

On day event safety checklist

Use this form on the event day/evening of the event to assist in preparation.

This checklist **must** be completed immediately prior to the opening of the event, issues to be addressed immediately, then the completed checklist placed on the event file and forwarded to Council.

Event:

Date:

ACCESS and EGRESS	Comments (if any)
☐ Entry and exit areas are clear and easily accessible for staff / vendors and expected crowd numbers ☐ Entry and exit areas are adequate for emergency exit and emergency services ☐ Thoroughfares are well defined ☐ Any hazards identified and removed / or highlighted	
TRAFFIC FLOW	Comments (if any)
☐ Clearly defined areas for traffic which are separated from pedestrian areas ☐ Provisions for safe passage of emergency vehicles ☐ Community Event Ahead signs are used for larger events / activations	
AMENITIES	Comments (if any)
☐ Adequate provision of toilets, and toilet supplies, i.e. paper, soap etc and hand-washing facilities ☐ Access toilet ☐ Organised cleaning / stocking schedule ☐ Adequate lighting if night event ☐ Provide appropriate type, quantity and location of waste / recycle / green bins	
EMERGENCY PROCEDURES	Comments (if any)
☐ Emergency response plan and control procedures in place ☐ Emergency response team trained to carry out plan ☐ Current site maps available to all staff and other relevant parties	
FIRST AID	Comments (if any)
☐ First aid stations are suitably located, clearly signed and easily accessible with facilities adequate for the type of event being held ☐ Qualified First Aid personnel are assigned and present	

STAFF, VOLUNTEER VENDOR and CONTRACTOR TRAINING	Comments (if any)
☐ Staff, volunteers and vendors are adequately inducted and trained about the event (site specific) ☐ Copies of any relevant permits are held by site manager ☐ Current Risk Management Plans and Emergency Response Plans have been completed and available ☐ Contractors are on Council's Contractors Register (requirement for Council events only) ☐ Contractors / vendors are given a relevant, site specific induction regarding the event ☐ Contractors have been given local induction for the event	
ELECTRICAL	Comments (if any)
☐ All portable electrical equipment, including leads, are tested, tagged and in date ☐ Adequate protection of the public from electric shock and any trip hazards from cords ☐ All leads, plugs, etc are protected from weather and other environmental conditions (e.g. water) ☐ Emergency contact for after hours	
LIGHTING	Comments (if any)
☐ Adequate natural or artificial lighting provided for setting up, conducting and dismantling event ☐ Portable lighting is tested and in date ☐ Suitable emergency lighting is available	
MANUAL HANDLING	Comments (if any)
☐ All staff and volunteers are trained to assess each task and use safe technique when lifting ☐ Loads are delivered as close as possible to area using vehicle or mechanical aid (e.g. trolleys, sack trucks) ☐ Light, small loads and physical aids (assistance from second person or team lift where needed) are used	
LIQUID PETROLEUM GAS (LPG) CYLINDERS AND HEATERS, GAS BARBEQUES	Comments (if any)
☐ Small gas cylinders used wherever possible. Cylinders over nine kilograms should be hard plumbed, stored outside and fitted by a licensed gas fitter ☐ LPG cylinders are secured to increase stability ☐ LPG cylinders are clear of ignition sources and are in a well ventilated area in accordance with AS/NZS 1596:2002 – the storage and handling of LP Gas	

☐ All LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date ☐ All gas cylinders are clean and clear of grease ☐ A licence is held if keeping over 250kg of LPG in cylinders or tanks	
WEATHER CONDITIONS	Comments (if any)
☐ Use current Australian Bureau of Meteorology information to ascertain weather conditions www.bom.gov.au ☐ Weather conditions planned for and monitored e.g. partitions, displays and signage well secured for windy conditions, non-slip mats for wet conditions, and shade, sunscreen and water provisions for heat ☐ Wind speeds are monitored and amusement structure operation ceased in accordance with manufacturer's specifications (inflatable structures must cease operation when wind speed reaches 40 km per hour)	
PERSONAL PROTECTIVE EQUIPMENT (PPE)	Comments (if any)
☐ All tasks undertaken by staff and volunteers are checked for the Personal Protective Equipment (PPE) required ☐ PPE provided if needed (e.g. gloves, aprons, earplugs etc.) and in good condition and working order ☐ Hats and sunscreen available	
LIQUOR LICENSE AREA	Comments (if any)
☐ Limited License area bunted off ☐ Signage in place (18yrs Under no service, No alcohol past this point) ☐ Limited license displayed	
SECURITY	Comments (if any)
☐ Designated area for lost or stolen property ☐ Lost children point and plan ☐ Security Management / personnel / crowd control briefing of site and relevant facilities are adequate for the type of event being held issues e.g. Liquor Licence requirements	

**Contact Name of person
completing checklist:**

Signature:

Time Completed: