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| --- | --- | --- | --- |
| **LIONS CLUB of** |  | | |
| Safety Officer: |  | | |
| Event / Project / Activity: |  | Date: |  |
| Address of above: |  | | |

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| --- | --- | --- | --- | --- |
| Yes No Does your club have a Safety Officer appointed? | | | | |
| If so, does he/she have full control of all Safety Projects on the premises? | | | | |
| **Parking.** | | | YES | NO |
| Are entrances and exits clearly marked? | | |  |  |
| Is lighting adequate? | | |  |  |
| Is parking area free of holes, cracks, puddles, ice, debris, etc? | | |  |  |
| Is security provided in parking area to deter robbery, theft, and vandalism? | | |  |  |
| Are you displaying signage that states that “Vehicles are parked at Owner’s Risk?” | | |  |  |
| Do the Parking Attendants wear reflective clothing? | | |  |  |
| **Crowd Control.** | | |  |  |
| Are adequate signs posted for directing traffic flow into and out of parking / seating areas? | | |  |  |
| Are Police and Security Personnel used to direct traffic into and out of parking / seating areas? | | |  |  |
| Are there sufficient security personnel to control crowd? | | |  |  |
| **Buildings, Tents, Arenas** | | |  |  |
| Are the premises neat and clean? | | |  |  |
| Are there an adequate number of exits? | | |  |  |
| Are Exit lights working? | | |  |  |
| Is the number of occupants controlled? | | |  |  |
| Do structures have adequate fire protection, such as automatic sprinklers or extinguishers? | | |  |  |
| Is smoking prohibited and are signs clearly posted? | | |  |  |
| Is emergency lighting provided? | | |  |  |
| Is a public address system available to relay emergency messages | | |  |  |
| Are all aisles, stairs, etc unobstructed? | | |  |  |
| Are all stairways, elevated platforms, etc, adequately marked and guarded? | | |  |  |
| Are all tent stakes and guy ropes marked or blocked off to prevent tripping, etc | | |  |  |
| Are all chairs, benches, seats, tables, etc. structurally sound? | | |  |  |
| Are all lights, especially in Toilets and over pathways operating? | | |  |  |
|  | | |  |  |
| **Food Service** | | |  |  |
| Are all local Food handling requirements observed? | | |  |  |
| Is all food fresh and / or well refrigerated? | | |  |  |
| Are all knives and sharp objects stored safely? | | |  |  |
| Are decorations kept at a safe distance from open flames or cooking equipment? | | |  |  |
| Are there an adequate number of properly placed letter bins? | | |  |  |
| Are there adequate supplies of clean water for hand washing? | | |  |  |
| Are separate cutting boards used for chicken and meat? | | |  |  |
| Is it a requirement that persons manning BBQs etc have frequent rest periods? | | |  |  |
| **Outdoor Events** | | |  |  |
| Is there adequate distance between the action area and the viewing area to afford protection to spectators? | | |  |  |
| Are barriers provided to protect spectators and the public if necessary and are these barriers secured? | | |  |  |
| Is the action area secure to prevent entry of unauthorised personnel? | | |  |  |
| Are participants in games, contests or other events of proper age and in adequate condition to participate safely? | | |  |  |
| Are participants exposed to dangerous conditions? | | |  |  |
| Are all Participants in any Event advised that they are not Insured under the Lions Personal Accident Insurance Policy? | | |  |  |
| **Outside Operators, Contractors, Concessionaires** | | |  |  |
| Are outside parties qualified and adequately insured? (Your Club and the International Association of Lions Clubs should be included as additional named insureds) | | |  |  |
| If conducting a Market, are Stall Holders required to Maintain sites to prevent obstruction to any thoroughfare? | | |  |  |
| **Medical Aids** | | |  |  |
| Are there adequately trained First Aid / Medical personnel in attendance? | | |  |  |
| Are there Medical / First Aid facilities available at all projects and are they stored in a clean, sterile location? | | |  |  |
| Any Other comments: | | | | |
|  | | | | |
|  | | | | |
| SIGNED: |  | DATE: |  | |
| Safety Officer | |  | | |