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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 and  attendees |  |  |
| 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 and  use 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?*** | | |
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