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| --- | --- |
| Name of Event:Number of stalls / activities: | Exact Location of Event: |
| Date(s) / Time of Event:  | Expected number of attendees: |
| Event Coordinator:  | Person(s) completing Safety Checklist: |

*This template can be modified to suit your event if required.*

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| **Hazards/Issues or Tasks** | **Relevant** | **Actions Required**  |
| ***EVENT ACCESS & 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 – ground /flooring in good order  |  |  |
| ***TRAFFIC FLOW*** |
| Clearly defined areas for traffic (cars) which are separated from pedestrian areas |  |  |
| 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 andattendees |  |  |
| Adequate catering facilities, including clean up and food preparation areas |  |  |
| Adequate shade from sun / availability of sunscreen as required for staff / attendees  |  |  |
| Adequate signage for entries, exits, toilets etc.  |  |  |
| ***EMERGENCY RESPONSE /PROCEDURES & FIRST AID*** |
| Non VU person(s) e.g. contractors engaged as part of the event, need to be familiar with emergency response / first aid procedures |  |  |
| Current emergency evacuation plans are available and accessible  |  |  |
| Adequate /suitable fire extinguishers / blankets available  |  |  |
| First aid stations/officers are suitably located, clearly signed and easily accessible for everyone |  |  |
| First aid facilities/officers are adequate for the type of event being held |  |  |
| Effective means of communication provided between event personnel and first aid facilities /officers |  |  |
| **Hazards/Issues or Tasks** | **Relevant** | **Actions Required**  |
| ***ELECTRICAL***  |
| Residual current devices (RCDs) are used where required  |  |  |
| Adequate access to power – no use of double adaptors or piggy back plugs used  |  |  |
| All portable electrical equipment including leads are tested and tagged in accordance with AS/NZS 3760:2010 In-Service Safety Inspection and Testing of Electrical Equipment.  |  |  |
| Adequate protection of the public from electric shock and any trip hazards |  |  |
| All leads, plugs, etc. are protected from weather and other environmental conditions (e.g. water) |  |  |
| ***LIGHTING /WEATHER*** |
| Adequate natural /artificial lighting provided for setting up, conducting and dismantling the event |  |  |
| Suitable emergency lighting is available |  |  |
| Weather prediction – does rain/wind impact on event |  |  |
| ***PERSONAL PROTECTIVE EQUIPMENT (PPE)*** |
| PPE is provided if needed (e.g. earplugs for loud noise/music, gloves, apron etc.) – People know how to use |  |  |
| ***MANUAL HANDLING***  |
| Loads are delivered as close as possible to area using mechanical aid (e.g. trolleys) |  |  |
| *Light*, *small* loads and physical aids (assistance from second person or team lift where needed) are used |  |  |
| All staff are trained to assess each task anduse safe technique when lifting or carrying |  |  |
| ***FOOD***  |
| Safe food handling accreditation / training requirements  |  |  |
| Adequate hand washing facilities  |  |  |
| Adequate refrigeration  |  |  |
| ***STAGING AND MARQUEES***  |
| Stage is signed off by a certified rigger/scaffolder &/or are erected by people with appropriate training certifications (as required) |  |  |
| Marquees are erected or sited securely & do not encroach on thoroughfares / paths  |  |  |
| ***SITE MAP***  |
| Has an event site map or plan been developed to assist in the management of the event?  |  |  |
| ***OTHER?*** |
|  |  |  |