

BBQ safety checklist:

A. Fire Hazard

Checklist items	Done? Yes/No	Teacher's signature	Remarks (if any)
1. No flammable substance (e.g. alcohol) was brought to the BBQ venue.			
2. All used charcoal and remaining ashes were extinguished.			
3. Extinguished charcoal and ashes were emptied into the metal container.			
4. Water was poured into the metal container to ensure that all charcoals were extinguished and cooled down.			
5. The lid of the container was in place to shut out air.			
6. Teacher had ensured that NO CHARCOAL OR ANYTHING HOT was dumped into the trash cart.			

B. Students' safety

7. All participants had written consent from parent.			
8. Teacher(s) had been AT ALL TIME supervising the BBQ activity to ensure safety			
9. There was No early leaver. All students dismissed before 9:00 pm			Exact time for dismissing student:
10. Students left the school in groups and in a safe and orderly manner.			

BBQ cleanliness checklist:

1. Reusable container and utensils were used			
2. Tray and newspaper were put under the BBQ Gills – to avoid defacing the ground.			
3. Playground was swept to remove the last bits of charcoal			
4. No charcoal bits were swept down the drain.			
5. Garbage was put into the trash carts – NOT in the rubbish bin at the covered playground.			
6. All BBQ equipment was restored and replaced after use (see picture attached).			

Participants of BBQ and Gathering **must bring REUSABLE containers and utensils**

Please reuse BBQ skewers (please enquire at the student union office beforehand)

Please reduce the use of other disposable items as far as possible

Failure to comply with the code will lead to disciplinary action and the organizer will be barred from future booking of BBQ facility.

Date of event: _____

Name of group: _____

Teacher-in-charge: _____ (name) _____ (Signature)