

2c. Event Safety Checklist



This checklist should be used by the Event Organiser in the lead up to the event and for the clean-up following completion of the event. It is designed to ensure that the Event Organiser is completely satisfied that all fundamental measures are in place so that the event can take place safely.

i. PRE-EVENT

TASK COMPLETE

↪ Access/Egress

Site entrances and exit points clear

Emergency services can gain safe access into and out of the site

All pedestrian and vehicle routes segregated

↪ Site Appearance

The site is free from hazards as identified within the risk assessment

Inspection to ensure safety and overall condition of site is appropriate

↪ Temporary structures/hire equipment/facilities

Relevant equipment such as generators are securely fenced off

All temporary structures are in place as identified on the site plan and segregated where appropriate

↪ Health and Safety

General risk assessment complete – see 2d Risk Assessment form with particular consideration to be given for young people under 18, pregnant women and the elderly (for young people aged 16 and under risk assessment must be sent to parent/guardian)

Fire risk assessment complete

All appropriate signage is in place

Appropriate first aid facilities are available and clearly identifiable

↪ **Health and Safety (continued)**

All electrical supplies are certified and checked by a competent person

Stewards and volunteers have been fully briefed and aware of their responsibilities

Sufficient welfare facilities are in place including toilets, litterbins etc.

Appropriate communications are available and used.

ii. POST-EVENT

TASK COMPLETE

↪ **Site Clean Up**

All visitors have left the site

All temporary structures have been dismantled

All vehicles and equipment belonging to contractors, caterers etc have left the site

All temporary signage and welfare facilities have been removed

All litter and debris left at the venue as a result of the event has been cleared

↪ **And Finally**

Issue verbal or written thanks to everyone connected to the event