

## Event Management Checklist

Below is a checklist that is designed to assist event organisers in their risk management. The checklist should be modified as necessary. The list is by no means exhaustive and does not replace a sit specific risk assessment.

Event Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: Start: \_\_\_\_\_ Finish: \_\_\_\_\_

Organisation / Committee responsible for the event: \_\_\_\_\_

Other organisations / committees involved / using facilities: \_\_\_\_\_

Name and Contact Details of Co-ordinator: \_\_\_\_\_

Purpose of event: \_\_\_\_\_

Number of people expected: \_\_\_\_\_

	N/A	Completed / Present	No (see comments)	Comments
<b>Venue Hire/Lease</b>				
Insurance cover of the venue adequate	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site specific risk assessment completed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate fire equipment present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First aid kit available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid Officer present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Contact details for first aid / emergencies are displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency services notified of event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Evacuation Procedures / Map Displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency evacuation meeting point / ambulance meeting place identified and clearly marked.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Hiring Equipment / External Providers / Contractors</b>				
On-site Third Party insurance obtained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site location, parking and equipment and access to site organised prior to event	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Location does not restrict access for emergency vehicles	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate security if required	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Staffing</b>				
Staff /Volunteers have been made aware of procedural and emergency requirements including contact person during the day.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety and security briefing (awareness of risks in areas listed, disclaimers) and recorded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>The Venue</b>				

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	N/A	Completed / Present	No (see comments)	Comments
Adequate light if operating at night (for the show itself, walkways, to parking areas, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
"No smoking"- signs posted; restrictions enforced	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ashtrays and receptacles of sufficient size in smoking areas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Toilets and other facilities clean and open	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Food Outlets (especially when staffed by volunteers)</b>				
Contractors carry their own insurance.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Liquor and food licenses displayed.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Staff uniforms/clothing clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Hair covered/hat or cap worn	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Use of gloves or tongs when handling food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Separate handling of food and money/coupons where ever possible.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Checks during events</b>				
Lost children procedures and facility establishment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
PA System available for announcements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Electrical</b>				
Fuses/ circuit breakers suited to cable load capacity in leads and boards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leads, cables and plugs are safe from damage and do not constitute a tripping hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Housekeeping</b>				
Rubbish bins available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Aisles and access ways clear of obstructions and litter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Exit and entry ways clear	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Merchandise, stock and other goods stored neatly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clean up after event organised and materials removed				

Completed by: \_\_\_\_\_ (name)

Sign: \_\_\_\_\_ Date: \_\_\_\_\_