

Goal Post Installation Check List

This check list is designed to assist all club officials and volunteers to ensure the safety procedures are in place when installing goal posts. This check list is to be used when installing into existing permanent ground sockets or onto concrete plynths (NOT TEMPORARY PORTABLE GOAL POSTS).

Installation Check List		Reasoning
Step 1	Appoint a Project Co-ordinator	<i>The appointment of a project co-ordinator will assist in the smooth and efficient installation of the goal posts. This person shall assume overall charge of installing the goal posts.</i>
Step 2	Appoint a First Aider	<i>The person appointed should be the holder of a current first aid certificate and be supplied with an appropriate level of first aid kit. They should identify the nearest medical centre for treatment, carry a cell phone to call emergency services if required. The person can be the project co-ordinator or any other volunteer.</i>
Step 3	Identify goal posts to be installed	<i>Identify the goal posts that are to be installed, ensure that they are in a good condition before installing, remove any rust, repaint and repair any damage. DO NOT INSTALL FAULTY GOAL POSTS.</i>
Step 4	Installation Team (Club Volunteers)	<i>Ensure that you have sufficient people (manpower) to carry out the installation of the goal posts according to safe work place practices whilst ensuring their health and safety throughout the installation process.</i>
Step 5	Team Briefing (Tool Box Talk)	<i>PRIOR to any work being carried out the installation team should be brought together to discuss the process to be carried out. This should include a discussion on the following; First Aider duties, which goal posts are to be installed, the number of people required to carry and install the goal post, safe lifting techniques, the tools required, and who shall supervise the installation process and check the installation has been completed satisfactorily.</i>
Step 6	Wearing of Safety Gear	<i>Ensure that you have a full range of safety equipment to carry out the installation. Those carrying out the work MUST wear safety boots, when lifting heavy goal posts over head height a safety helmet is required to be worn, the wearing of a HiViz jacket is optional.</i>
Step 7	Supply Barriers & Cones	<i>Before installation begins ensure that you have sufficient cones and barriers available to block off public access to the work site where the goal posts will be installed. This is the area immediately around the goal box area (not the entire pitch). Hazard warning signs should also be posted near the work area, identifying the hazards.</i>
Step 8	Environment	<i>Consideration should be made to the immediate environment of the work area, this is to include weather and pitch conditions. Hazards are to be identified.</i>

Step 9	Moving & Carrying Goal Posts	<p><i>When moving and carrying goal posts from the storage facility to the pitch for installation ensure that they are carried in the correct manner by the appropriate number of people based on the size of the goal posts, and whether or not they are in multiple components or a single fixed unit. Always bare in mind safe lifting weights limited to 20kg per adult person.</i></p> <p><i>1). For small junior posts the minimum number of people required to carry a set of goal posts (2 posts and crossbar) is 2 persons.</i></p> <p><i>2). For Intermediate size posts the minimum number of people required to carry a set of goal posts (2 posts and crossbar) is 4 persons.</i></p> <p><i>3). For Senior size posts the minimum number of people required to carry a set of goal posts (2 posts and crossbar) is 6 persons.</i></p>
Step 10	Standing Up Posts and Crossbar	<p><i>When standing up the posts and crossbar, ensure that you have sufficient people to steady the goal posts while they are being inserted into the ground socket and while they are being fixed to the socket or having the soil compacted around them.</i></p>
Step 11	Check and Test	<p><i>Once the goal post has been installed it is important to check the stability of the goal post. From the rear of the goal post test the stability by pushing on the upright, from the outside of the post push on the upright for stability, if the goal posts move reinstall, tighten bolts or repack the soil around the goal post. Keep repeating this until the project co-ordinator is satisfied that the posts are securely set in place.</i></p>
Step 12	Clean Up and Debrief	<p><i>Ensure that the work sites are clear of tools and excess soil, and hazard signs removed. It is recommended that a debrief be done straight away to determine how the installation went, any improvements that can be made, report any injuries or incidents and to thank the volunteers.</i></p>

Once your goal posts are installed create a list of all goal posts and any maintenance issues required to be carried out, for your club records.