

## Event Safety Checklist

## Appendix Two

As an extra check, each item should be initialled by the appropriate person, rather than just ticked.

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### Access/Egress

Initial

Are entrances and exits clear?

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Are staff/stewards in place and properly briefed?

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Can emergency vehicles gain safe access?

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Are pedestrians and vehicles fully segregated?

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Are security precautions in place?

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Have adequate signs been provided?

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### Site Condition

Initial

Is the site free from trip hazards?

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Are permanent fixtures in good condition?

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Has vegetation been cut back, debris cleaned and the area made safe?

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Have prevailing weather conditions created fresh hazards?

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### Attractions/Activities/Structures

Initial

Have all structures been completed, inspected and certificated where necessary?

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Have all attractions, activities and structures supplied evidence of insurance?

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Are all structures built to the supplier's method statements?

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Are hazardous activities segregated/fenced off?

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Is hazardous equipment (generators/barbecues, etc) fenced off?

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### Site Health and Safety

Initial

Is all signage (water/first aid/exits/information/toilets, etc) in place?

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Is fire fighting equipment in place?

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Are staff trained in the use of fire fighting equipment?

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Is site lighting in place and working, where required?

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Have electrical supplies been certificated and checked by a competent person?

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Have sufficient toilets been provided and properly sited?

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## Event Safety Checklist

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### Site Health and Safety (continued)

**Initial**

Are adequate first aid facilities in place?

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Is the control centre in place?

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Is the public address system in place and working?

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Have any fresh hazards been introduced during the build period?

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Are sufficient waste bins/skips in place?

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Are stewards/crowd management in place?

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Is everyone aware of the chain of command/their own duties?

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### The Clean Up

**Initial**

Have all visitors left the site?

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Is it safe to dismantle structures?

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Have all structures/attractions been dismantled and left the site?

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Have all traders left the site?

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Have all contractors and caterers vehicles left the site?

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Have all temporary stakes/markers/fencing been removed?

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Have all temporary electrical supplies been made safe/removed?

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Has all waste been collected satisfactorily?

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Has all waste been removed from site?

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Has any damage to the site been found on final inspection?

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Have damage reports been made to the site owners?

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Have the site owners accepted the site as satisfactory?

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