# Appendix A – Self-Inspection Checklist

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| Self-Inspection Checklist | Lions Clubs International Multiple District 201 | |
| Lions Club of: | | |
| Project: | | |
| Prepared by: | | Date: / / |

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|  | Yes | No |
| Does your Club have a Safety Coordinator appointed? |  |  |
| If so, does he/she have full control of all Safety/Risk Management on the premises? |  |  |
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| **Parking** | **Yes** | **No** |
| Are entrances and exits clearly marked? |  |  |
| Is lighting adequate? |  |  |
| Is parking area free of holes, cracks, puddles, debris, etc? |  |  |
| Is security provided in the car park to deter theft and vandalism? |  |  |
| Is there signage stating, ‘Vehicles are parked at Owners risk’? |  |  |
| Do the parking attendants wear reflective clothing? |  |  |
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| **Crowd Control** | **Yes** | **No** |
| Are adequate signs posted 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 enough Security Personnel to control the crowd? |  |  |
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| **Buildings, Tents, Arenas** | **Yes** | **No** |
| 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? |  |  |
| Is smoking prohibited and are signs clearly posted? |  |  |
| Is emergency lighting provided? |  |  |
| Is a public address system available to relay emergency messages? |  |  |
| Are 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? |  |  |
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| **Food Service** | **Yes** | **No** |
| Are all food handling requirements observed? |  |  |
| Is all food fresh and/or well refrigerated? |  |  |
| Are 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 litter bins? |  |  |
| Are there adequate supplies of clean water for hand washing? |  |  |
| Are separate cutting boards used for chicken, fish and meat? |  |  |
| Is it a requirement that persons manning BBQs etc have frequent rest periods? |  |  |
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| **Outdoor Events** | **Yes** | **No** |
| 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 secured to prevent entry of unauthorised persons? |  |  |
| 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? |  |  |
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| **Outside Operators, Contractors, Concessionaires.** | **Yes** | **No** |
| 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? |  |  |
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| **Medical Aids** | **Yes** | **No** |
| 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? |  |  |
| If required, do all persons have Child Protection Certification? | | |
| **Any other Comments** | | |
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| **This form should be completed for all projects and stored with Project Records by the Club Secretary.** | | |