



Karting Australia – Fire Safety Checklist

This checklist is provided by Karting Australia, in partnership with our Insurance Brokers Gallagher, as part of the Karting Australia Risk Management (KARM) program. The purpose of this checklist is to provide a basic list of equipment and guidelines to assist with Fire Safety at your club.

Checklist requirements

The Fire Safety Checklist should be used as a tool or aid in the identification of the adequacy of Fire Safety equipment prior to the commencement of on-track activities. **This checklist is a visual inspection tool only and does not replace an independent 'test & tag' service.**

Once a Fire Safety concern has been identified, you must record how you will address the risk to a satisfactory level. Please refer to the instructions provided.

This checklist is compulsory

Karting Australia requires all organisers and clubs to properly fulfil their duty of care obligations to participants and spectators. The Karting Australia National Insurance Program may not extend cover for clubs and officials who demonstrate intentional negligence and/or contempt for these responsibilities.

Clubs should address all known risks to an acceptable level. This checklist allows clubs to identify risks and record actions in a simple manner.

Insurance

The Karting Australia National Insurance Program, arranged by Gallagher, recommends the use of these checklists to record your club's actions in addressing known risks. By completing this checklist, you can reduce your club's exposure to potential legal action resulting from injury or property damage.

Who should complete this checklist?

In general, any official who is responsible for safety on the day of the event/activity may complete this checklist. This may include, but is not limited to:

- Stewards
- Clerks of Course
- Safety/Risk Officer

By completing this checklist and signing it, you are demonstrating that you have taken reasonable steps to identify and address risk. This puts your club in a stronger (not weaker) position should an incident occur.

Protection for club officials

The Karting Australia National Insurance Program provides protection for club officials who complete this checklist. It is important clubs can demonstrate, via this checklist, they have upheld their duty of care through action.

How to complete this checklist

Physically walk around the track/venue and review the location & compliance of each item in the checklist. Based on your observations and assessment of each item, consider the following:

Consideration	Task
If the item IS NOT compliant or in stock and there is no way to have it comply or re-stock through immediate action.	Record the issue by marking the NO column AND document your decisions / actions in the space provided in the checklist.
If the item IS NOT compliant or in stock but immediate actions can reduce the risk to an acceptable level.	Record the issue by marking the NO column AND document your decisions / actions in the space provided in the checklist.
The item IS compliant or in stock but further actions are required.	Record the issue by marking the YES column AND document your decisions / actions in the space provided in the checklist.
The item IS compliant or in stock and no further actions are required.	Record the supply item by marking the YES column.

What do I do if a concern is identified?

If, during your inspection, you identify a concern (ie, you marked the 'NO' column), you must record your decisions / actions in the space provided.

You may consider the following as possible actions to address the identified risk:

Consideration	Task
Control the risk	Put up temporary signage, transfer any spare fire extinguishers to the required location, purchase new extinguishers from the local hardware store.
Avoid the risk	Remove any fire extinguishers that have not undergone recent testing (assuming replacements are available), disqualify a competitor if they have no fire safety equipment.
Transfer the risk	Contract the regular servicing and upkeep of fire safety equipment to a third party Fire Safety & Testing company, enforce competitors to provide their own tagged fire extinguishers.
Monitor the risk	Where there is an unlikely outcome to occur, it is recommended you monitor the risk throughout the event for any change in circumstances, ie, theft of fire extinguishers.

Important Safety Notice

Where a risk is identified but cannot be addressed to an acceptable level, you should seriously consider whether the event should proceed. The event should not proceed where a threat to life has been identified.

Submitting your completed checklist

Once completed, it is not a requirement that you forward your checklist to your State Karting Office, however the completed checklist should be stored for record keeping to protect the club and its committee members in the event of a liability claim against the club. The National Insurance Program relies upon clubs demonstrating risk management via checklists such as this.

Karting Australia – Fire Safety checklist

Please refer to the checklist instructions prior to completing this form. As you assess the fire safety equipment at your track, place a mark in the appropriate column as per the table below:

YES	NO
Fire Extinguishers – You are satisfied that the Fire Extinguishers are suitable for liquid fires & are non-hazardous to humans, recently tagged and acceptable for use in the event of an emergency	Fire Extinguishers - You have identified either no Fire Extinguisher or that those you can locate are not suitable for liquid fires or have not been tagged recently. You must record in the space provided.

Circuit / Club: _____

Event: _____

Date: _____ Time: _____

(DD/MM/YY) *Time of inspection*

		Yes	No	Action
SECTION 1: FIRE EXTINGUISHERS				
1.1	All Fire Extinguishers are suitable for flammable liquid fires & non-hazardous to humans.			
1.2	All Fire Extinguishers are a minimum of 2.5kg			
1.3	All Fire Extinguishers have current certification tags			
SECTION 2: FIRE EXTINGUISHER LOCATIONS - PADDOCK				
2.1	Fuel testing area (if to be used at this Event)			
2.2	Fuel dispensing area (if to be used at this Event)			
2.3	Four other accessible points in the paddock (Events up to 200 competitors)			
2.4	Additional paddock extinguishers if more than 200 competitors (1 extinguisher for every extra 100 or part thereof competitors)			
2.5	Weigh Scales			
2.6	Out Grid			
SECTION 3: FIRE EXTINGUISHER LOCATIONS - TRACK				
3.1	Flag or signal light points			
3.2	Adjacent to control line			
3.3	Grid entry road from Track			

		Yes	No	Action
SECTION 4: SIGNAGE				
4.1	1000mm x 600mm sign with 180mm lettering located minimum 2m above ground at Paddock extinguisher locations (Scales and fuel dispensing / testing areas excepted).			
4.2	Compliant Fire Extinguisher signs at all Track Extinguisher locations.			
4.3	Track map showing Extinguisher locations on display at Out Grid and on Notice Board.			
SECTION 5: COMPETITORS				
5.1	Competitors required to have currently tagged extinguisher in their pit area in Event Regulations.			
5.2	Spot checks carried out on Competitors to ensure Extinguishers in place and tagged			

Commencement declaration

I, the undersigned, declare that I am an authorised official of the event. I have completed the above inspection and accurately recorded all applicable safety concerns. All safety concerns identified have been addressed to an acceptable level and I declare the nominated race track (above) and the associated conditions are satisfactory for competition to commence.

Your name:

Position:

Signature:

A copy of this checklist must be submitted to Karting Australia or the State Office. Please retain a copy of this checklist for your own records.