type="checkbox"/>
Locker/Restroom inspection checklist is current and posted	<input type="checkbox"/>	<input type="checkbox"/>
Children of opposite gender are of appropriate age	<input type="checkbox"/>	<input type="checkbox"/>
No unattended children in locker/restroom	<input type="checkbox"/>	<input type="checkbox"/>
Steam room is kept clean and free of clutter	<input type="checkbox"/>	<input type="checkbox"/>
Sauna wood is not charred	<input type="checkbox"/>	<input type="checkbox"/>
No papers are left in the sauna, and no clothes are drying in the sauna	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## Wellness/Fitness Area

	Yes	No
Staff are present, identifiable, and meaningfully engaged with members/participants	<input type="checkbox"/>	<input type="checkbox"/>
Staff are not on personal cell phones	<input type="checkbox"/>	<input type="checkbox"/>
Youth are of appropriate age for this area	<input type="checkbox"/>	<input type="checkbox"/>
Equipment is clean, and disinfectant spray (or wipes), properly labeled, is available for use	<input type="checkbox"/>	<input type="checkbox"/>
Broken or out-of-service equipment is clearly marked as such	<input type="checkbox"/>	<input type="checkbox"/>
Treadmill belt logos are clearly visible	<input type="checkbox"/>	<input type="checkbox"/>
Cardio area is free of clutter, electrical cords and other trip hazards	<input type="checkbox"/>	<input type="checkbox"/>
Free weight area is maintained to prevent injury and trip hazards (weights re-racked, etc.)	<input type="checkbox"/>	<input type="checkbox"/>
Exercise balls are maintained properly according to manufacturer's guidelines	<input type="checkbox"/>	<input type="checkbox"/>
First Aid kit and AED are accessible and properly maintained	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance log is available and current	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## Gyms/Studios/Multi-purpose Rooms/Conference Rooms

	Yes	No
Areas are clean, neat and free of clutter	<input type="checkbox"/>	<input type="checkbox"/>
Lighting is in good working condition	<input type="checkbox"/>	<input type="checkbox"/>
Staff are in dress code and wearing name tag	<input type="checkbox"/>	<input type="checkbox"/>
Supervision ratios are appropriate for activity	<input type="checkbox"/>	<input type="checkbox"/>
Staff are exhibiting engaged supervision	<input type="checkbox"/>	<input type="checkbox"/>
TVs are secured to their stands or to the wall	<input type="checkbox"/>	<input type="checkbox"/>
Electrical outlets are covered and protected	<input type="checkbox"/>	<input type="checkbox"/>
Computers have adequate filters or site blockers	<input type="checkbox"/>	<input type="checkbox"/>
Unoccupied rooms are locked, including offices and unprogrammed areas	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## Aquatics

	Yes	No
Lifeguards are identifiable and rescue-ready by proper uniform: swimsuit, shirt, proper footwear (if any), whistle, hip pack, rescue tube	<input type="checkbox"/>	<input type="checkbox"/>
Rescue tube in the the guard's hands, strap is around chest, slack is adequately controlled	<input type="checkbox"/>	<input type="checkbox"/>
Guard position allows for clear view of zone of responsibility, including pool bottom	<input type="checkbox"/>	<input type="checkbox"/>
Guard is alert, actively scanning, with no secondary work, personal or conversational activity	<input type="checkbox"/>	<input type="checkbox"/>
Guard exhibits professional demeanor and rescue-readiness by posture, behavior, attentiveness	<input type="checkbox"/>	<input type="checkbox"/>
Proper rotation of guards, by both incoming and outgoing guards, was observed	<input type="checkbox"/>	<input type="checkbox"/>
Pool deck is well-maintained and free of clutter	<input type="checkbox"/>	<input type="checkbox"/>
Safety float rope is inplace separating the deep and shallow portions of the pool (except during end-to-end activites, i.e. lap swim)	<input type="checkbox"/>	<input type="checkbox"/>
No swimmers appear to be practicing prolonged breath holding	<input type="checkbox"/>	<input type="checkbox"/>
All youth swimmers are properly tested, marked and protected	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

## General Facility & Outdoor

	Yes	No
Staff are in dress code and wearing name tag	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance, chemical and equipment closets/ areas are properly locked	<input type="checkbox"/>	<input type="checkbox"/>
All chemicals are properly labeled and kept secured	<input type="checkbox"/>	<input type="checkbox"/>
Good lighting in all areas of the facility and outside the facility	<input type="checkbox"/>	<input type="checkbox"/>
All emergency exits are visible and lighted	<input type="checkbox"/>	<input type="checkbox"/>
Doors/Entryways are operable, clear, well-marked	<input type="checkbox"/>	<input type="checkbox"/>
All floors, common areas, and hallways are clean, dry, and free of clutter/trip hazards	<input type="checkbox"/>	<input type="checkbox"/>
Parking lots are well lit, clear of slip and trip hazards	<input type="checkbox"/>	<input type="checkbox"/>
Building exteriors are clean and landscaping is well-maintained	<input type="checkbox"/>	<input type="checkbox"/>
All tools, ladders, etc. are properly stored and access restricted as needed	<input type="checkbox"/>	<input type="checkbox"/>
Outdoor playgrounds are clean and have sufficient levels of mulch/ground covering	<input type="checkbox"/>	<input type="checkbox"/>
Playground equipment is in good working condition, with no broken surfaces or ragged edges that could cause injury	<input type="checkbox"/>	<input type="checkbox"/>

Comments: