

Event safety & planning checklist

Event details

Event name			
Event description			
Proposed venue or location (description)			
Location address			
Proposed event date/s	From:	To:	
Estimated attendance			
Total attendance (multi-day events)			

Event Organiser Details

Service area/External group			
Address			
Main contact person			
Position			
Phone		Fax	
Mobile		Email	

Key event contacts (complete with all relevant contacts – internal and external)

Name	Role	Responsibility	Contact details
	Event manager (If different from above)	Overall responsibility for event	
	Health & safety	Risk assessments, legal compliance, fire points, site inspection	

**Other key contacts
Suppliers (e.g. marquees, catering etc)**

Organisation	Contact name	Service	Contact details	Notes

Authorities (fire, police, first aid etc)

Organisation	Contact name	Service	Contact details	Notes

Artists/Entertainment

Organisation	Contact name	Service	Contact details	Notes

Venue contact details – internal and external venues

Name:	Email:
Phone:	Mobile:
Venue contact date:	Venue contact method:
Venue paperwork sent:	Venue hire response:
Additional requirements/negotiations:	

Event Task List

Production Schedule Event - PRIOR TO EVENT DAY

Date	Task	Start	Finish	Resources/who	Notes	In hand	Complete

Production Schedule Event – EVENT DAY

Task	Start	Finish	Resources/who	Notes	In hand	Complete

Production schedule event – POST EVENT

Date	Task	Start	Finish	Resources/who	Notes	In hand	Complete

Event run sheet

Stage and arena programme for event

Time							

Event costs

Budget:	Service area/group:
Budget cost:	
Service area/group approval for event:	Name: Signature:
Higher level approval (larger events):	

Signage/event marketing

Website information: Yes/no			Date requested/loaded:		
For further information contact			Name:		
Materials required:	Flyer	Poster	Banner	Logo	Other:
Size:		Quality:			
Poster Creation:	Yes	No	Form Submitted on:		
Date Material required by:		Location of advertising material:			

Public Liability Insurance

If any event uses or contracts any external companies/service providers they must provide a copy of their public liability insurance.

Please attach a copy of the certificate of currency

Group:	Certificate attached: ? Yes (Tick)	Date of issue:
Group:	Certificate attached: ? Yes (Tick)	Date of issue:
Group:	Certificate attached: ? Yes (Tick)	Date of issue:
Group:	Certificate attached: ? Yes (Tick)	Date of issue:
Group:	Certificate attached: ? Yes (Tick)	Date of issue:

Event site and safety plan:

Details of the requested location of facilities and activities must be presented as part of the event application.

The following checklist will provide prompts for what should be considered on site for the event and which must be addressed in your event organising process. It will also enable you to document your event safety plan at the same time.

Details of requests for vehicles on site and parking must be presented to the event organiser. While the safety checklist covers the most common and typical health and safety issues that arise during event management, it is not completely exhaustive.

Event organisers should identify, assess and control any additional hazards/risks for each event, and document this information.

Safety Checklist for Events:

Hazards/issues or Tasks	Applies/Checked	Additional Actions required
1. EVENT ACCESS AND EGRESS		
Entry/exits are clear and accessible for staff and expected attendees		
Entry/exit area are adequate for emergency exit and emergency services		
Thoroughfares are well defined and clearly marked		
Other:		
2. TRAFFIC FLOW		
Applies/Checked		
Additional Actions required		
Vehicle access onto site grounds is required for set up and dismantling (Bump in/out)		
Time In:	Time Out:	Vehicle details:
Time In:	Time Out:	Vehicle details:
Time in:	Time Out:	Vehicle details:
Clearly defined areas/paths for traffic – separated from pedestrian thoroughfare		
Provision for safe passage of emergency/other vehicles through pedestrian traffic		
Controlled traffic flow and adequate signage for traffic erected		

Traffic management staff wear appropriate high visibility protection and carry communication devices		
Adequate parking areas to cater for the expected vehicle numbers attending the event		
Adequate parking supervision		
Adequate training of traffic management staff, and are traffic management staff are positioned in the correct location as planned		
All necessary permits and certification/licensing for traffic management obtained		
Other:		
3. AMENITIES	Applies/checked	Additional actions required
Adequate provision/location of toilets and hand washing facilities		
Availability of drinking water for staff and attendees		
Adequate facilities for food catering preparation and clean up		
Adequate shade from sun/availability of sunscreen as required for staff or attendees		
Other:		

4. EVENT SIGNAGE	Applies/checked	Additional actions required
Adequate signage for entries, exits, toilet facilities, waste or recycling bins etc		
Adequate signage for any hazardous/restricted areas		
Clearly signed First Aid services and fire extinguisher/meeting point locations		
Other:		

