



Lions Club Venue COVID-19 Self-Inspection Checklist

Club Safety Officer _____

Date: _____

Club Venue: _____

Date of Inspection

Please answer any questions that are applicable and correct noted deficiencies or additional information.

DESCRIPTION	Y	N	N/A	Notes
Hand washing /sanitising stations at the entrance and exit of the club, events hall or outdoor venue				
Is the event or meeting outdoors (low risk) Level 1&2 - Max 250 persons Level 3 – Max 100 Persons or 50% of venue capacity				
Is the event or meeting indoors (high risk) Level 1&2 - Max 100 Persons Level 3 – Max 50 Persons or 50% of venue capacity				
Arrangements to maintain physical distancing 1.5 to 2 metres				
An attendance register is in place to record the contact details, for contact tracing if needed				
Symptom screening is in place				
Signage is visibly displayed to say no one will be allowed entry without wearing a mask				
Prominently display of hygiene signage are in place (eg. hand washing and sanitising practices)				
At toilets have clean running water, liquid soap and paper towel and a bin with plastic bag inside for the waste				
General cleaning is implemented to ensure that ALL frequently touched areas such as taps, basins, door handles, locks on toilets, dining tables, counter tops and sinks are regularly cleaned				
Is there provision in place for managing the flow of persons through the venue				

Inspection by: _____

Date: _____

Signature: _____



Lions Club Venue Self-Inspection Checklist

Club Safety Officer: _____ Date: _____

Club Venue: _____ Date of Inspection: _____

Please answer any questions that are applicable and correct noted deficiencies or additional information.

Purpose	Items needed	YES	NO	N/A	Notes
Fire Fighting Equipment & Emergency Exits					
Non-cooking area	4.5 KG dry powder extinguisher				
	4.5 KG dry powder extinguisher				
Cooking area	1 Light duty fire blanket				
	9 Litre foam fire extinguishers				
Deep fat frying	1 Light duty fire blanket				
	Clearly marked identified exist signs				
Exits	More than one exit route				
	Are club banners and decorations sufficiently placed away from heat or flame sources to prevent catching alight?				
Fire Prevention					
Ablutions and Waste Management					
Female	1 Toilet per 100 female's attendance				
Male	1 Toilet per 500 male attendance, plus 1 urinal per 150 male attendance				
Waste	Is there Adequate bins and plastic waste bags in place				
	Is there a procedure/contract in place for waste removal?				
Parking and Crowd Control					
Parking & Traffic Control	Are entrances and Exits Clearly Marked?				
	Is lighting Adequate? (Min 75 Lux)				
	Is the parking area free of potholes, debris and has grass been cut?				
	Is the terrain flat without tripping hazards?				
	Is there adequate security provided?				



Lions Club Event Self-Inspection Checklist

Club Safety Officer: _____ Date: _____

Club Venue: _____ Date of Inspection: _____

Please answer any questions that are applicable and correct noted deficiencies or additional information.

Purpose	Items needed	YES	NO	N/A	Notes
Fire Fighting Equipment & Emergency Exits					
Non-cooking	2 KG dry powder extinguisher				
	4.5 KG dry powder extinguisher				
Cooking	1 Light duty fire blanket				
	9 Litre foam fire extinguishers				
Deep fat frying	1 Light duty fire blanket				
	Clearly marked identified exist signs				
Exits	More than one exit route				
	Ablutions and Waste Management				
Female	1 Toilet per 100 female's attendance				
Male	1 Toilet per 500 male attendance, plus 1 urinal per 150 male attendance				
Waste	Is there Adequate bins and plastic waste bags in place				
	Is there a procedure / contract in place for waste removal?				
Parking and Crowd Control					
Parking & Traffic Control	Are entrances and Exits Clearly Marked?				
	Is lighting Adequate? (Min 75 Lux)				
	Is the parking area free of potholes, debris and has grass been cut?				
	Is the terrain flat without tripping hazards?				
	Is there adequate security provided?				

	Is the local police used to assist with traffic control?				
	Are Parking/Traffic controllers issued with reflective vest to make them visible?				
Crowd Control	Is there adequate signage to direct the flow of patrons in and out of the venue?				
	Is there sufficient security/ushers to assist with the flow and control of patrons?				
	In an emergency is there a procedure for crowd control?				
	In the event of a power failure, is there adequate back up lighting in order for the patrons to see where they are going?				
Indoor Event Safety					
Indoor Events (Buildings, Tents and/or Arenas)	Are Premises neat and clean				
	Are there adequate Entrances and Exits? (Can all patrons be evacuated from the venue in 8 min)				
	Is the legal capacity displayed and is there a control measure to ensure no overcrowding?				
	Does the Venue have adequate Fire Extinguishing equipment? (Please State)				
	Are all fire extinguisher serviceable? (Inspection date Current and Pressure gauge in the green)				
	Are NO SMOKING signs posted in non-smoking areas?				
	Is emergency Lighting Provided in the event of a power failure?				
	Is there a public Address System in place? (Please state method in Notes)				
	Are all isles and walkways unobstructed?				

	Are all stairways and elevated platforms equipped with handrails of at least 900mm height?				
	Is all Seating adequate and structurally sound?				
	If using a Tent, are all steak and guide ropes adequately marked for visibility to prevent tripping over them?				
	Has the tent been signed off by the Local Fire Safety Officer? (Should be arranged by the tent hire company)				
Outdoor Event Safety					
	Are the premises free of hazards to the public?				
	Are there adequate space between activities and Spectators to prevent injury from activities?				
	Are participants of legal age and physically fit to engage in an event activity?				
	Are patrons and participants exposed to ant hazardous activities?				
	<i>If "Yes" to the above question, please state how they will be protected.</i>				
	Is there a disclaimer that will be signed to protect Lions Club Members?				
	Is there an emergency procedure in place in the event of any emergency?				
	If the patrons are more than 500, will there be an ambulance in attendance?				

Food and Hygiene

Food Services	Is food fresh and suitably refrigerated?				
	Is packaged food within its expiry date?				
	Is there adequate hand washing facilities?				
	Are knives with sharp edges properly stored?				
	Are event decorations sufficiently placed away from heat or flame sources to prevent catching alight?				
	Are food waste bins provided?				
	Are patrons prevented from entering the food preparation/cooking areas?				

External Operators/Contractors/Concessionaries

External Providers	Are External parties adequately qualified and approved for delivering their specific service?				
	Do the External Parties have adequate liability cover?				
	If external Contractors are registered companies, do they have the necessary Letter of good standing from the Compensation Commissioner?				
	Does the Club have the Liability cover from Lions International?				
	Are non-company registered parties included in the clubs International Lions Liability cover?				

Alcohol at an Event

Liquor Safety	If selling alcohol at an event, do you have adequate Liability cover?				
	Do you have the necessary Liquor licences for the Event				
	IF external alcohol provider, do they have the necessary Liquor licences?				
	<i>*Please note that if liquor is sold at a Lions Event, the Lions International Liability Cover will be voided.</i>				

Event Medical Response

Medical Response	Do you have adequately Trained First Aiders for Events smaller than 500 persons				
	Are First Aiders Provided with the correct Regulation 3 First Aid Boxes?				
	Are First Aid stations adequately sign posted with the First Aiders name and contact details.				

Additional Notes:

Inspection by: _____ **Date:** _____

Signature: _____