

# Safety inspection checklist

## (Before, during and after the event)

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 and during it.

**Event:**

**Date:**

**Time:**

**Location:**

**Before the event**

### Site access/egress

**Prior to Event**

**Yes      No**

- Are any required road closures in place?
- 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

- Are parking provisions in place and are these adequately stewarded?
- Is site free from tripping hazards e.g. cables, potholes, footpath defects etc?
- Are permanent fixtures in good condition e.g. seats, fencing, signage etc?
- Has vegetation been cut back, debris removed and the area made safe?
- Any defects to grassed or other soft landscaped areas?
- Have current weather conditions created new hazards to be addressed?

### Attractions/activities/structures

**Yes      No**

- Have all structures been completed?
- Have all structures been inspected and approved by a competent person





## Attractions/activities/structures

- Have all structures been completed?
- Have all structures been inspected and approved by a competent person where required? *(large structures need to be CDM compliant, windspeeds over 35mph are the cut off for use of gazebos).*
- 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

**Yes    No**

- Is **appropriate** firefighting equipment in place?
- Is fire lighting in place where required?
- Have electrical supplies/equipment been checked/certified by a competent person?
- 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:** \_\_\_\_\_

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\_\_\_\_\_

**Remedial action taken:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Printed Name of Inspector:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date & Time of Inspection:** \_\_\_\_\_

**Location:** \_\_\_\_\_

## After the event

### Exhibitors/attractions

**Yes**      **No**

- 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?
- Have 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 grounds been reported?
- Has any damage been found during inspection?

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

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### Incidents/accidents

**Yes**      **No**

- Were any incidents/accidents or near misses reported during the event?
- Have these been reported to the relevant authority?

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

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Remedial action taken:

(please advise the council of any damage found and remedial action taken)

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Printed Name of Inspector: \_\_\_\_\_

Signature: \_\_\_\_\_

Date of Inspection: \_\_\_\_\_

**Lessons learned:**

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