

ARENA (INDOOR & OUTDOOR) RISK CONTROL CHECKLIST

Name of Facility: _____

Address: _____

Number of Workers: _____ Hours: _____

Safety Survey – Audit Questions		Yes	No	N/A	Comments
Exterior - Parking Lot/Sidewalks					
1.	Are there tripping hazards in parking lot/sidewalks (potholes, cracks, depressions, metal spikes or re-bar protruding from curbs)? Are they repaired right away?				
2.	Is parking lot and any outdoor eating areas free of litter & debris and objects which could be wind blown and cause injury or third party vehicle damage (i.e. signage not properly anchored or garbage cans which could be air borne in high winds, abandoned shopping carts, etc.)?				
3.	Is parking lot well illuminated?				
4.	Are there landscaping and snow removal contracts in place?				
5.	Are the landscape and snow removal contractors' insurance certificate on file?				
6.	Are bollards (guard posts) erected where required around hydrants, transformers, gas meters, etc.?				
7.	Is handicapped parking available?				
8.	Are bicycle racks <u>highly visible</u> and not located where they are a tripping hazard? Are users of the bicycle rack protected from traffic exposures?				
9.	Fences are structurally sound (if applicable)				
10.	Are sidewalk and curb signs at least 6½ ft. high to prevent head injuries?				
11.	Fire hydrants are accessible (have flags)				
12.	Downspouts do not discharge on sidewalks				
13.	Are exterior signage lights in proper working order (exit/entrance signs, arena name sign, etc.), and is there a maintenance program in place for signage?				
Exterior/Interior Stairways/Ramps					
14.	Are stairs/steps/ramps marked and clearly visible?				
15.	Are stairs/steps/ramps without cracks, chips and generally in good condition?				
16.	Are adequate handrails provided on both sides of stairs?				

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17.	Are non-slip tread surfaces used for all steps or do steps have an abrasive surface (e.g. unfinished concrete)?				
18.	Is adequate lighting provided?				
Exterior/Interior - Entrance Vestibules					
19.	Are the entrance vestibules well arranged/free of tripping hazards (ex: floor mats in good condition, tight to the floor, etc.) to safely accommodate both customers entering and exiting (doors easily opened)?				
20.	Are handicapped access automatic doors safely arranged?				
21.	Emergency exits clearly marked, operational not obstructed and/or locked shut?				
Interior - Restrooms					
22.	Is restroom housekeeping acceptable?				
23.	Are restrooms inspected regularly & log kept?				
24.	Are stall doors in good condition; i.e. not loose, swing one way, doors latch securely etc., and entrance/exit doors closer rate to spec.?				
25.	Are restrooms equipped with emergency lighting?				
Lobby					
26.	Is lobby housekeeping acceptable (trash and debris removed daily, no tripping hazards, etc.)?				
27.	Rubber mats (for skaters to walk on) do not curl at edges?				
Locker Rooms and Showers					
28.	Adequate garbage containers are present, and waste is removed on a regular basis.				
29.	Locker rooms have nonslip flooring installed?				
30.	Are temperature control valves installed?				
31.	Outlets are GFCI.				
Concession and Food Safety					
32.	Concession and area seating is available (individual, permanently installed)				
33.	Is furniture in good condition and clean in appearance?				
34.	Are furniture checklists included in inspection & logged?				
35.	Is all cooking equipment protected by an automatic extinguishing system and serviced?				
36.	Is there an approved contractor for servicing all automatic extinguishing systems? What is the frequency?				
37.	Is there an approved cleaning contractor for all grease vapour exhaust systems? What is the frequency?				

