

EVENT SAFETY CHECK LIST

Name of Event	
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Date of Event	
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Organiser/s	Contact Tel.

Indoor Event		Outdoor Event	
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Completed By		Date:
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Planning and management:

1. Does this event require a risk assessment?

Yes		No	
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Has one been carried out?

Yes		No	
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If the event requires a Risk Assessment one must be carried out before proceeding to the next section.

2. Does this event require a Health & Safety Plan?

Yes		No	
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Has a Health & Safety plan been carried out for this event?

Yes		No	
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If the event requires a Health & Safety Plan one must be carried out before proceeding to the next section.

3. Health & Safety Plan

Does the Health & Safety Plan include the following?

Organisational Chart- Detailing allocation of responsibilities, Event Leader, chief steward, Lost Children Officer etc.	
Details of event- including schedule of activities, details of acts/entertainers, times, locations etc.	
First Aid Plan- including location of first aid base, details of staff, liaison with local Dr's/ health centre/hospital.	
Site plan- showing location of activities, location of road/car-park closures.	
Communications Plan- showing allocation of Radio's, mobile phone details of key personnel.	
Stewards List- showing adequate numbers of staff.	
Duties list- Showing details of tasks, locations, times.	
Crowd Control/Traffic Issues- Including crush barriers -numbers and locations.	
Emergency Plan- evacuation procedures, crowd control, assembly points.	

Complete the following check list for the event making sure to answer yes or no to all questions. Mark N/A [non-applicable] where a question asked is irrelevant.

4. Planning

Has due consideration been given to? -

	Yes	No	n/a
The suitability of location or venue design.			
Selection of competent workers, contractors.			
Construction of stages, tents etc,			
Safe delivery and installation of equipment and services.			
Shows - crowd management, transport strategies.			
Arrangements for fire, first-aid contingencies and major incidents.			
Removal of equipment and services.			
Rubbish collection and waste water disposal.			

5. Venues and Site Design

Has due consideration been given to? -

	<i>Yes</i>	<i>No</i>	<i>n/a</i>
Space for audience			
Temporary structures			
Backstage facilities			
Parking			
Rendezvous points			
Ground Conditions			
Traffic and pedestrian routes, emergency access and exit.			
Are they suitable to handle proposed capacity?			
Geographical location, proximity to services, facilities etc.			
Dangerous features (natural hazards rivers etc.)			
Venue access and egress			
Sight lines for audience (to reduce density in front of stage)			
Production infrastructure of backstage requirements			
Fire and ambulance requirements			
Police and stewarding positions			
Perimeter fencing /Stage barriers			
Welfare facilities			
Excess visitors – contingency			
Signage			
Permission to use site/ parade permission			

6. Fire Safety

Has due consideration been given to? -

	<i>Yes</i>	<i>No</i>	<i>n/a</i>
Outdoor Venues;-			
Number and size of exits in fences etc.			
Exits and gateways locked/unlocked, staffed			
All exits and gateways clearly marked by signs			
Stewards throughout event			
Provision of fire extinguishers			
Has local fire-station been notified of event?			
Has a clear entry been left for fire emergency services?			
Indoor venues;-			
Does the venue have adequate and working fire exit signage			
What are the venue's fire safety arrangements			
Are Fire extinguishers provided in all areas to be used:-			
Have fire-extinguishers been recently checked?			
Have any electrical hazards been identified and made safe			
Are all emergency exits clear?			
Are Portable generators to be used? Area made safe? How?			
Are pyrotechnics to be used?			
Are flammable liquids or materials to be used?			
Is the fire alarm in working order and recently checked?			

7. Crowd Management

Has due consideration been given to? -

	<i>Yes</i>	<i>No</i>	<i>n/a</i>
Entry & exit of audience			
Signage			
Front of stage area			
Crowd Pressure-need for mo-jo barrier or crush barriers			
Police Involvement- Traffic control or crowd control? Both?			
People with a disability-access issues/seating			
Children-crushing, lost children?			
Stewarding-organisation, competency, training, conduct			

8. Transport Management

Has due consideration been given to? -

	<i>Yes</i>	<i>No</i>	<i>n/a</i>
Traffic signs and highway department road closures			
Traffic marshalling - who does it - how many - training - PPE			
Vehicle parking - cars - buses			
Emergency access			
Pedestrians			
On-site vehicle management			
Temporary roadways			
-contingency due to weather			
-lift trucks and other vehicles			
-authorised drivers			

