



SAMPLE INTERNAL SAFETY CHECKLIST

This checklist is designed for your club administration offices/social clubs and should be completed by a designated club representative on a fortnightly basis.

| <u>Exits</u> | Yes | No | N/A | Comments |
|---|--------------------------|--------------------------|--------------------------|----------|
| Are exits clear of obstacles, allowing access to people at anytime? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <u>Trip Hazards</u> | | | | |
| Are walkways flat & without potential tripping hazards? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <u>Lights/Exit Lights</u> | | | | |
| Are all operational and exit lights visible? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <u>Furniture</u> | | | | |
| Is all furniture in good repair and safe to occupy? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <u>Toilets</u> | | | | |
| Are all toilets operational, clean, sanitised and stocked with the necessary supplies? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <u>Electrical</u> | | | | |
| Are electrical connections in good repair & power points not overloaded? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <u>Showers</u> | | | | |
| Is the shower area clean and supplied with adequate stock? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <u>Fire/Smoke Alarms</u> | | | | |
| Are alarms in working order? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <u>Fire Extinguishers</u> | | | | |
| Are fire extinguishers in the correct places with instructions for use clearly visible? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |
| <u>Emergency Contacts</u> | | | | |
| Are emergency contacts located throughout club premises and clearly visible? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | _____ |

Signed: _____

Date: _____

It is recommended that completed checklists are kept on club files for a minimum of seven years.