

KIWANIS INTERNATIONAL PRE-EVENT SAFETY INSPECTION REPORT

Please ensure this checklist is completed 24 hours prior to the event. If hazards are identified, please document and notify the building/property owner. Within two hours of the event start time, all volunteers should meet to discuss emergency plans for any type of natural disaster.

Safety coordinator name _____

Club name/district _____

Event _____

Event location _____

Address _____

Date _____ Time of inspection _____ a.m. / p.m.

IMPORTANT NOTE: If contracting with a service provider, such as a carnival, circus, concert, air show, rodeo, talent show, etc., you must secure a certificate of insurance from the provider prior to the event. This certificate should evidence commercial general liability insurance, with limits of not less than US\$1million combined single limit, bodily injury and property damage, and naming Kiwanis International and the local Kiwanis club(s) as additional insureds. (See page 17 of this Club Insurance Resource guide. Or find it at kiwanis.org/liability.)

Prior to the event, gather the following information:

1. Is anyone a first responder? Name _____

Contact information _____

2. Location(s) of any available Automated External Defibrillators (AEDs) _____

3. Has anyone been injured here before? If yes, what measures were taken to prevent the same in the future? _____

GENERAL INFORMATION		YES	NO	N/A	COMMENTS/ABATEMENT
Event kit available containing:					
1.	Fire extinguisher				
2.	First aid kit				
3.	Cord covers				

A. GROUNDS INFORMATION		YES	NO	N/A	COMMENTS/ABATEMENT
A1.	Are parking areas, walkways, stairs, driveways, etc., free from conditions that may cause injury?				
A2.	Is exterior lighting adequate in all areas?				
A3.	Are adequate waste containers provided?				
A4.	Are emergency phone numbers updated and available?				
A5.	Has the local fire department been notified of this event?				
A6.	Are all cords/wires properly secured?				
A7.	Are portable tanks properly labeled and stored?				
B. INFLATABLE EQUIPMENT		YES	NO	N/A	COMMENTS/ABATEMENT
B1.	Are all inflatables (e.g., Bounce House) anchored?				
B2.	Are the rules posted?				
B3.	Are workers/volunteers present at all times?				
B4.	Certificate of insurance obtained, as noted on p. 15?				
C. CARNIVAL RIDES		YES	NO	N/A	COMMENTS/ABATEMENT
C1.	Is access to rides restricted while in use?				
C2.	Are the rules posted?				
C3.	Are workers/volunteers present at all times?				
C4.	Certificate of insurance obtained, as noted on p. 15?				

D. ANIMAL INTERACTIONS		YES	NO	N/A	COMMENTS/ABATEMENT
D1.	Are all animals contained and blocked from access?				
D2.	Are the rules posted?				
D3.	Are workers/volunteers present at all times?				
D4.	Certificate of insurance obtained, as noted on p. 15?				
E. FOOD		YES	NO	N/A	COMMENTS/ABATEMENT
E1.	Is all food properly stored?				
E2.	Is all food properly labeled?				
E3.	Are grease filters in the vent hood provided and operable?				
E4.	Are workers who handle food wearing gloves at all times?				
E5.	Have all equipment/cords been secured properly?				
E6.	Are workers/volunteers present at all times?				
E7.	Are "K" fire extinguishers accessible in food service areas?				
E8.	Is cooking equipment clean? Cleaning frequency _____				
E9.	Do all cooking areas restrict access from the public?				
F. PARADES		YES	NO	N/A	COMMENTS/ABATEMENT
F1.	Are barricades in use to identify parade routes?				
F2.	Are workers/volunteers present to direct parade traffic?				
F3.	Has the local fire department been notified of street/road closures?				

G. VEHICLES		YES	NO	N/A	COMMENTS/ABATEMENT
G1.	Are any all-terrain vehicles being utilized?				
G2.	Are routes designed to prevent any vehicles from traveling in reverse?				
G3.	Are routes designed to restrict crossing paths with pedestrians?				
G4.	Are seat belts available and in use at all times?				
G5.	Are current insurance documents available for all vehicles?				
G6.	Is a driver list available for each vehicle?				
G7.	Does each driver have a valid and unexpired driver license?				
G8.	Does every driver know to inspect the vehicle on all sides prior to moving it?				
G9.	Are fire extinguishers readily available and operable near or on all vehicles?				
H. FIREWORKS		YES	NO	N/A	COMMENTS/ABATEMENT
H1.	Will only licensed pyrotechnicians ignite fireworks?				
H2.	Is the crowd properly partitioned from flammable/explosive material?				
H3.	Is the crowd kept at a safe distance from debris and errant launches?				
H4.	Who is responsible for crowd control? _____ _____				
H5.	Certificate of insurance obtained, as noted on p. 15?				
I. ITEMS NOT OTHERWISE NOTED		YES	NO	N/A	COMMENTS/ABATEMENT
I1.					
I2.					

REVIEWED & APPROVED BY SAFETY COORDINATOR

Date _____

Printed name _____

Signature _____

For Reference Guide to this Safety Inspection Report, refer to online version found at kiwanis.org/liability.