|  |  |
| --- | --- |
| **PRE EVENT** |  |
| Have you checked the venue is suitable for your type of event and  the number of people attending it? | Yes **□** No **□** |
| Have you obtained copies of risk assessments, insurance cover and  relevant safety paperwork from exhibitors/vendors? | Yes **□** No **□** |
| Have you completed your own risk assessments for the event? | Yes **□** No **□** |
| Do you have adequate insurance cover for the event? | Yes **□** No **□** |
| 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 ? | Yes **□** No **□** |
| Have all structures been inspected and approved by a competent  person? | Yes **□** No **□** |
| Have you contacted the appropriate local organisations for advice  e.g. Police, Fire Service? | Yes **□** No **□** |
| Have you applied, if required, for a Premises Licence? | Yes **□** No **□** |
| **Site Conditions** | Yes **□** No **□** |
| Is the site free from tripping hazards, such as cables, potholes, tent  pegs? | Yes **□** No **□** |
| Are there sufficient entrances/exits clearly marked? | Yes **□** No **□** |
| Can emergency vehicles gain access? | Yes **□** No **□** |
| Will the site be suitable in the weather conditions expected? | Yes **□** No **□** |
| 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? | Yes **□** No **□** |
| Is there separate vehicle and pedestrian access? | Yes **□** No **□** |
| If you have any perimeter fences are they safe, capable of taking  loading on them and designed so they cannot be climbed? | Yes **□** No **□** |
| Are safety barriers correctly designed and located? | Yes **□** No **□** |
| Is there adequate signage, e.g. for car parks, first aid points, toilets  etc? | Yes **□** No **□** |
| **Traffic Management** |  |
| Is there adequate provision for parking? | Yes **□** No **□** |
| Are there adequate car parking signs? | Yes **□** No **□** |
| Do you have sufficient Stewards to manage parking? | Yes **□** No **□** |
| Is there adequate lighting in the car park? | Yes **□** No **□** |
| Have you measures to retrieve broken down vehicles or  ones that may become stuck due to poor weather conditions? | Yes **□** No **□** |
| Do you have plans in place to deal with queuing and the car park  becoming full? | Yes **□** No **□** |
| Have you obtained the necessary permission to close a road? | Yes **□** No **□** |
| Is there adequate signing to your event? | Yes **□** No **□** |
| Is there adequate access for Emergency Services? | Yes **□** No **□** |
| Has the Traffic Management Officer for the police been informed for  events involving the highway? | Yes **□** No **□** |
| **Electrical Safety** |  |
| Has the electrical installation been installed by a competent  electrician ? | Yes **□** No **□** |
| Is the supply protected by a suitable earth leakage device (RCD)  with a maximum trip rating of 30mA? | Yes **□** No **□** |
| Are all parts of the electrical installation protected from the weather? | Yes **□** No **□** |
| Do any cables create a trip hazard? | Yes **□** No **□** |
| Are cables and other electrical equipment protected against  damage? | Yes **□** No **□** |
| Is any generator fenced to prevent access? | Yes **□** No **□** |
| Are fixed sockets or fused multi-socket boards used instead of adaptors? | Yes **□** No **□** |
| Is the electrical equipment adequately secured, e.g. lighting? | Yes **□** No **□** |
| Is any portable electrical equipment adequately maintained and in a  safe condition? | Yes **□** No **□** |
| **Safety of Structures** |  |
| Has any seating, staging, lighting been erected by a competent  person? | Yes **□** No **□** |
| Has the structure been inspected to ensure it is safe? | Yes **□** No **□** |
| Are there Stewards in place to prevent overloading of any structure? | Yes **□** No **□** |
| If safety barriers are provided, can they withstand the likely  loading on them? | Yes **□** No **□** |
| **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 :-* |  |
| Are there sufficient exits clearly indicated? | Yes **□** No **□** |
| Are exits distributed around the site? | Yes **□** No **□** |
| Do you have a documented fire evacuation procedure? | Yes **□** No **□** |
| Are the organisers and stewards trained on the fire evacuation  procedure and are safe exit routes displayed? | Yes **□** No **□** |
| Are there adequate numbers of fire extinguishers? | Yes **□** No **□** |
| Are fire points clearly marked? | Yes **□** No **□** |
| Is there a means of warning people of fire? | Yes **□** No **□** |
| How will disabled persons be evacuated from the site? | Yes **□** No **□** |
| **Emergency Planning** |  |
| Is there a plan to deal with any emergency, e.g. fire, cancellation  of events, rules and emergency services? | Yes **□** No **□** |
| Are all persons organising the event aware of the plan? | Yes **□** No **□** |
| **Communication** |  |
| Is there means of communication between key organisers and  Stewards? | Yes **□** No **□** |
| If reliant on mobile phones, do they work in all areas of the site? | Yes **□** No **□** |
| Are there adequate methods of communication with the public  especially if the site needs to be evacuated, e.g. loud speakers? | Yes **□** No **□** |
| **Fairground Rides** |  |
| Is the operator of the ride competent? | Yes **□** No **□** |
| Have you seen the current inspection certificate for the equipment? | Yes **□** No **□** |
