



## ***Event Safety Check List***

|                |  |
|----------------|--|
| Name of Event: |  |
|----------------|--|

|                                       |  |
|---------------------------------------|--|
| Date of Event:                        |  |
| Location of Event:                    |  |
| Indoor, Outdoor or combination Event: |  |

|                       |
|-----------------------|
| Estimated Attendance: |
|-----------------------|

|             |  |
|-------------|--|
| Organiser/s |  |
|-------------|--|

|              |  |       |
|--------------|--|-------|
| Completed By |  | Date: |
|--------------|--|-------|



**Planning and management:**

Does this event require a Health & Safety Plan?

|     |  |    |  |
|-----|--|----|--|
| Yes |  | No |  |
|-----|--|----|--|

Has a Health & Safety plan been carried out for this event?

|     |  |    |  |
|-----|--|----|--|
| Yes |  | No |  |
|-----|--|----|--|

*If the event requires a Health & Safety Plan one must be carried out before proceeding to the next section.*

---



**Health & Safety Plan:**

**Does the Health & Safety Plan include the following?**

|   |  |
|---|--|
| <b>Organisational Chart-</b> Detailing allocation of responsibilities, event leadership structure, supervisors                                      |  |
| <b>Details of event-</b> including schedule of activities, details of acts/entertainers, times, locations etc                                       |  |
| <b>First Aid Plan-</b> including location of first aid base, details of staff, liaison with local Dr's/ health centre/hospital.                     |  |
| <b>Site plan-</b> showing location of activities, location of road/car-park closures  |  |
| <b>Communications Plan-</b> showing allocation of Radio's, mobile phone details of key personnel.   |  |
| <b>Stewards List-</b> showing adequate numbers of staff   |  |
| <b>Duties list-</b> Showing details of tasks, locations, times.   |  |
| <b>Crowd Control/Traffic Issues-</b> Including crush barriers -numbers and locations  |  |
| <b>Emergency Plan-</b> evacuation procedures, crowd control, assembly points, lost children, bomb threats, civil disturbance, natural disaster, etc |  |



*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.*

**Planning:**

Has due consideration been given to?

| <b>Planning</b>   | <b>yes</b> | <b>no</b> | <b>n/a</b> |
|---|------------|-----------|------------|
| 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                         |            |           |            |



**Venue, Location and Site Design:**

Has due consideration been given to?

| <b>Venue, Location and Site Design</b>  | <b>yes</b> | <b>no</b> | <b>n/a</b> |
|---|------------|-----------|------------|
| Space for audience  |            |           |            |
| Temporary structures  |            |           |            |
| Backstage facilities  |            |           |            |
| Parking   |            |           |            |
| Rendezvous points   |            |           |            |
| Ground Conditions   |            |           |            |
| Traffic and pedestrian routes, emergency access and exit.<br>Are they suitable to handle proposed capacity? |            |           |            |
| Geographical location, proximity to services, facilities etc  |            |           |            |
| Dangerous features (natural hazards, eg. rivers, cliff, 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   |            |           |            |



**Fire Safety**

**Has due consideration been given to?**

| <b>Fire Safety - Outdoor venues:</b>                       | <b>yes</b> | <b>no</b> | <b>n/a</b> |
|--|------------|-----------|------------|
| 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?   |            |           |            |
|  |            |           |            |
| <b>Fire Safety - Indoor venues:</b>                        | <b>yes</b> | <b>no</b> | <b>n/a</b> |
| 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?   |            |           |            |



**Crowd Management:**

Has due consideration been given to?

| <b>Crowd Management</b>                                     | <b>yes</b> | <b>no</b> | <b>n/a</b> |
|---|------------|-----------|------------|
| Entry & exit of audience                                    |            |           |            |
| Signage   |            |           |            |
| Front of stage area   |            |           |            |
| Crowd Pressure-need for regular 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      |            |           |            |



**Transport Management:**

Has due consideration been given to?

| <b>Transport Management</b>  | <b>yes</b> | <b>no</b> | <b>n/a</b> |
|--|------------|-----------|------------|
| Traffic signs and highway department road closures                     |            |           |            |
| Traffic marshalling - who does it<br>- how many<br>- training<br>- 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  |            |           |            |





