

**Events Checklist**

You should ask the following sorts of questions when completing a risk assessment.

Question	Answer (Y/N)
Event planning	
Have details of event been finalised?	
Has a risk assessment of the event been carried out identifying all hazards and risks?	
Have actions been carried out to address identified hazards and risks with records indicating actions?	
Have all stakeholders been informed of details of the event?	
Access and egress	
Are entry and exit areas clear and easily accessible for staff and expected crowd numbers?	
Are entry and exit areas adequate for emergency exit and emergency services?	
Are thoroughfares well defined and clearly marked?	
Staff, volunteer and contractor training	
Are staff and volunteers adequately inducted and trained about the event?	
Have copies of applications, memos and any training records been kept?	
Have contractors been given a relevant, site specific induction regarding the event?	
Have contractors been provided with detailed information on safe operating procedures and a current certificate of currency?	
Emergency procedures	
Is there an emergency response plan in place?	
Is there an emergency response team trained to carry out plan?	
Are there current site maps available to all staff, emergency services and other relevant parties?	
Fire prevention	
Are there suitable aid stations appropriately suitably located, clearly signed and easily accessible for everyone?	
Are personnel trained in the use of extinguisher and are blanket use and ignition source areas easily accessible and kept clear at all times?	
First aid	
Are first aid stations suitably located, clearly signed and easily accessible for everyone?	



Are first aid facilities adequate for the type of event being held?	
Are there good means of communication provided between event personnel and first aid stations?	
Amenities	
Is there adequate provision of toilets and hand washing facilities?	
Is there clean fresh water available for staff, volunteers and attendees?	
Are there adequate catering facilities, including clean up and food preparation areas (ie adequate food safety procedures applied)?	
Traffic flow	
Are there provisions for the safe passage of emergency and other vehicles through pedestrian traffic?	
Are there clearly defined areas for traffic which are separated from pedestrian areas?	
Is there a controlled traffic flow and adequate signage for directions?	
Signage	
Is there adequate signage for entries, exits, toilet facilities etc?	
Is there signage for any hazardous areas or chemicals?	
Are there clearly signed first aid and fire extinguisher locations?	
Personal Protective Equipment (PPE)	
Are all tasks undertaken by staff and volunteers checked for the PPE required?	
Is there PPE provided if needed (e.g. gloves, aprons, earplugs etc) and is it in good condition and working order?	
Are personnel trained in using, maintaining and storing PPE?	
Lighting	
Is there adequate natural or artificial lighting provided for setting up, conducting and dismantling the event?	
Has portable lighting been tested and is it working?	
Is there suitable emergency lighting available?	
Electrical	
Are residual circuit devices (RCDs) used where required, including all hand held electrical appliances and tools?	
Have all portable electrical equipment including leads been tested?	
Is there adequate protection of the public from electric shock and are any trip hazards from cords minimised?	
Are all leads, plugs, etc protected from weather and other environmental conditions (e.g. water)?	
Is there evidence of electrical safety that can be provided upon request from an	



authorised person (e.g. tagging or documentation)?	
Work at heights	
Is the right type of equipment being used for the job (e.g. ladder, cherry picker, scissor lift)?	
Are only certified operators used if cranes or elevated work platforms (EWPs) are required?	
Is there evidence of compliance that can be provided upon request from an authorised person? (e.g. log books and certificate of competency)	
Weather conditions	
Is current Australian Bureau of Meteorology information used to ascertain weather conditions?	
Are 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?	
Liquid petroleum gas (LPG) cylinders and heaters	
Are small gas cylinders used wherever possible? Cylinders over nine kilograms should be hard plumbed, stored outside and fitted by a licensed gas fitter.	
Are LPG cylinders secured to increase stability?	
Are LPG cylinders clear of ignition sources and in a well ventilated area in accordance with AS/NZS 1596:2002 – the Storage and Handling of LP Gas?	
Are all LPG cylinders checked to ensure they do not exceed 10 years of the stamped test date?	
Is there compliance with AS/NZS 1596:2002 – the Storage and Handling of LP Gas?	
Is a licence held if keeping over 250 kilograms of LPG in cylinders or tanks?	
Manual handling	
Are all staff and volunteers trained to assess each task and use safe techniques when lifting or carrying?	
Are loads delivered as close as possible to area using vehicle or mechanical aid (e.g. trolleys)?	
Are light, small loads and physical aids (assistance from second person or team lift where needed) used?	
Permits, licensing, registration and insurance	
Is LPG/hazardous chemicals storage appropriate?	
Are mobile plant (forklifts, cherry pickers etc) only operated by licensed or certified operators?	
Is scaffolding more than four meters in height erected and dismantled by a person certified to do so?	



Are there liquor licenses (where relevant)?	
Has Catholic Church Insurance (CCI) been contacted regarding possible insurance cover for the event?	
Other considerations	
<p>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:</p> <ul style="list-style-type: none"> • general security and crowd control • traffic control and road usage considerations • communication channels between parties • site maps of area, highlighting specific services and utilities • vendor information • noise levels • alcohol and food requirements. 	