

Club Canteen Safety Checklist

This checklist has been developed to assist Clubs in addressing their hazard identification and reporting.

The checklist provides guidance only and is not intended as a definitive list for the identification of all hazards. Clubs are encouraged to make modifications to this document to suit their specific environment. **Note:** there will be hazards/deficiencies not mentioned on the checklists that will need to be identified and managed.

Club:	
Venue:	
Person/s completing Checklist:	Date:

Fire Safety and Emergency Response	Action if Required (Tick ✓ if no action required)
Safety rules, emergency information and evacuation routes are prominently displayed	
Alarm can be heard in this area (if applicable)	
Doorways, walkways and evacuation exits kept clear and are at least 600 mm wide	
External exit doors can be opened from the inside without a key and emergency fire door exits are signed.	
Fire control equipment is easily accessible, signed, regularly tested and of the appropriate type. E.g. extinguisher/s, fire blankets, fire hose/s.	
Emergency lighting operational if mandated.	
The facility has emergency isolation for gas.	
An approved first aid kit is readily available and stocked appropriately.	

Management Procedures	Action if Required
Safe operating procedures are displayed with all potentially hazardous equipment.	
Required personal protective equipment is available and in good condition.	

Buildings	Action if Required
Area is clean and tidy.	
There is sufficient space for each person to perform their work safely.	
Floor surfaces are maintained in a safe condition and suitable for the type of activities conducted.	
Walls, ceilings and roofs are safe and in good condition.	
Steps/stairs/ramps are in a safe condition with a non-slip surface, and secure handrails where needed.	

WORKPLACE HEALTH & SAFETY

Doors, windows, locks and latches are in good condition and working order.	
Guarding (<i>mesh</i>) is fitted or signage in place for any fragile roof area/s.	
There is adequate ventilation.	
Fly screens are fitted to windows and doors.	
The sinks and drains are clear (<i>i.e. not blocked</i>).	
The lighting is adequate to work safely.	

Furniture, Fixtures and Fittings	Action if Required
All furniture is safe and in good condition.	
Light fittings/fixtures and ceiling fans are in good condition and working order.	
All bench surfaces in good condition (<i>no cracks, damaged laminex etc</i>).	

Storage	Action if Required
Flammable material is stored and handled in a safe manner.	
Required resources and equipment are stored safely.	
Free standing shelves/cupboards are secured to ensure stability.	
Waste containers are readily available.	

Hazardous Substances	Action if Required
Current (within 5 years) material safety data sheets are readily available for any hazardous substances.	
Hazardous substances are stored and labeled appropriately.	

Electrical	Action if Required
Electrical equipment is in good condition and tested as required.	
Power boards, air pumps, power cords and power outlets are at least 200 mm above any source of water.	
All new power boards purchased will have an overload switch	
The area has Residual Current Device (RCD) protection.	
Stoves/cookers have an isolation switch.	
Electrical cables/cords are kept clear of walkways etc.	

Plant	Action if Required
Manuals are available for operating equipment and machinery.	
A maintenance register is in place for all equipment that requires regular maintenance.	
The moving parts of all equipment are guarded in accordance with the regulations.	
All machines are fitted with the appropriate safety signs and SOP's. (Standard Operating Procedures)	

WORKPLACE HEALTH & SAFETY

No machinery or equipment is hazardous due to noise, fumes or other factors.	
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Cold Rooms	Action if Required
Cold room doors can be opened from the inside without a key.	
There is lighting and a light switch available in the cold room.	
The cold room/refrigerator is at the recommended temperature/s.	

General	Action if Required
Hazards such as sharps, glare, noise, fumes or vermin been identified.	
Hand-washing facilities are available.	
All gas pipes are clearly labeled.	
All hot liquid containers have lids to prevent scalds.	
Heat resistant gloves/mitts are available.	
A fume extraction system is in place where required.	
Isolation valves are readily accessible and clearly labeled.	

Other Issues	Action if Required