



Event Safety Checklist

The Event Safety Checklist is a tool to ensure that the key areas of risk at the event are addressed. Depending on the nature of the event some of these items may require a more detailed attention.

It is the responsibility of the Event Organiser to ensure that the risk planning and emergency responses are not limited to the fields shown in this or any other Council form; the onus is on the Event Organiser to prepare for all possible contingencies (refer to the "Duty of Care" statement).

The checklist should be reviewed and filled in prior to the event and also on the day of the event before the event is open to the public. Any areas of concern should be appropriately dealt with before the event starts and these items should be monitored throughout the event.

Tick	Event Safety Item	Comment
ACCESS AND EGRESS		
<input type="checkbox"/>	Entry and exit areas are clear and easily accessible for staff and expected crowd numbers	
<input type="checkbox"/>	Entry and exit areas are adequate for emergency exit and emergency services	
<input type="checkbox"/>	Thoroughfares are well defined and clearly marked	
TRAFFIC FLOW		
<input type="checkbox"/>	Clearly defined areas for traffic which are separated from pedestrian areas	
<input type="checkbox"/>	Provisions for safe passage of emergency and other vehicles through pedestrian traffic	
<input type="checkbox"/>	Controlled traffic flow and adequate signage for directions	
AMENITIES		
<input type="checkbox"/>	Adequate provision of toilets and hand washing facilities	
<input type="checkbox"/>	Availability of clean fresh water for both staff and attendees	
<input type="checkbox"/>	Adequate catering facilities, including clean up and food preparation areas	
SIGNAGE		
<input type="checkbox"/>	Adequate signage for entries, exits, toilet facilities etc.	
<input type="checkbox"/>	Signage for any hazardous areas or substances	
<input type="checkbox"/>	Clearly signed first aid and fire extinguisher locations	
MAINTENANCE		
<input type="checkbox"/>	Qualified and competent maintenance personnel available to undertake any repairs required	
<input type="checkbox"/>	Maintenance personnel have a contact person (e.g. event co-ordinator) and means of communicating with them	
<input type="checkbox"/>	Records of any maintenance undertaken kept for future reference	
FIRE PREVENTION		
<input type="checkbox"/>	Suitable fire extinguishers (e.g. CO2, water, chemical) and blankets are in appropriate areas, tested and in date	
<input type="checkbox"/>	Personnel are trained in extinguisher and blanket use	



<input type="checkbox"/>	Ignition source areas are kept clear at all times & accessible	
EMERGENCY PROCEDURES		
<input type="checkbox"/>	Emergency response plan in place	
<input type="checkbox"/>	Emergency response team trained to carry out plan	
<input type="checkbox"/>	Current site maps available to all staff, emergency services and other relevant parties	
FIRST AID		
<input type="checkbox"/>	First aid stations are suitably located, clearly signed and easily accessible for everyone	
<input type="checkbox"/>	First aid facilities are adequate for the type of event being held	
<input type="checkbox"/>	Good means of communication provided between event personnel and first aid stations	
STAFF, VOLUNTEER AND CONTRACTOR TRAINING		
<input type="checkbox"/>	Staff and volunteers are adequately inducted and trained about the event (site specific)	
<input type="checkbox"/>	Copies of applications, memos and any training records are kept	
<input type="checkbox"/>	Contractors are given a relevant, site specific induction regarding the event	
<input type="checkbox"/>	Contractors provide detailed information on safe operating procedures and a current certificate of currency	
ELECTRICAL/GENERATORS		
<input type="checkbox"/>	Residual circuit devices (RCDs) are used where required, including all hand held electrical appliances and tools	
<input type="checkbox"/>	All portable electrical equipment including leads are tested (6 or 12 months in accordance with AS/NZS 3000:2000 Electrical Installations, known as the Wiring Rules, and AS 3533 – Amusement Rides and Devices). Tagging is also recommended	
<input type="checkbox"/>	Adequate protection of the public from electric shock and any trip hazards from cords are minimised	
<input type="checkbox"/>	All leads, plugs, etc. are protected from weather and other environmental conditions (e.g. water)	
<input type="checkbox"/>	Evidence of electrical safety can be provided upon request from an authorised person (e.g. tagging or documentation)	
PERMITS, LICENSING AND REGISTRATION (INCLUDING BUT NOT LIMITED TO)		
<input type="checkbox"/>	LPG/dangerous goods storage	
<input type="checkbox"/>	Mobile plant (forklifts, cherry pickers etc.) are only operated by licensed or certified operators	
<input type="checkbox"/>	Scaffolding more than four metres in height erected and dismantled by a person certified to do so	
<input type="checkbox"/>	Liquor licenses	
UTILITIES/SITE SERVICES		
<input type="checkbox"/>	Location of all site underground services (power/gas/mains etc.) and overhead powerlines identified	
<input type="checkbox"/>	Relevant maintenance and event personnel have maps and are aware of locations	