| Does the operator have adequate insurance cover? | Yes **□** No **□** |
| Is there adequate space for the ride? | Yes **□** No **□** |
| Has the ride been erected safely and in the case of bouncy  castles, are they secured? | Yes **□** No **□** |
| Are there adequate barriers to prevent access to dangerous  parts of the equipment, e.g. bouncy castle blowers? | Yes **□** No **□** |
| Have you checked the Company’s risk assessment and work  methods? | Yes **□** No **□** |
| **Firework Displays** |  |
| Is the display being carried out by a competent person? | Yes **□** No **□** |
| Is there sufficient space for the display? | Yes **□** No **□** |
| Is the firing area secure? | Yes **□** No **□** |
| Are the fireworks stored safely? | Yes **□** No **□** |
| Are there adequate Stewards for crowd control? | Yes **□** No **□** |
| Is there adequate firefighting equipment in the area? | Yes **□** No **□** |
| Are persons handling fireworks provided with, or wearing  appropriate protective clothing? | Yes **□** No **□** |
| **Welfare Facilities** |  |
| Are there adequate toilets for the number of people  likely to attend the event? | Yes **□** No **□** |
| Are toilets visible, well lit and adequately signed? | Yes **□** No **□** |
| Are there measures in place to insure they are kept clean  and provided with toilet paper, soap, etc? | Yes **□** No **□** |
| Is there suitable W.C. provision for people with special needs? | Yes **□** No **□** |
| Are there suitable containers for the disposal of sanitary  towels and nappies? | Yes **□** No **□** |
| **Information Points** |  |
| Is there a location where people can obtain information about the event or where lost children can go? | Yes **□** No **□** |
| **Waste Disposal** |  |
| Are there adequate rubbish bins around the site? | Yes **□** No **□** |
| Do you have suitable arrangements for emptying bins  and disposing of the rubbish? | Yes **□** No **□** |
| Are waste collectors provided with approved personal protective  clothing? | Yes **□** No **□** |
| Are there adequate storage and collection facilities for  waste from the toilets? | Yes **□** No **□** |
| **Noise** |  |
| Have you contacted any local residents who may be affected by  noise? | Yes **□** No **□** |
| Are generators located so that they do not create a noise nuisance  to local residents? | Yes **□** No **□** |
| **Facilities for those with Special Needs** |  |
| Is the access to the site suitable for those with special needs? | Yes **□** No **□** |
| Is disabled parking provided near the event? | Yes **□** No **□** |
| Are adequate/accessible toilet facilities provided? | Yes **□** No **□** |
| **First Aid and Medical Services**  *(It is recommended that you have at least 2 first aiders for*  *up to 3,000 people attending an event)* |  |
| Is the first aid provision suitable for the number of people attending the event? | Yes **□** No **□** |
| Are first aid centres clearly signposted? | Yes **□** No **□** |
| If a voluntary first aid service is to be provided are they  aware of your emergency procedures? | Yes **□** No **□** |
| Are first aiders clearly identifiable? | Yes **□** No **□** |
| **Insurance** |  |
| Have you adequate public insurance for the event? | Yes **□** No **□** |
| Have you checked vendors/exhibitors insurance certificates | Yes **□** No **□** |
| **Accidents** |  |
| Do you have a procedure for dealing with accidents? | Yes **□** No **□** |
| Have you a form for recording the details of any accidents and  arrangements for notifying the relevant enforcement authority should  a major incident occur ? | Yes **□** No **□** |
| **Crowd Management** |  |
| Are there sufficient entry points to the event? | Yes **□** No **□** |
| Are Stewards trained and competent to deal with public queuing? | Yes **□** No **□** |
| Is there an adequate means of communicating with the public? | Yes **□** No **□** |
| Have all pedestrian route pinch points been identified and rectified? | Yes **□** No **□** |
| **Use of Gas Cylinders** |  |
| Are any gas cylinders adequately secured? | Yes **□** No **□** |
| Do you have suitable equipment for moving cylinders, e.g. sack  barrows? | Yes **□** No **□** |
| Are cylinders away from any heat source, or other flammable  material? | Yes **□** No **□** |
| Is there a person who is competent to change any cylinders? | Yes **□** No **□** |
| **Catering Operation** |  |
| Are food businesses carrying out their work in a safe and hygienic  manner? | Yes **□** No **□** |
| Have you seen their food hygiene certificates as appropriate? | Yes **□** No **□** |
| Have caterers provided proof that their gas and electrical installation  is safe? | Yes **□** No **□** |
| If any gas cylinders are used, are they adequately secured and  located where they cannot be tampered with? | Yes **□** No **□** |
| Does the caterer have adequate fire fighting equipment? | Yes **□** No **□** |
| If they are using their own generator, is it electrically safe  and located in a secure position? Is any fuel stored safely? | Yes **□** No **□** |
| Have the local authority environmental health team been informed of  the event? | Yes **□** No **□** |
| **POST EVENT** |  |
| Has the site been cleared and left in a safe condition? | Yes **□** No **□** |
| Have you carried out a safety review following the event? | Yes **□** No **□** |