

Public Events - A Safety Checklist

This checklist should be used prior to and during any large public event but it is a useful guide for smaller events organisers to check against. The list is not exhaustive and the organiser should ensure that they identify any other hazards that may be specific to the event.

Key Personnel

Event Organiser..... **Safety Officer**.....

Name..... Address.....

Address..... Address.....

.....

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Tel Number..... Tel Number.....

Chief Steward..... **Others as appropriate**.....

Name..... Name.....

Address..... Address.....

.....

.....

Tel Number..... Tel Number.....

Pre-Event Check List

1. Have you checked the venue is suitable for your type of event and the number of people attending it ?
2. Have you obtained copies of risk assessments, insurance cover and relevant safety paperwork from exhibitors/vendors ?
3. Have you completed your own risk assessments for the event ?
4. Do you have adequate insurance cover for the event?
5. Do you have a sufficient numbers of competent and trained stewards, e.g. for car parking, crowd control. Have the stewards been briefed and provided with high visibility clothing ?
6. Have all structures been inspected and approved by a competent person ?
7. Have you contacted the appropriate local organisations for advice e.g. Police, Fire Service.
8. Have you applied, if required, for a Premises Licence ?

Tick Box

Event Check List

Site Conditions

1. Is the site free from tripping hazards, such as cables, potholes, tent pegs ?
2. Are there sufficient entrances/exits clearly marked ?
3. Can emergency vehicles gain access ?
4. Will the site be suitable in the weather conditions expected
5. Are there specific hazards at the site, such as open water, overhead power lines, steep changes in level and are the public protected from them ?
6. Is there separate vehicle and pedestrian access ?
7. If you have any perimeter fences are they safe, capable of taking loading on them and designed so they cannot be climbed ?
8. Are safety barriers correctly designed and located ?
9. Is there adequate signage, e.g. for car parks, first aid points, toilets ?

Tick Box

Traffic Management

1. Is there adequate provision for parking?
2. Are there adequate car parking signs?
3. Do you have sufficient Stewards to manage parking ?
4. Is there adequate lighting in the car park ?
5. Have you measures to retrieve broken down vehicles or ones that may become stuck due to poor weather conditions ?
6. Do you have plans in place to deal with queuing and the car park becoming full ?
7. Have you obtained the necessary permission to close a road ?
8. Is there adequate signing to your event ?
9. Is there adequate access for Emergency Services ?
10. Has the Traffic Management Officer for the police been informed for events involving the highway

Tick Box

Electrical Safety

1. Has the electrical installation been installed by a competent electrician ?
2. Is the supply protected by a suitable earth leakage device (RCD) with a maximum trip rating of 30mA ?
3. Are all parts of the electrical installation protected from the weather ?
4. Do any cables create a trip hazard ?
5. Are cables and other electrical equipment protected against damage ?
6. Is any generator fenced to prevent access ?
7. Are fixed sockets or fused multi-socket boards used instead of adaptors ?
8. Is the electrical equipment adequately secured, e.g. lighting ?
9. Is any portable electrical equipment adequately maintained and in a safe condition ?

Tick Box

Safety of Structures

1. Has any seating, staging, lighting been erected by a competent person ?
2. Has the structure been inspected to ensure it is safe ?
3. Are there Stewards in place to prevent overloading of any structure ?
4. If safety barriers are provided, can they withstand the likely loading on them ?

Tick Box

Fire Safety

You should seek advice from your local Fire Authority regarding specific requirements for your events, but as a general rule you should undertake a fire risk assessment and this would normally include some of the following checks :-

1. Are there sufficient exits clearly indicated ?
2. Are exits distributed around the site ?
3. Do you have a documented fire evacuation procedure ?
4. Are the organisers and stewards trained on the fire evacuation procedure and are safe exit routes displayed ?
5. Are there adequate numbers of fire extinguishers ?
6. Are fire points clearly marked ?
7. Is there a means of warning people of fire ?
8. How will disabled persons be evacuated from the site ?

Tick Box

Emergency Planning

Tick Box

1. Is there a plan to deal with any emergency, e.g. fire, cancellation of events, rules and emergency services ?
2. Are all persons organising the event aware of the plan ?