LIGHTING		
<input type="checkbox"/>	Adequate natural or artificial lighting provided for setting up, conducting and dismantling the event	
<input type="checkbox"/>	Portable lighting is tested and in date	
<input type="checkbox"/>	Suitable emergency lighting is available	
STAGING AND PLATFORMS		
<input type="checkbox"/>	All seating, corporate boxes, overpasses, fences and main stages are signed off by a certified rigger or scaffolder. An engineer provides a signed certificate to the event organiser prior to any usage to ensure approved engineering and design standards are met	
<input type="checkbox"/>	A person erecting scaffolding more than four metres in height must hold a national certificate of competency (scaffolding) in order to erect and dismantle (refer to Permits, Licensing and Registration)	
<input type="checkbox"/>	Platforms are continuously monitored, particularly in extreme weather conditions	
<input type="checkbox"/>	Adequate access and egress around all staging and platforms for event patrons and emergency services	
LADDERS		
<input type="checkbox"/>	Ladders are well maintained and suitable for the type of work being undertaken (e.g. electrical – approved ladders only)	
<input type="checkbox"/>	Assessments of whether work is suitable for a ladder (e.g. can the person maintain three points of contact?)	
<input type="checkbox"/>	Assistance of a second person is provided where required	
WORK AT HEIGHTS		
<input type="checkbox"/>	Right type of equipment is used for the job (e.g. ladder, cherry picker, scissor lift)	
<input type="checkbox"/>	Only certified operators are used if cranes or elevated work platforms (EWPs) are required	
<input type="checkbox"/>	Evidence of compliance can be provided upon request from an authorised person (e.g. log books and certificate of competency)	
MANUAL HANDLING		
<input type="checkbox"/>	All staff and volunteers are trained to assess each task and use safe technique when lifting or carrying	
<input type="checkbox"/>	Loads are delivered as close as possible to area using vehicle or mechanical aid (e.g. trolleys, sack trucks)	
<input type="checkbox"/>	Light, small loads and physical aids (assistance from second person or team lift where needed) are used	
<input type="checkbox"/>	Staff and volunteers are trained in and use the S-M-A-R-T Lifting technique where possible and appropriate	
	S – size up the load	
	M – move in close	
	A – always bend the knees	
	R – raise object using your legs	
	T – turn using your feet	
AMUSEMENT STRUCTURES (INCLUDING INFLATABLE STRUCTURES – SEE NEXT SECTION)		
<input type="checkbox"/>	Amusement structures are not used or operated unless a current certificate of registration issued by Worksafe Victoria can be provided.	



	Interstate registrations are not acceptable.	
<input type="checkbox"/>	All structures have current certificate of inspection issued by a professional engineer and qualified electrician	
<input type="checkbox"/>	Appropriate space and suitable ground surface is allocated for each ride, including access and egress for patrons	
<input type="checkbox"/>	There is appropriate fencing surrounding rides	
<input type="checkbox"/>	There is appropriate soft-fall area for inflatable structures	
INFLATABLE STRUCTURES (IN ADDITION TO AMUSEMENT STRUCTURES – SEE ABOVE)		
<input type="checkbox"/>	A thorough check of the inflatable structure and accessories is carried out prior to use (ensuring all anchor points, ropes and stakes or ballast are undamaged and fit for continual use)	
<input type="checkbox"/>	All tie down ropes attached to the device are fastened to adequate anchorages and there is adequate soft-fall area and appropriate fencing	
	Operator monitors prevailing wind conditions	
LIQUID PETROLEUM GAS (LPG) CYLINDERS AND HEATERS		
<input type="checkbox"/>	Small gas cylinders used wherever possible. Cylinders over nine kilograms should be hard plumbed, stored outside and fitted by a licensed gas fitter	
<input type="checkbox"/>	LPG cylinders are secured to increase stability	
<input type="checkbox"/>	LPG cylinders are clear of ignition sources and are in a well ventilated area in accordance with AS/NZS 1596:2002 – the Storage and Handling of LP Gas	
<input type="checkbox"/>	All LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date	
<input type="checkbox"/>	Compliance with AS/NZS 1596:2002 – the Storage and Handling of LP Gas	
<input type="checkbox"/>	A licence is held if keeping over 250 kilograms of LPG in cylinders or tanks	
FUELS, FIREWORKS OR PYROTECHNICS		
<input type="checkbox"/>	Refer to Permits, Licensing and Registration	
WEATHER CONDITIONS		
<input type="checkbox"/>	Use current Australian Bureau of Meteorology information to ascertain weather conditions www.bom.gov.au	
<input type="checkbox"/>	Weather conditions planned for and monitored e.g. partitions, displays and signage well secured for windy conditions, non-slip mats for wet conditions, and shade, sunscreen and water provisions for heat	
<input type="checkbox"/>	Wind speeds are monitored and amusement structure operation ceased in accordance with manufacturer’s specifications (inflatable structures must cease operation when wind speed reaches 40 km per hour)	
PERSONAL PROTECTIVE EQUIPMENT (PPE)		
<input type="checkbox"/>	All tasks undertaken by staff and volunteers are checked for the PPE required	
<input type="checkbox"/>	PPE provided if needed (e.g. gloves, aprons, earplugs etc.) and is in good condition and working order	
	Personnel are trained in using, maintaining and storing PPE	



OTHER CONSIDERATIONS

<input type="checkbox"/>	This checklist includes many of the key safety issues for events but is not exhaustive and is intended only as a guide for event organisers. Other general event issues to consider as part of overall event preparation include:	
<input type="checkbox"/>	• general security and crowd control	
<input type="checkbox"/>	• traffic control and road usage considerations	
<input type="checkbox"/>	• communication channels between parties	
<input type="checkbox"/>	• site maps of area, highlighting specific services and utilities	
<input type="checkbox"/>	• vendor/exhibitor general information	
<input type="checkbox"/>	• noise levels	
<input type="checkbox"/>	• alcohol and food requirements	
<input type="checkbox"/>	• animal displays and requirements.	
<input type="checkbox"/>	Access keys for gates and building with permission to access	
<input type="checkbox"/>	Obtained Council permission to access power and water	
<input type="checkbox"/>	Other – please specify	
<input type="checkbox"/>		
<input type="checkbox"/>		