

EVENT SAFETY

Safety Inspection Checklist



Walk through safety inspections should be carried out immediately prior to, during and after the event. More than one inspection may be needed during the event. Using this form note all defects and also the remedial action taken. This is not an exhaustive list and care should be taken to identify any other hazards associated with the activities at the event.

Event Name:

Dates:

 -

Location:

Before the Event

Site access/egress

- Are entrances/exits clear?
- Are staff/stewards in place?
- Can emergency vehicles gain access?
- Are pedestrians segregated from vehicles?
- Are security precautions in place?
- Have adequate signs been provided?

Site condition

- Is site free from tripping hazards eg cables, potholes, footpath defects etc?
- Are permanent fixtures in good condition eg seats, fencing, signage etc?
- Has vegetation been cut back, debris removed and the area made safe?
- Have current weather conditions created new hazards to be addressed?

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?

Event provisions

- Is fire fighting equipment in place?
- Is lighting in place where required?
- Have electrical supplies/equipment been checked/certified?
- Have toilets been provided where required?
- Are first aid facilities in place?
- Is control centre in place and public address system working?
- Are adequate waste bins in place?
- Are stewards in place?

Defects noted:

Remedial action taken:

PRINT NAME:

Signature:

Date:

Time: :

During the Event

Site access/egress

- Are entrances/exits clear?
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PRINT NAME:

Signature:

Date:

Time: :

After the Event

Exhibitors/attractions

- Have all attractions been dismantled and removed?
- Have all exhibitors vacated the venue?
- Have all vehicles left the venue?

Temporary facilities

- Has all equipment been dismantled and removed?
- Have all structures been dismantled and removed?
- Have temporary markers such as stakes, ropes, flags etc been removed?
- Have any holes/trenches etc been made good?
- Have all temporary electric installations been isolated and made safe?

Waste collection

- Has all waste been collected satisfactorily?
- Has all waste been removed from the site?
- Have all residue fire hazards been checked e.g. fireworks, bonfires?

Venue condition

- Has any damage to permanent facilities, buildings or the ground been reported?
- Has any damage been found during inspection?

If the answer to either of the above is yes then describe briefly below

Incidents/accidents

Were any incidents/accidents reported during the event?

If yes describe briefly below. *(If there was personal injury then please complete accident report form and return to the council)*

Remedial action taken:

PRINT NAME:

Signature:

Date:

Time: :

If you are unable to send material electronically and need to send the documentation hard copy, please send to:

Andy Buck
Burnley Borough Council, Rossendale Road Offices
93 Rossendale Road, Burnley
Lancashire BB11 5DD