**Event Planning Checklist**

Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form, note all defects and also the remedial action taken. This is not an exhaustive list, and care should be taken to identify any other hazards associated with the activities at the event.

|  |  |
| --- | --- |
| **Name of event:**  |  |
|  |  |
| **Location:**  |  |
|  |  |
| **Date of event:**  |  |

**Before the event**

**General**

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| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Yes** |  | **No** |  | **N/a** |
| Have risk assessments been checked? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Has the event safety plan been checked? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Is an emergency plan in place? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Is the necessary insurance in place? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Are all activities covered by the insurance? |  |  |  |  |  |  |
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| Have traders, stallholders, participants and contractors provided full health and safety documentation e.g. risk assessments, method statements, insurance and safety certification as appropriate? |  |  |  |  |  |  |
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| Are any caterers licensed, with suitable food hygiene certification? |  |  |  |  |  |  |
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| Are any licences that are required, in place? |  |  |  |  |  |  |
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| Have the emergency services been informed? |  |  |  |  |  |  |
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| Has appropriate security provision been arranged? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Has appropriate first aid provision been arranged? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Have weather forecasts been checked? Does this create any new hazards that need to be addressed? |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Is a cancellation/curtailment plan in place? |  |  |  |  |  |  |

**Event Participant List**

Use this table to record details of all organisations involved with the event e.g. caterers, performers/artistes, charity stallholders, inflatables providers, fairground operators, or equipment hire companies.Ensure that you keep it up to date so that you can easily track when you have received all the required paperwork. An example of how it could be filled out is given below, however you may wish to adapt the table according to your specific needs.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  **Organisation** | **Activity/Service** | **Contacted** | **Public Liability Insurance Document received?** | **Risk Assessment received?** | **Fire Risk Assessment received?** | **Note any further details** **e.g. additional paperwork required** |
| Example: |  |  |  |  |  |  |
| Best Burgers | Catering van | Yes - confirmed attending | Yes | No - will send by 30 April | No - will send by 30 April | Food Hygiene certificate to be sent with risk assessment |
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**On-site set up**

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|  |  | **Yes** |  | **No** |  | **N/a** |
| Is an Event Control Centre in place?  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Have toilets/welfare facilities been provided where required? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Have event staff, stewards, security staff and contractors received a site safety briefing? |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Is site free from tripping hazards e.g. cables, potholes, footpath defects etc.? |  |  |  |  |  |  |
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| Are adequate waste bins in place?  |  |  |  |  |  |  |
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| Have all structures been checked and completed within the requirements of the Construction Design Management Regulations?  |  |  |  |  |  |  |
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| Have all stalls, attractions and structures e.g. fairgrounds and inflatables been sited according to the site plan? |  |  |  |  |  |  |
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| Do any funfair rides/inflatables have certification demonstrating compliance with the appropriate safety standards?  |  |  |  |  |  |  |
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| Have any funfair rides/inflatables been inspected and tested on-site to ensure they are safe to open to the general public? |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Has all fencing and barriers been erected?  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Are potentially hazardous activities/pieces of equipment segregated off? |  |  |  |  |  |  |
|  |  |  |
|  |  |  |  |  |  |  |
| Is signage and public information in place? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Is lighting in place where required? |  |  |  |  |  |  |

**Before going ‘live’**

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|  |  | **Yes** |  | **No** |  | **N/a** |
| Is the public address system working? Have noise levels been tested? |  |  |  |  |  |  |
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| Has a walk-through safety inspection taken place? |  |  |  |  |  |  |
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| Are entrances/exits clear? Can emergency vehicles gain access?  |  |  |  |  |  |  |
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|  |  | **Yes** |  | **No** |  | **N/a** |
| Is the emergency plan still valid & appropriate? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Are staff/stewards in place?  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Have staff/stewards been appropriately briefed?  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Do staff/stewards they have means of communication with event control? |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Have electrical supplies/equipment been checked/certified? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Are all vehicles off-site?  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Is traffic/transport management in place? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Have fire safety checks been made?  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Is appropriate fire-fighting equipment in position?  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Has the evacuation procedure been communicated to all staff, volunteers, stewards, security staff, performers, contractors etc? |  |  |  |  |  |  |
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| Is first aid provision in place? |  |  |  |  |  |  |
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| Are security provisions in place? |  |  |  |  |  |  |
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| Are safeguarding provisions in place? Has a lost/found children point been established and a procedure highlighted to staff? |  |  |  |  |  |  |
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| Have caterers been inspected? |  |  |  |  |  |  |
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| Have any other unanticipated hazards been introduced that require remedial action? |  |  |  |  |  |  |
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| **Defects noted:** | **Remedial action taken:** |
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**During Event**

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|  |  | **Yes** |  | **No** |  | **N/a** |
| Are toilets being checked, cleaned and restocked as necessary? |  |  |  |  |  |  |
|  |  |  |
|  |  |  |  |  |  |  |
| Is Event Control being continuously staffed? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Are emergency access routes being kept clear? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Is pedestrian movement around the event site being managed and routes kept clear? |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Are staff/stewards in place?  |  |  |  |  |  |  |
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| Is communication between staff/stewards and Event Control being adequately maintained?  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Are staff/stewards taking regular breaks? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Is extra stewarding and crowd management required around a particularly popular attraction?  |  |  |  |  |  |  |
|  |  |  |
|  |  |  |  |  |  |  |
| Is car parking and/or traffic management being managed appropriately? |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Is the event site being regularly checked for litter? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Are waste bins being monitored and emptied as required?  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Are potential hazards identified in the risk assessment being monitored? |  |  |  |  |  |  |
|  |  |  |
|  |  |  |  |  |  |  |
| Have any new, unanticipated hazards e.g. cables, potholes, footpath defects etc. been introduced? |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Have any incidents occurred? Is remedial action required? |  |  |  |  |  |  |

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| --- | --- |
| **Defects noted:** | **Remedial action taken:** |
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**After the event**

**De-rig**

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| --- | --- | --- | --- | --- | --- | --- |
|  |  | **Yes** |  | **No** |  | **N/a** |
| Has the advertised event end time passed? Has this been announced via the PA system?  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Have the public attending the event left? |  |  |  |  |  |  |
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| Is traffic management in place to ensure safe for vehicle access/egress to the event site for de-rig?  |  |  |  |  |  |  |
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| Has all waste been collected and removed from the site? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Have all structures, stalls and attractions been dismantled safely and removed from site? |  |  |  |  |  |  |
|  |  |  |
|  |  |  |  |  |  |  |
| Have all fencing, barriers and temporary markers e.g. stakes and ropes, been dismantled and removed? |  |  |  |  |  |  |
|  |  |  |
|  |  |  |  |  |  |  |
| Have signs and notices been removed? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Has all other equipment been dismantled and removed? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Have all stallholders and contractors left site? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Have all vehicles left the site? |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| Has the site been inspected to ensure it has been left in the same condition as it was prior to the event?  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
| Has any damage been reported to the Council? |  |  |  |  |  |  |

**General**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  |  | Yes |  | No |  | N/a |
| Have any incidents/accidents that occurred during the event been recorded and reported as required? |  |  |  |  |  |  |
|  |  |  |
|  |  |  |  |  |  |  |
| Has a de-brief taken place with the relevant event staff?  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| If required, has a de-brief SAG meeting taken place? |  |  |  |  |  |  |

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| --- | --- |
| **Defects noted:** | **Remedial action taken:** |
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