

Checklist for Outdoor Ice Rinks

Site Address: _____

Date: _____

Inspected by: _____

Site Considerations

YES NO Is there an outdoor space that has been designated and approved for the rink?

YES NO Is the site flat and free of hazards such as heaves or other irregularities?

Equipment

Availability and Considitions

YES NO Are all necessary equipment and tools available on site and secured?

YES NO Are benches and other furniture in good condition and placed safely around the rink?

Maintenance and Facilities

YES NO Is there an adequate supply of ice maintenance tools and materials, such access to water, shovels and hoses?

YES NO Are garbage receptacles onsite and easily accessible?

YES NO If the rink is intended for hockey, are rink boards installed properly around the skating surface?

Signage

YES NO Are clear, visible signs posted around the rink?

Does the signage at minimum include:

YES NO Hours of operation

YES NO Rules of conduct

YES NO Usage schedules (e.g., hockey, public skate, etc.)

YES NO Open or closed status for skating

YES NO Alcohol prohibited

YES NO Helmets recommended

YES NO Children should be supervised

YES NO Municipal contact number

YES NO Any other necessary warnings

Lighting and Accessibility

YES NO Is the rink area well-lit for evening use?

YES NO Are pathways to the rink clear of snow, ice and other hazards?

Flooding and Ice Surface Conditions

YES NO Are there procedures in place for flooding the rink to ensure even ice formation?

YES NO Is the ice surface inspected regularly for cracks, holes, and other hazards?

YES NO Is the ice over 6cm thick?

YES NO Are there plans to manage ice conditions during warm weather or after heavy snowfalls?

Rink Policy and Volunteer Training

- YES NO Has a detailed 'Rink Volunteer Waiver Form' been completed by the municipality?
- YES NO Has the form been completed, signed, and submitted to the municipality prior to ice building?
- YES NO Have volunteer position descriptions been created and provided to all volunteers? Responsibilities and required commitments should be outlined.
- YES NO Does the municipality have a plan to set up a training session for all volunteers? This meeting should cover ice building and maintenance, pre-flooding inspection procedures (hazard and deficiency identification), logbook procedures, incident reporting, and submission as well.
- YES NO Are there procedures in place for reporting and responding to injuries or accidents on the ice?
- YES NO Is there a rink schedule to avoid conflicting uses? Hockey and public skating should not be scheduled at the same time.

Inspections and Documentation

- YES NO Is there a plan for the municipality to perform daily inspections to ensure the rink is well-maintained, free of hazards, undamaged, and clean/secure?
- YES NO Are the regular inspections documented, including any issues found and actions taken?
- YES NO Is there a logbook for recording maintenance activities and incidents?
- YES NO Are rink policies and procedures reviewed and updated annually or as needed?

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