|  |  |
| --- | --- |
|  | **Buckinghamshire County Ladies Golf Association** |
| **RISK ASSESSMENT FORM FOR EVENTS** |

## Event Details

|  |  |  |
| --- | --- | --- |
| **Name** | |  |
| **Date** | |  |
| **Venue** | |  |
| **BCLGA Organiser** | Name |  |
| Email |  |
| Mobile |  |
| **Venue Contact** | Name |  |
| Email |  |
| Mobile |  |

## Catering Details

|  |  |  |
| --- | --- | --- |
| **Catering Included** | |  |
| **Special Dietary Needs Completed** | |  |
| **Catering Contact** | Name |  |
| Email |  |
| Mobile |  |

## On the Day Medical / Emergency Contacts

|  |  |  |
| --- | --- | --- |
| **Venue On the Day Contact** | Name |  |
| Tel |  |
| Mobile |  |
| **Venue Defibrillator Location** | |  |
| **On the Day First Aider** | Name |  |
| Mobile |  |
| Name of BCLGA contact with access to ICE contact details for players | | |
| **BCLGA ICE contact** | Name |  |
| Mobile |  |
| If junior (under 18) players involved (except as part of a club team), name of BCLGA Junior Committee member with access to junior database and profile forms for dietary/medical/emergency contact details. | | |
| **BCLGA Junior Contact** | Name |  |
| Mobile |  |

## Other BCLGA Officials at Event

|  |  |  |  |
| --- | --- | --- | --- |
| **Role – County President** | Name | |  |
| Mobile | |  |
| **Role – County Captain** | Name | |  |
| Mobile | |  |
| **Role – Match Referee** | Name | |  |
| Mobile | |  |
| **Role** | Name |  | |
| Mobile |  | |

## Other Information

|  |  |  |
| --- | --- | --- |
| **Code Numbers for exit gate** | |  |
| **Code Numbers for on course toilets** | |  |
| **Specific Information about use of clubhouse / locker rooms** | |  |
| **Information about car parking** | |  |
| **On course areas that can be hazardous – please detail**  **A course risk assessment must be completed before the event, either by a BCLGA official or using details supplied by the host venue.** | |  |
| **Location(s) of ball spotters / play controllers** | |  |
| **Referee** | Name |  |
| Mobile |  |

## Information for Participants

|  |  |
| --- | --- |
| **Following details to be documented and included in event information sent to participants.**  **Copies of details to be available at registration for players** | * Name and Contact details of organiser * Code numbers for locker rooms/toilets * Details about use of clubhouse, locker rooms, car parking * Information about on course hazards * Location of ball spotters, referee contact details * Scoring arrangements |