

## Event Safety Management Checklist

	Yes	No	Action Required
Event Committee Formed			
Arrange Public Liability Insurance			
Consult in writing with relevant bodies: <ul style="list-style-type: none"> <li>o Gardaí</li> <li>o Ambulance Service</li> <li>o Fire Service</li> <li>o Local Authority</li> <li>o Civil Defence</li> </ul>			
Stewards (min 18 years of age) hired and trained for event			
Event Safety Management Plan prepared including items listed as appropriate from 1 & 2 below			
<b>1. Risk assessments completed/ available to include the following if relevant</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> Crowd Control</li> <li><input type="checkbox"/> Plastic Glass Policy</li> <li><input type="checkbox"/> Parades</li> <li><input type="checkbox"/> Fireworks</li> <li><input type="checkbox"/> Barriers</li> <li><input type="checkbox"/> Stage structures</li> <li><input type="checkbox"/> Floats &amp; Drivers</li> <li><input type="checkbox"/> Donkey Derby's</li> <li><input type="checkbox"/> Casual Traders</li> <li><input type="checkbox"/> Food Vendors</li> <li><input type="checkbox"/> Bouncy Castles &amp; other inflatable amusements</li> <li><input type="checkbox"/> Children's amusement rides</li> <li><input type="checkbox"/> Sumo Wrestling Suits</li> <li><input type="checkbox"/> Stands or stalls especially if including weapons, guns, darts etc</li> <li><input type="checkbox"/> Large screens</li> <li><input type="checkbox"/> Inclement weather issues including changing ground conditions</li> </ul>			
	<b>Yes</b>	<b>No</b>	<b>Action Required</b>

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**2.** Include plans to cover the following issues relevant to the event

- Traffic Management Plan, including pedestrian traffic around the event
- Emergencies
  - Medical
  - First Aid
  - Access/ egress routes
  - Fire/ evacuation
  - Security Threats
  - Escaped animals
  - Structural faults
  - Amusement ride failure uncontrollable crowd activities
  - Accident reporting procedure

Check with Insurers for type of event being covered.
- Ground conditions for different equipment being used on site
- Temporary structures/ installations including certification
- Communication arrangements
  - Standard
  - Emergencies
- Welfare Facilities , including those for people with disabilities
- Waste removal