



# Healesville Community Renewable Energy Inc

## Event01 - Event Safety Checklist

The following Event Safety Checklist is a guide to many of the issues that must be considered when planning an event. Depending on the nature of your event some of these issues may require more detailed attention.

Event Name: \_\_\_\_\_

Date of Assessment: \_\_\_\_\_ Assessed by (Name): \_\_\_\_\_

Checked (Tick)	Event Safety Item	Who is responsible? Other Comments....
<b>Access and egress</b>		
<input type="checkbox"/>	Entry / Exit areas are clear and accessible for staff and expected attendees - well lit, appropriate signage, free from trip hazards, steps or other hazards are well lit and identified to minimise risks of falls or trips.	
<input type="checkbox"/>	Entry / Exit area are adequate for emergency exit and emergency services	
<input type="checkbox"/>	Thoroughfares are well defined and clearly marked	
<input type="checkbox"/>	Ramps are in place to provide access into buildings for wheelchairs or prams	
<b>Outside Venue/ surrounding areas</b>		
<input type="checkbox"/>	Adequate parking areas designated to cater for the expected vehicle numbers attending the event – guests made aware prior? Adequate parking supervision provided	
<input type="checkbox"/>	Clearly defined areas for vehicle traffic – separate from pedestrian	
<b>Inside venue</b>		
<input type="checkbox"/>	Adequate lighting for all aspects of event are considered	
<input type="checkbox"/>	Setting out of seating - is there adequate spacing for safe movement of patrons?	
<input type="checkbox"/>	Is event being filmed? Where will camera be located in audience and how will trip hazards be managed?	
<input type="checkbox"/>	Doorways clear of obstruction; open doors secured in case of wind	
<input type="checkbox"/>	kitchen risks and hazards managed: eg burning, slipping, cutting, food handling and preparation, hygiene protocols etc	
<b>Staffing</b>		
<input type="checkbox"/>	Are there enough volunteers to supervise and monitor indoor and outdoor areas? Delegate areas and tasks accordingly.	
<input type="checkbox"/>	Are there enough volunteers for movement of furniture & equipment	
<input type="checkbox"/>	Are there heavy load for volunteers to carry - if so can trolley's be made available	

	<b>Amenities</b>	
<input type="checkbox"/>	Adequate provision of toilets and hand washing facilities	
<input type="checkbox"/>	Availability of drinking water for staff and attendees	
<input type="checkbox"/>	Adequate catering facilities for food preparation and clean up	
	<b>Signage</b>	
<input type="checkbox"/>	Adequate signage for entries, exits, toilets facilities, etc	
<input type="checkbox"/>	Adequate signage for any hazardous areas	
<input type="checkbox"/>	Clearly signed First Aid services, fire extinguisher locations, exits	
	<b>Fire Prevention</b>	
<input type="checkbox"/>	Suitable fire extinguishers / fire blankets are in appropriate areas, tested and in date	
<input type="checkbox"/>	Personnel are trained in extinguisher / fire blanket use	
<input type="checkbox"/>	Staff and volunteers are aware of the fire evacuation procedure	
	<b>Emergency Procedures</b>	
<input type="checkbox"/>	First Aid Stations suitably located, clearly signed and accessible	
<input type="checkbox"/>	First Aid facilities suitable for type of event	
<input type="checkbox"/>	First Aid staff are designated, briefed and have access to kits	
	<b>Electricity/Gas/Water</b>	
<input type="checkbox"/>	All portable electrical equipment including leads are in good working order and not damaged or hazardous	
<input type="checkbox"/>	Adequate protection of the public from electric shock and any trip hazards	
<input type="checkbox"/>	All electrical leads and electrical equipment are placed in safe locations, e.g. not in a tree or on top of unstable surfaces	
<input type="checkbox"/>	All leads, plugs, etc are protected from the weather and hazards such as water, etc	
<input type="checkbox"/>	Gas heaters are checked for proper functioning	
	<b>Registration / Training</b>	
<input type="checkbox"/>	Appropriate registrations are completed: Council, CFA, etc.	
<input type="checkbox"/>	Staff are briefed well on their roles and are trained and capable (eg: manual lifting technique, Working at Heights, technical work)	
	<b>Child Safe Consideration</b>	
<input type="checkbox"/>	All volunteers are familiar with the Child Safe Policy	
<input type="checkbox"/>	All volunteers have a Working With Children Check (WWCC)	
<input type="checkbox"/>	Deputy Child Officer appointed (Ref: Child Safe Policy)	
<input type="checkbox"/>	Child Safe Risk Assessment completed	
	<b>Weather Conditions</b>	
<input type="checkbox"/>	Use current Australian Bureau of Meteorology information to ascertain weather conditions <a href="http://www.bom.gov.au">www.bom.gov.au</a>	
<input type="checkbox"/>	Weather conditions are planned for and monitored, e.g. non-slip mats, shade, sunscreen and drinking water available, objects are fastened securely for wind	
	<b>Other</b>	
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		
<input type="checkbox"/>		