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38.	Adequate fire extinguishers are present and operable, properly mounted, easily accessible and serviced annually (Class K needed in cooking area)				
39.	Heat generating equipment (hot beverage dispenser, hot dog grill, griddle, deep fat fryer, hot plates, cheese heater, hot dog machine) turned off before facility shut down for the night				
40.	Food service contracted out				
41.	Food safety plan developed and in place for workers to follow				
42.	Refrigerator and freezer temperatures gauges (with max temperature)				
43.	Expiry dates and best before dates acknowledged, stock rotated, foods past expiry date discarded				
44.	Hygiene posters for staff				
45.	Globes on light fixtures to prevent glass in food				
46.	Have food service workers been trained in proper use of appliances and kitchen equipment?				
47.	Rodent control contracted out? If no, pesticides used in-house? List				
Alcohol					
48.	Alcoholic beverages sold on premises? Who holds alcohol license?				
49.	Are servers certified through AGLC? (ProServe certified)				
50.	Rules around drinking on premises/AGLC-designated areas are followed.				
Ice Area / Grandstand					
51.	Who is responsible for monitoring condition of ice?				
52.	How often is ice resurfaced?				
53.	Goal areas are separately flooded at least once per day.				
54.	Ice measured on a weekly basis to maintain appropriate ice thickness (1 – 1 ½") and is logged.				
55.	Boards/access gages are in good condition (no gaps) & securely fastened to rink floor.				
56.	Are goal posts of quick release type?				
57.	Visitor protection (plexiglass & nets) is present, height adequate and inspected.				
58.	Is air quality being monitored? What is being monitored?				
59.	Is lighting sufficient?				
60.	Is the sound system adequate? Can it used for evacuation?				
61.	Seats/benches are in good repair & inspected regularly.				
62.	What is the seat construction (wood, metal, plastic)?				
63.	Area beneath seats cleaned regularly.				

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64.	Cones are used to create a separate skating area for beginners.				
65.	Pucks and sticks are not allowed during public skating.				
Ice Making Equipment					
66.	What type of refrigeration is available (freon/ammonia)?				
67.	Ammonia detection is present with remote alarm outside the room.				
68.	Employees are trained to properly respond to ammonia leak.				
69.	Emergency shut-off vent/valves in place.				
70.	Workers know where emergency shut off valves are located.				
71.	Ammonia pipes and control valves clearly labeled.				
72.	Fire department is informed of location and amounts of ammonia kept on premises.				
73.	Are qualified contractors used for heating/ventilation/air conditioning (HVAC) servicing?				
74.	The entry door to the ammonia plant room has sufficient signage to of the hazard in the room.				
Ice Resurfacing Equipment					
75.	What type of ice resurfacing equipment is used (pull type - self-propelled)?				
76.	Ice resurfacing equipment is in good condition and adequate.				
77.	Is the ice resurfacing machine stored in separate room?				
78.	Are all spare fuel tanks stored and locked in a secure place outside resurfacing machine garage?				
79.	Preventative maintenance program is in place for ice surfacing equipment. When was it last serviced?				
80.	Ice resurfacing equipment room ventilation system is working.				
Mechanical Room					
81.	Flammable substances kept on premises are strictly controlled.				
82.	Are there audible and visual alarm at the LEL for ammonia refrigeration system? (All refrigeration rooms must have a refrigeration vapour detector that will sound an alarm and start the ventilation equipment at vapour concentration levels specified in the Code (300ppm for Ammonia) for the refrigerant being used).				
83.	Exhaust equipment must be automatically controlled, and manual start switches must be provided at the entry point outside the mechanical room				
84.	Acceptable lighting systems				
85.	Free and unobstructed means of entry and egress				
86.	Fire extinguisher(s); preferably dry chemical				
87.	Smoke/heat detector installed (Smoke detector in electrical room, Heat detector in Zamboni room)				