9. Emergency Planning

Has due consideration been given to? -

	<i>Yes</i>	<i>No</i>	<i>n/a</i>
Key decision making workers			
Stopping the event			
Emergency routes and access for emergency services			
People with special needs			
Holding areas for performers, workers and audience			
Alerting procedures			
Public warning mechanism			
Evacuation and containment measures			
Details of script of PA announcement to audience			
Rendezvous point for emergency services			
Ambulance loading points and triage area			
Locations of hospitals prepared for major incident and secured traffic routes			
Details of temporary mortuary facilities			
Outline of the role of those involved			
Details of emergency equipment location and availability			
Communication			
Bomb threats			
Cancellation of event(s)			
Media management			

10. Structures /Electrical Installation & Lighting

Has due consideration been given to? -

	<i>Yes</i>	<i>No</i>	<i>n/a</i>
Structures			
Location considerations			
Supplier			
Design			
Erection – general H&S principles			
Lifting and rigging equipment			
Dismantling			
Documentation			
-design drawings/calculations			
-risk assessments			
-safety method statement			
-completion certificate			
Monitoring of structure			
Protection against falls			
Adequate lighting			
Electrical Installation and Lighting			
Planning e.g. total power, use of generators			
Installation			
Access to electrical equipment			
Generators			
Types of lighting			
-for means of escape			
Portable electrical equipment			

11. Communication

Has due consideration been given to? -

	<i>Yes</i>	<i>No</i>	<i>n/a</i>
Communication within the organisation			
Communication Between the agencies			
Public information and communication			
How is it carried out?			
CCTV			
Radios			
Alarms			
PA Systems			
Alerting procedures			
Regular updating			
Emergency public announcements			

12. Food and Drink/Street Trading

Has due consideration been given to? -

Food & Drink	<i>Yes</i>	<i>No</i>	<i>n/a</i>
Catering operations – inspection during event			
Positioning of catering operators			
Electrical installations –power supplies			
Drinking water			
Monitoring of arrangements on site			
Street Trading			
Positioning of stalls/trader/vans			
Power supplies			
Checks on gas/electrical equipment on site			
Public/products liability insurance checks			
License requirements,			
Copyright, trading standards, trademark			
Control of movement of vehicles-Entry/egress			

13. Sanitary Facilities/Waste Management

Has due consideration been given to? -

	<i>Yes</i>	<i>No</i>	<i>n/a</i>
Numbers attending/numbers of units required			
Maintenance			
Location			
Type			
Washing facilities			
Containers for sanitary towels/nappies			
Special needs provision			
Sewage disposal			
Waste Management			
Type of waste			
Method of collection			
Type of receptacles			
Methods of removal			
H&S of employees			
Disposal of waste and EPA 1990 – duty of care			

14. Other events.

Risk assessments should be carried out for the events below including attention to the following:-

Amusements and Attractions

Assessment of hazards
 Competence of operators
 Insurance/inspections certificates
 Setting up, operating, dismantling
 Space/emergency access
 Noise -Control and monitoring
 Employees
 Audience

Special Effects, Fireworks and Pyrotechnics

Fog and vapour effects – COSHH assessments
 Strobe lights
 Lasers/high power projectors
 Fireworks – arrangements
 Pyrotechnics

Arena Events

Planning and management
 Crowd management
 Transport management
 Venue design

Also you must consider the following:-

Facilities for People with Special Needs

Provision of information
Site design
Access
Ramps (BS 5810: 1979 less than 1 in 12)
Viewing areas
Facilities
Support
Evacuation

Children

Lost children
Care of children at dedicated areas
Child protection at dedicated areas
Facilities at dedicated areas
Numbers of children at dedicated areas
Activities at dedicated play areas

CONSIDER WHERE APPROPRIATE

Performers

Performer's areas and accommodation
Risk assessments
Control of activities
Monitoring
Crowd safety/ Performers safety

TV and Media

Pre-event information
Media releases
Prepared statements

Large and Small events

Planning and management
Crowd management
Major incident planning
Transport management
Children
Information and welfare
TV/Media
Venue and site design
Fire safety
Sanitary facilities
Food and drinking water
H&S of event workers

Unfenced and Un-ticketed Events

Planning and management

Risk assessments

Build up/breakdown – managing onlooker's etc.

Crowd management

Major incident planning and emergency access routes

Communication

Information and welfare

Venue and site design

Food and drink

Waste

Children

Health and Safety Responsibilities

How are people informed of responsibilities?

i.e. site owner, events organiser, contractors, self employed, employees

Licensing

Entertainment licensing etc...

How is it managed/monitored?

Other Comments