

Event Safety Inspection Checklist

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| Name of Organiser: | | |
| Event Venue: | Date of Event: | |
| | Yes | No |
| Site access/egress | | |
| Are entrances/exits clear? | | |
| Are staff/stewards in place? | | |
| Can emergency vehicles gain access? | | |
| Have adequate signs been provided? | | |
| Are security precautions in place? | | |
| Are pedestrians segregated from vehicles? | | |
| Site condition | | |
| Is the site free from tripping hazards eg cables, potholes, footpath defects etc? | | |
| Are permanent fixtures in good condition eg seats, fencing, signage etc? | | |
| Have current weather conditions created new hazards to be addressed? | | |
| Has vegetation been cut back, debris removed and the area made safe? | | |
| Attractions/activities/structures | | |
| Have all structures been completed? | | |
| Have all structures been inspected and approved by a competent person where required? | | |
| Are all activities/attractions sited correctly and checked? | | |
| Have all activities/attractions supplied evidence of insurance and health and safety requirements? | | |
| Are all potentially hazardous activities segregated and/or fenced as required? | | |
| Have temporary flags/decorations been installed correctly and checked? | | |
| Have any unanticipated hazards been introduced? | | |