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88.	Logbooks are used that will be a permanent record of operating and entry atmospheres.				
89.	Procedural manuals, which are updated annually or as changes, exist.				
90.	Appropriate PPE is available outside of room and workers are trained in the proper use of all equipment (self-contained breathing apparatus (SCBA), protective face shields, dust mask, proper gloves and clothing).				
91.	Emergency showers (only if ammonia) and eyewash station available.				
92.	Permanent, securely attached, legible and readily-accessible signage identifying the installer, refrigerant and amount, lubricant and amount, kW rating and tonnage capability, and field test pressure are installed.				
93.	Each unit system and separate condensing unit, and each compressor sold for field assembly must have a name plate identifying the manufacturer, the test pressure, and refrigerant to be used				
94.	Systems containing more than 100 lbs. (45 kg.) of refrigerant (ammonia or Freon) require signage of specific size lettering identifying main disconnect and control switches, pressure limiting devices, and each pressure vessel and their shutoffs, and all refrigeration piping and whether the refrigerant is at high or low pressure and liquid or vapour state.				
95.	Owner/operator has fulfilled responsibility to post a card in the plant giving operational and emergency instructions that include emergency and service contact information, and contact information for the nearest “regulatory authority.”				
96.	Area is ventilated to the outdoors. Mechanical ventilation must meet minimum standards of flow capacity as set out in the code for normal operation as well as for emergencies.				
97.	Fan switches installed inside and outside the refrigerator room; those outside the room will be capable of starting, but not stopping the ventilation.				
98.	The room has at least one door that opens directly to the outer air, and other exits to the building shall be through tight fitting fire doors.				
99.	The machinery room envelope must be of tight construction and not less than one hour fire rating.				
100.	All piping passing through the walls is tightly sealed to the wall.				
101.	Pressure relief valves are replaced or re-certified at least every 5 years.				
First Aid					
102.	First aid room is available.				
103.	First aid is available and easily accessible at work site.				
104.	First aid supplies are checked and replaced, as required.				
105.	There is a plan in place and staff are trained, if skater has a serious fall.				

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106.	Employees trained in emergency first aid.				
107.	Employees trained in how to deal with head or neck injuries.				
Security					
108.	Bank deposits made daily (at different times).				
109.	Safe access is restricted to management.				
110.	Maximum and average cash on hand?				
111.	Deposits verified by two employees.				
112.	Unannounced audits performed.				
113.	What level of security exists on premises?				
114.	Connected to a central-station alarm monitoring system				
115.	Alarm would sound if doors opened from the outside.				
116.	Workers instructed how to conduct themselves during a robbery attempt.				
117.	Record shifts and periods where workers work alone (e.g. woman attendant working midnight shift).				
Other					
118.	Groups that rent ice provide proof of insurance at acceptable limits				
POLICIES AND PROCEDURES					
A. Floor Care					
119.	Are floors free of debris and clean?				
120.	Is floor in good condition with no broken tiles or missing grout?				
121.	Have floors been treated with a product to create non-slip surface when wet?				
122.	Are sweep log/salting logs maintained?				
123.	Have proper clean-up procedures for spills been established (i.e. 2-person system)?				
124.	Are floor mats used during inclement weather?				
125.	Is there a written floor mat replacement schedule/policy?				
B. Pre-Emergency Planning					
126.	Emergency evacuation plan in place.				
127.	Emergency evacuation plan posted.				
128.	Is there a safety committee?				
C. Fire Protection					
129.	Fire doors are not propped open.				
130.	Are sprinkler impairment procedures followed?				
131.	Are hot work permit procedures followed?				

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132.	Fire alarms/smoke detectors checked regularly.				
133.	Are all yard main control valve locations known and are T-wrenches available for emergency shut-off?				
134.	Are exit lights and emergency lighting systems inspected and maintained?				
135.	Are the main fire alarm panel and all annunciation panels checked during each security shift?				
136.	Are sprinkler control valves inspected weekly and results logged?				
137.	Employees are trained in fire extinguisher operation.				
138.	Exhaust ducts are inspected/ cleaned every 6 months.				
139.	Fire suppression system hoods inspected by outside contractors every 6 months.				
140.	Are the fire pumps serviced as per NFPA at required frequencies?				
141.	Styrofoam, urethane or polyurethane used as insulating materials in ceiling and wall.				
D. Electrical					
142.	Are substation transformers thermo-graphically scanned annually and building electrical systems every three years?				
143.	Is housekeeping good in all electrical areas, except as noted?				
144.	Are extension cords prohibited as a substitute for permanent wiring?				
145.	Are any power cords damaged (worn or frayed)?				
ACCIDENT INVESTIGATION/CLAIMS REPORTING					
146.	Are all actual and potential liability claims promptly and accurately reported following an incident (within 24 hours)?				
147.	Are the appropriate employees trained in completing Liability Occurrence Reports and Property Occurrence Reports?				
148.	Are digital or Polaroid cameras available on site to record any damages following an incident?				
149.	Have managers and staff been given basic training regarding dealing with customer injuries?				
150.	Is an insurance file set up within the store which includes copies of documentation (witnesses, employee statements, etc.)?				

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