

Event Management Checklist for Risk Assessment

Event: _____

Date: _____

Person(s) in charge of event: _____

Risk Assessment conducted by: _____

Please complete this checklist using the following replies in the tick-boxes;

√ Done / In place

X Not Done

N/A Not applicable

Permanent Structure

- ☐ Do you have permission from the Buildings Office to use the facilities?
- ☐ Is there adequate lighting, ventilation, heating and any other environmental conditions, which may affect people? (e.g. flat surfaces, ground level, emergency lighting, clear egress and appropriate humidity)

Temporary Structure

- ☐ Is there a temporary structure?
- ☐ Do you have permission from the Buildings Office to erect the temporary structure?
- ☐ Will competent persons erect it? Does it need a certificate of completion?
- ☐ Is there adequate lighting, ventilation, heating and any other environmental conditions, which may affect people? (e.g. flat surfaces, ground level, emergency lighting, clear egress and appropriate humidity)

Hygiene Facilities

- ☐ Are there an adequate number of toilets for the amount of people expected at the event?
- ☐ Are there an adequate number of sinks and washing facilities?
- ☐ Are they cleaned to a high standard?
- ☐ Is there a system to ensure their function and cleanliness throughout the event?
- ☐ Are there an adequate number of disabled toilets?

Fire Safety

- ☐ Has the fire prevention officer inspected the location and approved it?
- ☐ Clearly marked access and egress?
- ☐ Clear passageways?
- ☐ Working emergency exits?
- ☐ Emergency lighting?
- ☐ Fire extinguishers? Proper types available?
- ☐ Fire blankets (if appropriate)

- ☐ Functioning properly?
- ☐ Personnel trained in the use of fire extinguishers?
- ☐ Fire Marshals appointed?
- ☐ Adequate smoke detection/fire monitoring and alarms?
- ☐ Are there flammable liquids present?
- ☐ Is there a generator for lighting that may cause a fire?
- ☐ Is all equipment present in good working order and safe?

First aid

- ☐ Adequate number of first aid kits?
- ☐ First aid kits up to date and contains contents relevant to hazards that may be present at event (e.g. cooking food- burns)
- ☐ Is there an appropriate amount of occupational first-aiders present?
- ☐ Are there signs indicating the location of first aid kits?
- ☐ If there is high risks, are measures in place e.g. first aid station

Crowd Control

- ☐ Does the location facilitate the amount of people expected to be present?
- ☐ Are all danger areas fenced off e.g. if event is near the river?
- ☐ Are there an adequate number of stewards present?
- ☐ Are they trained in event control?
- ☐ Is there an adequate number of security personnel to prevent theft, fights etc?
- ☐ Is there traffic management? Parking arrangements?

Special needs

- ☐ Is there access and egress for a disabled person?
- ☐ Is there allowance made for children, elderly, pregnant women or others with special needs that may attend? (e.g. seating)

Waste management

- ☐ Means of waste collection during setting up, during event and after?
- ☐ What types of receptacles are to be used?
- ☐ How and when will they be emptied and by whom?
- ☐ Method for combating spills on the floor and to prevent tripping hazards?

Communication and emergency response

- ☐ Is there appropriate and adequate number of safety signs present?
- ☐ Is there a system for communicating with stewards, security, the crowd etc?
- ☐ Is there a system for contacting emergency response teams?
- ☐ Do they have an easy access route?
- ☐ Is there an emergency response plan?
- ☐ Are staff aware of the chain of communication during such events?

Others

- ☐ Are there 'No Smoking' signs?
- ☐ Are there facilities approx. 6 metres away from the building for smokers? e.g. bins for cigarette butts.
- ☐ If food is being served, is there a health code for preparation and service of the food?
- ☐ Are there provisions for food allergies and also insect allergies, e.g. first aid kit to contain adrenaline/epinephrine?

- ☐ Protocols in place - trained personnel to assist with severely-intoxicated individuals?
- ☐ Protocols for accident and incident reporting that may occur at the event?

3. Priority Actions before commencement of event:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____

This checklist should be used to up-date/develop a risk assessment for any major events, which will be added to the events statement. A copy of the safety statement is to be sent to the Societies' Office before commencement of the event.

Signed: _____