



## VENUE SAFETY INSPECTION CHECKLIST

The following items shall provide a practical guidance to safety management at LANSW carnivals and minimise the risks of injury or damage to persons or property from hazards existing at these events. Risks of injury to staff, officials, athletes and their families and members of the public and other persons in attendance at these carnivals should be eliminated or, where that is not possible, reduced so far as is reasonably practicable.

**For a centre to host a LANSW carnival, consideration of the following items need to be addressed, prior to affirmation of the venue.**

ACCESS and EGRESS	Yes	No	N/A
Entry and exit areas are clear and easily accessible for all officials, athletes and expected crowd numbers			
Entry and exit areas are adequate for emergency exit and emergency services			
Thoroughfares are well defined and clearly marked			

TRAFFIC FLOW	Yes	No	N/A
Clearly defined areas for traffic which are separated from pedestrian areas			
Provisions for safe passage of emergency and other vehicles through pedestrian traffic			
Controlled traffic flow and adequate signage for directions			

AMENITIES	Yes	No	N/A
Adequate provision of toilets, and toilet supplies, e.g., paper, soap, etc and hand washing facilities			
Access toilet			
Availability of clean fresh water for officials, athletes and attendees			
Adequate catering facilities			

SIGNAGE	Yes	No	N/A
Adequate signage for entries, exits, toilet facilities, etc			
Signage for any hazardous areas or substances			
Clearly signed fire extinguishers locations			

FIRE PREVENTION	Yes	No	N/A
Suitable fire extinguishers (e.g. CO2, water, chemical) and blankets are in appropriate areas, tested and in date			



VENUE	Yes	No	N/A
Does the venue meet the needs of people with disabilities?			

EMERGENCY PROCEDURES	Yes	No	N/A
Is there an emergency response plan and control procedures in place? e.g. identification of key decision making personnel who will be responsible for the emergency response at the venue; the evacuation procedure; crowd management issues; lost children; emergency phone contact list			
Current site maps available to all relevant parties			
Do the emergency procedures meet the needs of people with disabilities?			

**Making a map of the venue can help – include main entry, emergency exits, evacuation assembly point and toilets.**

**Also make a list of contact numbers of those who will be present on the day and other numbers such as emergency and security management etc.**

**Corrective action required:**

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Name of LANSW officer inspecting: .....

Signed: ..... Date: ...../...../.....