

EVENT SAFETY AND RISK CHECKLIST

VENUE

- ☐ Ensure the location is safe and secure.
- ☐ Ensure the location is easily secured or has a security service.
- ☐ Ensure the conditions are appropriate for sleeping.
- ☐ Ensure there is adequate space for all participants.
- ☐ Ensure there is shelter from the forecast weather conditions.
- ☐ Ensure the exit/s is/are clearly marked.
- ☐ Ensure the emergency exit/s is/are not obstructed.
- ☐ Ensure there is a fire extinguisher.
- ☐ Ensure drinking water is readily available.
- ☐ Ensure there is access to power.
- ☐ Ensure there is access to toilet facilities.
- ☐ Ensure there is access to change-rooms where possible.

EMERGENCY

- ☐ Appoint emergency and evacuation leaders.
- ☐ Plan the emergency and evacuation procedure.
- ☐ Rehearse the emergency and evacuation drill with the appointed leaders.
- ☐ Note the telephone numbers of the local police station.
- ☐ Prepare a well-stocked first aid kit and place it in a visible or marked location.
- ☐ Ensure there is a participant who is capable of emergency response / first aid if possible.
- ☐ Note the location of the nearest hospital.
- ☐ Ensure there is a mobile phone charger / power bank.

BEFORE EVENT

- ☐ Notify the security service or local police station of the event and event details.
- ☐ Advise the participants on the items to bring and appropriate warm attire.
- ☐ Advise the participants on the alcohol policy.
- ☐ Advise the participants of the Covid / flu safety policy.

DURING EVENT

- ☐ Register the participants.
- ☐ Do a roll call of the participants.
- ☐ Brief the participants of the location of exit/s, fire extinguisher, first aid kit and facilities.
- ☐ Inform the participants of the telephone numbers for emergency contact.
- ☐ Ensure the food served complies with the recommended temperature and safety requirements.