

Xenia Members Lithium-Ion Batteries Checklist

1. Confirm where Li-ion batteries are used at your venue. Identify all devices and equipment that utilise Li-ion batteries including but not limited to mobile phones, laptops, power tools, electric vehicles and charging stations.
2. Check the condition of the Li-ion batteries for wear and tear, heat or unusual changes to casing and charging point.
3. Confirm that the Li-ion batteries are charged and stored in ventilated location and no other chemicals/building products are stored in the vicinity of them to minimise the risk of overheating and accumulation of flammable vapours.
4. No staff members should be charging or storing e-bikes or e-scooters in your premises.
5. Check the terms and conditions of the equipment that utilise Li-ion batteries. Review the safety manufacturer and safety guidelines to ensure compliance with recommended usage and storage practices.
6. Place signage in venues regarding the safe disposal of e-cigarettes.
7. Identify locations where Li-ion batteries can be disposed of at your venue.
8. Ensure the contact details of the emergency services is prominently displayed throughout the venue.
9. Speak to staff about the risk of Li-ion fires and ensure they understand the correct procedures to follow.

Important note: This general information does not take into account your objectives, financial situations or needs. It is also not financial advice, nor complete, so please discuss the full details with your Steadfast insurance broker. You should consider the appropriateness of the information considering your business' situation before you act on any information. Information in this article is subject to change.

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