Communication

Tick Box

1. Is there means of communication between key organisers and Stewards ?
2. If reliant on mobile phones, do they work in all areas of the site ?
3. Are there adequate methods of communication with the public especially if site needs to be evacuated, e.g. loud speakers.

Fairground Rides

Tick Box

1. Is the operator of the ride competent ?
2. Have you seen the current inspection certificate for the equipment ?
3. Does the operator have adequate insurance cover ?
4. Is there adequate space for the ride ?
5. Has the ride been erected safely and in the case of bouncy castles, are they secured ?
6. Are there adequate barriers to prevent access to dangerous parts of the equipment, e.g. bouncy castle blowers ?
7. Have you checked the Company's risk assessment and work methods ?

Firework Displays

Tick Box

1. Is the display being carried out by a competent person ?
2. Is there sufficient space for the display ?
3. Is the firing area secure ?
4. Are the fireworks stored safely ?
5. Are there adequate Stewards for crowd control ?
6. Is there adequate fire fighting equipment in the area ?
7. Are persons handling fireworks provided with, or wearing appropriate protective clothing ?

Welfare Facilities

Toilets

1. Are there adequate toilets for the number of people likely to attend the event ?
2. Are toilets visible, well lit and adequately signed ?
3. Are there measures in place to insure they are kept clean and provided with toilet paper, soap, etc.
4. Is there suitable W.C. provision for people with special needs ?
5. Are there suitable containers for the disposal of sanitary towels and nappies ?

Tick Box

Information Points

1. Is there a location where people can obtain information about the event or where lost children can go ?

Tick Box

Waste Disposal

1. Are there adequate rubbish bins around the site?
2. Do you have suitable arrangements for emptying bins and disposing of the rubbish?
3. Are waste collectors provided with approved personal protective clothing?
4. Are there adequate storage and collection facilities for waste from the toilets?

Tick Box

Noise

1. Have you contacted any local residents who may be affected by noise?
2. Are generators located so that they do not create a noise nuisance to local residents?

Tick Box

Facilities for those with Special Needs

1. Is the access to the site suitable for those with special needs ?
2. Is disabled parking provided near the event ?
3. Are adequate/accessible toilet facilities provided ?

Tick Box

First Aid and Medical Services

Tick Box

1. Is the first aid provision suitable for the number of people attending the event ?
2. Are first aid centres clearly signposted ?
3. If a voluntary first aid service is to be provided are they aware of your emergency procedures ?
4. Are first aiders clearly identifiable ?

(It is recommended that you have at least 2 first aiders for up to 3,000 people attending an event)

Insurance

Tick Box

1. Have you adequate public insurance for the event ?
2. Have you checked vendors/exhibitors insurance certificates ?

Accidents

Tick Box

See accident reporting leaflet in pack

1. Do you have a procedure for dealing with accidents ?
2. Have you a form for recording the details of any accidents and arrangements for notifying the relevant enforcement authority should a major incident occur ?

Crowd Management

Tick Box

1. Are there sufficient entry points to the event ?
2. Are Stewards trained and competent to deal with queuing public ?
3. Is there an adequate means of communicating with the public ?

Use of Gas Cylinders

Tick Box

1. Are any gas cylinders adequately secured ?
2. Do you have suitable equipment for moving cylinders, e.g. sack barrows ?
3. Are cylinders away from any heat source, or other flammable material ?
4. Is there a person who is competent to change any cylinders ?

Catering Operation

Tick Box

1. Are food businesses carrying out their work in a safe and hygienic manner ?
2. Have you seen their food hygiene certificates as appropriate ?
3. Have caterers provided proof that their gas and electrical installation is safe.
4. If any gas cylinders are used, are they adequately secured and located where they cannot be tampered with ?
5. Does the caterer have adequate fire fighting equipment ?
6. If they are using their own generator, is it electrically safe and located in a secure position? Is any fuel stored safely ?
7. Have the local authority environmental health team been informed of the event ?

Post Event

Tick Box

1. Has the site been cleared and left in a safe condition ?
2. Have you carried out a safety review following the event ?

Person carrying out Check

Date Completed

Action Required:

Don't forget there are a number of additional areas you need to consider, e.g. Safety Policies, training, fire, etc., Information and Checklists on these topics are contained in detail in the main guide.