**Emergency Planning:**

Has due consideration been given to?

| <b>Emergency Planning</b>   | <b>yes</b> | <b>no</b> | <b>n/a</b> |
|---|------------|-----------|------------|
| Pre-identifying key decision makers   |            |           |            |
| 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  |            |           |            |



**Structures /Electrical Installation & Lighting:**

Has due consideration been given to?

| <b>Structures</b>                            | <b>yes</b> | <b>no</b> | <b>n/a</b> |
|--|------------|-----------|------------|
| 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                            |            |           |            |
|  |            |           |            |
| <b>Electrical Installation and Lighting</b>  | <b>yes</b> | <b>no</b> | <b>n/a</b> |
| Planning e.g. total power, use of generators |            |           |            |
| Installation                                 |            |           |            |
| Access to electrical equipment               |            |           |            |
| Generators                                   |            |           |            |
| Types of lighting                            |            |           |            |
| Portable electrical equipment                |            |           |            |



**Communication:**

Has due consideration been given to?

| <b>Communication</b>                  | <b>yes</b> | <b>no</b> | <b>n/a</b> |
|---------------------------------------|------------|-----------|------------|
| 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        |            |           |            |



**Food and Beverage/Mobile Food Units:**

Has due consideration been given to?

| <b>Food &amp; Beverage</b>                                | <b>yes</b> | <b>no</b> | <b>n/a</b> |
|---|------------|-----------|------------|
| Catering/concession operations – numbering of locations   |            |           |            |
| Positioning of catering/concession employees              |            |           |            |
| Employee break rotation and coverage                      |            |           |            |
| Electrical installations –power supplies, surge limits    |            |           |            |
| Drinking water – workers, event guests, contract workers  |            |           |            |
| Alcohol management – ID checks, signage, licence posted   |            |           |            |
| Restocking plans and locations                            |            |           |            |
|   |            |           |            |
| <b>Mobile Food Unit(s)</b>                                | <b>yes</b> | <b>no</b> | <b>n/a</b> |
| Positioning of tents/mobile food unit(s)                  |            |           |            |
| Power supplies  |            |           |            |
| Safety checks of gas/electrical equipment on site         |            |           |            |
| Fire lane accessibility                                   |            |           |            |
| Permit or location clearance requirements                 |            |           |            |
| Use of traffic safety cones and high visibility equipment |            |           |            |
| Control of movement of vehicles-Entry/egress              |            |           |            |



**Sanitary Facilities/Waste Management:**

Has due consideration been given to?

| <b>Sanitary Facilities</b>                            | <b>yes</b> | <b>no</b> | <b>n/a</b> |
|---|------------|-----------|------------|
| Numbers attending/numbers of units required           |            |           |            |
| Maintenance and emptying plan                         |            |           |            |
| Location  |            |           |            |
| Type –  |            |           |            |
| Washing facilities                                    |            |           |            |
| Containers for sanitary towels/nappies                |            |           |            |
| Special needs provision – eg. Spill kits              |            |           |            |
| Sewage disposal                                       |            |           |            |
|   |            |           |            |
| <b>Waste Management</b>                               | <b>yes</b> | <b>no</b> | <b>n/a</b> |
| Type of waste   |            |           |            |
| Method of collection                                  |            |           |            |
| Type of receptacles - garbage, recycling, composting  |            |           |            |
| Methods of removal                                    |            |           |            |
| H&S of employees – PPE, safe lifting, MSI prevention  |            |           |            |
| Disposal of waste and composting as per UBC standards |            |           |            |



**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
- Strobe lights
- Lasers/high power projectors
- Fireworks – arrangements
- Pyrotechnics

**Arena Events**

- Planning and management
- Crowd management
- Transport management
- Venue design

**Facilities for People with Special Needs**

- Provision of information
- Site design
- Access
- Ramps
- 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

### **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
- Venue and site design
- Food and drink
- Waste
- Children



**Health and Safety Responsibilities**

How are people informed of responsibilities?

Including:

- Site owner
- Event's organiser
- Contractors, self employed
- Employees
- Public/guests

**Additional Event Specific Comments or Considerations:**