# Event Safety Checklist

The Event Safety Checklist is a guide to many of the issues that must be considered when planning an event. Depending on the nature of your event some of these issues may require more detailed attention.

**ACCESS AND EGRESS**

Entry and exit areas are clear and easily accessible for staff and expected crowd numbers.

Entry and exit areas are adequate for emergency exit and emergency services.

Thoroughfares are well defined and clearly marked.

**TRAFFIC FLOW**

Clearly defined areas for traffic which are separated from pedestrian areas.

Provisions for safe passage of emergency and other vehicles through pedestrian traffic.

Controlled traffic flow and adequate signage for directions.

**AMENITIES**

Adequate provision of toilets and hand washing facilities.

Availability of clean fresh water for both staff and attendees.

Adequate catering facilities, including clean up and food preparation areas.

**SIGNAGE**

Adequate signage for entries, exits, toilet facilities etc.

Signage for any hazardous areas or substances.

Clearly signed first aid and fire extinguisher locations.

**EMERGENCY PROCEDURES**

Emergency response plan in place.

Emergency response team trained to carry out plan.

Evacuation routes and maps are posted and available to all staff, emergency services and other relevant parties.

**FIRE PREVENTION**

Suitable fire extinguishers are in appropriate areas, tested and up to date.

Personnel are trained in fire extinguisher use.

Personnel are aware of fire evacuation procedures.

**FIRST AID**

First aid stations are suitably located, clearly signed and accessible.

First aid facilities are adequate for the type of event.

Effective means of communication provided between event personnel and first aid stations.

**MAINTENANCE**

Qualified and competent maintenance personnel available to undertake any repairs required.

Maintenance personnel have a contact person (e.g. event coordinator) and means of communicating with them, (e.g., Two-way radio, mobile phone).

Records kept of any maintenance undertaken for future reference.

**STAFF, VOLUNTEER AND CONTRACTOR TRAINING**

Staff and volunteers have received orientation and trained about the event (site specific).

Copies of applications, memos and any training records are kept.

Contractors are given a relevant, site specific orientation regarding the event.

Contractors provide detailed information on safe operating procedures and a current certificates of insurance.

**ELECTRICAL**

All electrical cords, wires, extension cords are free of fraying and protected from damage.

Ground-Fault circuit Interrupters shall be used where applicable.

All leads, plugs, etc. are protected from weather and other environmental conditions (e.g. water).

All portable tools shall be inspected prior to use and in proper working condition and free of damage.

**PERMITS, LICENSING AND REGISTRATION (INCLUDING BUT NOT LIMITED TO)**

No fireworks or pyrotechnic display will be permitted on premises.

Event LPG/dangerous goods storage meets legal requirements.

Mobile equipment, such as, (forklifts, scissor lifts, aerial lifts, scaffolds, etc.) are only operated by licensed or certified operators.

Scaffolding must be erected and dismantled by a person certified to do so.

Liquor licenses.

**UTILITIES/SITE SERVICES**

Location of all site underground services (power/gas/mains etc.) and overhead powerlines identified.

Relevant maintenance and event personnel have maps and are aware of locations.

**LIGHTING**

Adequate natural or artificial lighting provided for setting up, conducting and dismantling the event.

Portable lighting is tested and in date.

Suitable emergency lighting is available.

**STAGING AND PLATFORMS**

All stages/lighting are signed off by a certified rigger or scaffolder and are erected by trained and certified personnel.

Platforms are continuously monitored, particularly in extreme weather conditions.

Adequate access and egress around all staging and platforms for event patrons and emergency services.

**LADDERS**

Ladders are well maintained and in good condition.

Ladders kept clear of doorways, exits and passageways.

When a ladder is used to gain access to an elevated work area, the ladder extends at least 3 feet above the elevated surface.

**WORK AT ELEVATED HEIGHTS**

Right type of equipment is used for the job (e.g. ladder, cherry picker, scissor lift).

Only certified operators are used if cranes or elevated work platforms are required.

Evidence of compliance can be provided upon request from an authorized person (e.g. operators’ permit or certification).

**MANUAL HANDLING**

All staff is trained to assess each task and use proper lifting techniques.

Loads are delivered as close as possible to area using vehicle or mechanical aid (e.g. hand trucks).

Light, small loads and physical aids (assistance from second person or lift team where needed) are used.

**LIQUID PETROLEUM GAS (LPG) CYLINDERS AND HEATERS**

LPG cylinders are secured to increase stability.

LPG cylinders are clear of ignition sources and are in a well ventilated area

All LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date.

**PERSONAL PROTECTIVE EQUIPMENT (PPE)**

All tasks undertaken by staff and volunteers are checked for the PPE required.

PPE provided if needed (e.g. gloves, aprons, earplugs etc.) and is in good condition and working order.

Personnel are trained in using, maintaining and storing PPE.

**SECURITY**

Security has been hired for crowd control and collection of large sums of money.

Security has been hired as there are high risk factors including the availability of alcohol.

**OTHER CONSIDERATIONS**

This checklist includes many of the key safety issues for events but is not exhaustive and is intended only as a guide for event organizers. Refer to the main part of this guide for other issues that require consideration.