5. EVENT EMERGENCY PROCEDURES	Applies/ checked	Additional actions required
Emergency Response Plan documented and in place		
Emergency Response personnel trained to carry out plan for event emergency		
Current site maps available to all staff, emergency services and other relevant parties		
Identify a "Blue Route" for on coming emergency vehicles.		
Other:		
6. FIRE PREVENTION	Applies/ checked	Additional actions required
Ensure a suitable and sufficient Fire Risk Assessment is undertaken which identifies risks for the whole event, taking into consideration risks that have been highlighted within the individual risks assessments of traders/ exhibitors etc. All risk reduction control measures to be communicated to relevant persons.		
Suitable fire extinguishers/fire blankets are in appropriate areas, tested and in date		
Event personnel are trained in extinguisher/fire blanket use where appropriate including any stewards identified as having a role as a fire marshal.		
All staff and volunteers are aware of the fire evacuation procedures relevant to the planned event		
Arrangements for smoking are in place		
Other:		
7. FIRST AID	Applies/ checked	Additional actions required
First Aid Stations suitably located, clearly signed and accessible		
First Aid facilities suitable for type of event		
Effective means of communication provided between event personnel and First Aid facilities or personnel		

Other:					
8. ELECTRICAL POWER/GENERATORS					
Power access required?	Yes:	No:			
Details of power required	Generator		3 phase		240V
Contact details for power:					
	Name:			Phone:	
	Name:			Phone:	
	Name:			Phone:	
Power site plan attached	Yes:	No:			
Other:			Applies/checked	Additional actions required	
Portable Residual Circuit Devices (RCDs) are used where required					
No double adapters or piggy back plugs are used					
All portable (specified) electrical equipment including power leads, power boards have been inspected and tested in accordance with Electrical Safety Regulation. (Double insulated – annually, not double insulated – every 6 months)					
All portable (Specified) electrical equipment including power leads, power boards are connected to a Type 1 or 2 Safety Switch					
Adequate protection of the public from electric shock and any trip hazards					
All electrical leads and electrical equipment are placed in safe locations e.g. on top of unstable surfaces, across pathways					
All leads, plugs, etc are protected from the weather and hazards such as water or other liquids etc					

Generators (if used) are placed in a safe location and are fenced or sectioned off from the public. Exhaust gas is vented to an open area.		
Other:		
9. UTILITIES/SITE SERVICES	Applies/checked	Additional actions required
Location of all site underground services (power/gas/electrical services/mains etc) and overhead power lines have been identified		
Relevant personnel or contractors have maps or information identifying site underground and overhead services		
Any unsafe or restricted area are communicated to the Event Coordinator		
Additional or alternate waste removal services have been arranged		
Adequate number of recycling and general waste have been organised and located		
Neighbourhood Cleansing Contacted:	Name:	
Phone:	Email:	Extra Bins Requested:
10. PERMITS, LICENSING AND REGISTRATIONS	Applies/checked	Additional actions required
1. Fireworks If fireworks or pyrotechnic display will be used on site – separate Risk Assessment needed. No performances, displays or interactive activities involving fire will be permitted on premises e.g. fire eating, fire breathing, fire dancing, walking on coals		
2. Mobile Plant (forklifts, cranes etc) are only operated by licensed or certified operators		
3. Event LPG/Dangerous goods storage meets legal requirements		
4. Alcohol consumption for events on T&W sites is prohibited unless prior approval has been obtained from T&W licensing. A temporary alcohol permit is required or existing facility licences are extended for the event.		

Alcohol will be provided for this event:	Yes:	No:			
If yes , has an application for alcohol Licence been made?	Yes:	No:	Attach a copy of the application. Date of application.		
What non alcoholic options will be made available for attendees?					
Alcohol management plan implemented – Responsible Service of Alcohol practices in place					
Details:					
5. Food will be served for this event:	Yes:	No:			
<i>Groups/persons responsible for provision of food</i>					
1. Name:/Group		Holds food Licence/Permit	Yes	No	Attach Licence copy
Contact person:		Phone			
Mobile		Email			
2. Name:/Group		Holds food Licence/Permit	Yes	No	Attach Licence copy
Contact person:		Phone			
Mobile		Email			
What food safety control measures will be used to ensure the health of people attending the event?					
Food Safety Plan to be implemented: Attach separate document if needed					
Approved: (Event Co-ordinator)		Yes:	No:		
Additional food safety measures required (Event Co-ordinator)					
6. Job Safety Analysis/Safety Plan is collected from relevant contractors covering all above permits/licences and plan registration					

