

Pre-Event and Event Safety Checklist

| | Yes | No | Comments |
|---|------------|-----------|----------|
| Crowd Safety | | | |
| Are premises free from hazards? (i.e. even ground/floor surface; no trip hazards; hazards fenced ;) | | | |
| Are all attractions/activities/structures complete and staffed? | | | |
| Are structures/seating sound and secure; stairways/platforms and equipment guarded; protective barriers/fencing secure? | | | |
| Entrances/Exits – Are adequate entrances and exits open, clearly marked and staffed to control admission where necessary? | | | |
| Are all circulation areas, staircases/escape routes/exits unobstructed with all doors/gates unlocked? | | | |
| Are any vulnerable groups/ individuals in a designated location? | | | |
| Crowd Control | | | |
| Is the control room operational, with communications and PA system working? | | | |
| Is there adequate communication between all parties? | | | |
| Are the required number of stewards in their allotted positions; fully briefed on their duties and wearing jackets/tabards? | | | |
| Traffic Control | | | |
| Is there adequate traffic management arrangements? | | | |
| Electrics | | | |
| Are all electrical installations | | | |
| <input type="checkbox"/> Completed and certified? | | | |
| <input type="checkbox"/> Cabling/equipment secure/protected? | | | |
| <input type="checkbox"/> Clear of public circulation areas? | | | |
| Lighting | | | |
| Is there adequate normal and emergency lighting provided? | | | |
| Is it in working order and lit where necessary? | | | |
| Medical Facilities | | | |
| Are there adequate first aid/ medical/ emergency facilities/ persons on site? | | | |
| Is a suitable clearly identified position available as a first aid post? | | | |
| Emergency Procedures | Yes | No | |

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|--|--|--|--|
| Are there procedures for minor incidents? | | | |
| Are there procedures for missing children? | | | |
| Are there procedures for evacuations? | | | |
| Are there procedures for fire? | | | |
| Are there procedures for a bomb threat? | | | |
| Are there procedures for crowd disturbances? | | | |
| Are emergency exits kept clear? | | | |
| Fire Precautions | | | |
| Is fire fighting equipment in place? | | | |
| Are rubbish and other combustible material stored away from tents and site structures? | | | |
| Structures | | | |
| Are these licensed and certified as required? | | | |
| Are they adequately secured and safe access & egress ensured? | | | |
| Sanitary & Welfare | | | |
| Is clearly marked toilet & hand washing facilities available (including disabled)? | | | |
| Have arrangements made to service them during the event? | | | |
| Are sufficient bins provided around the site and arrangements made to empty them during the event? | | | |
| Is drinking water available? | | | |
| Specify Others as appropriate: | | | |