Other:		
11. STAGING AND PLATFORMS, MARQUEES, STALLS, VANS OR OTHER TEMPORARY DEMOUNTABLE STRUCTURES	Applies/checked	Additional actions required
All stages are signed off by a certified rigger/scaffolder and are erected by personnel with appropriate training and certifications (as required)		
Platforms are continuously monitored particularly in extreme weather conditions.		
Adequate access and egress around all staging and platforms for event patrons and emergency services		
Marquees, tents, food vans or other structures are erected or sited securely and do not encroach on thoroughfares/clear paths		
Other:		
12. Noise	Applies/checked	Additional actions required
The event will include amplified music, speeches etc	Yes	No
Details of expected event noise:		
Noise Plan and control measures to be used to minimise disruption.		
13. WORK AT HEIGHTS – Banner, Flags or Signs Erection	Applies/Checked	Additional Actions Required
Ladders are well maintained and suitable for work undertaken & weight – (industrial rated)		

No work done from ladders unless 3 points of contact able to be maintained at all times <i>e.g. 2 feet and 1 hand</i>		
Assistance of a second person is provided where required <i>e.g. holding ladder for stability, carrying and erecting</i>		
Right type of equipment is used for the height access job <i>(i.e. ladder, cherry picker etc)</i>		
Boom lifts (cherry pickers) operators use appropriate safety body harnesses attached to bucket		
Other:		
14. MANUAL HANDLING	Applies/ checked	Additional actions required
All staff and volunteers are trained to assess each task and use safe techniques when lifting or carrying		
Loads are able to be delivered as close as possible to area using vehicle or mechanical aids (e.g. trolley)		
Other:		
15. LIQUID PETROLEUM GAS (LPG) AND HEATERS	Applies/ checked	Additional actions required
Small volume gas cylinders are used wherever possible		
LPG cylinders are secured for stability		
LPG cylinders are used clear of unwanted ignition sources and are only used in well ventilated areas		
LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date		
Safe use of LPG complies - <i>Storage and Handling of LP Gas</i>		
All LPG used for catering is Gas Safe checked and appropriate certification is provided		
Other:		

16. WEATHER CONDITIONS		Applies/ checked	Additional actions required	
Current meteorology information is checked for adverse weather conditions www.metoffice.gov.uk/weather/				
Weather conditions are planned for and monitored, e.g. non-slip mats, shade, sunscreen and drinking water available				
Wind speeds are monitored and amusement structure operation will be ceased in accordance with manufacturers specifications (e.g. inflatable structures must cease operation when wind speed reached 40km per hour)				
Other:				
17. PERSONAL PROTECTIVE EQUIPMENT (PPE)		Applies/ checked	Additional actions required	
All tasks to be undertaken by staff and volunteers are checked for the right PPE required and PPE is provided if needed (e.g. gloves, aprons, earplugs, closed toe shoes, waterproof jackets etc) – Separate risk assessments may be required for high risk tasks.				
Personnel are trained in using, maintaining and storing the PPE				
High visibility safety clothing must be worn by event staff at all times when it is important for a person in a situation to be easily seen				
Other:				
18. SECURITY		Applies/ checked	Additional actions required	
Appropriate security levels have been arranged or organised externally for the event:			Note: 1 security person required per 50 persons	
Number of security personnel required:		Provide copy of schedule:		
Name of external Security company at event		Licence No:		
Security company contact name		Phone:		
Email Address		Fax:		

Crowd control measures to be used:

Cash handling safety procedures or arrangements have been made and will be implemented

19. ACCESSIBILITY	Applies/ checked	Additional actions required
Ramps are in place to provide access into buildings		
Disabled Access Parking is available close to the event		
The event itself is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids etc)		
Entry/exit area is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids)		
Other:		

20. AMUSEMENT DEVICES OR STRUCTURES

There will be amusement devices or structures operating at this event	Yes		No	
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An amusement device means a device:-
 (a) Used for commercial purposes: and
 (b) Used or designed to be used for amusement, games, recreation, sightseeing or entertainment and on which persons may be carried, raised, lowered or supported by any part of the device (including, for example, any car, carriage, platform, cage, boat, plant, chair, seat or thing) while the part of the device is in motion.

Please complete the additional *Amusement Device or Structure Safety Checklist for Event Operators*, and submit with this event application

Proprietor:		Structure Type		Reg No.	
Proprietor		Structure Type		Reg No.	
Proprietor		Structure Type		Reg No.	