

EVENT SAFETY CHECKLIST

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.

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| ISSUES | COMMENTS |
|--|----------|
| 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 (eg. 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 (eg. CO ² , 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 and easily accessible | |

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| Emergency Procedures | |
| <input type="checkbox"/> Emergency response plan in place – including communication and transport for medical assistance | |
| <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 | |
| 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 meters in height erected and dismantled by person certified to do so | |
| <input type="checkbox"/> Fireworks are only provided and used by pyrotechnicians licensed by SafeWork SA | |
| <input type="checkbox"/> Amusement Structures (including inflatable structures) – see 'Amusement Structures' below | |
| Staging and Platforms | |
| <input type="checkbox"/> All seating, main stages, corporate boxes, overpasses and fences are signed off by a certified rigger or scaffolder. An engineer to provide signed certificate prior to usage. | |
| <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 | |
| <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 | |
| 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 SafeWork SA provided (Interstate registrations are not acceptable in SA) | |
| <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 inflatable structure and accessories is carried out prior to use (ensuring all anchor points, ropes & 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 | |
| <input type="checkbox"/> Operator monitors prevailing wind conditions | |

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| 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 Insurance Certificate of Currency | |
| Electrical | |
| <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 (at minimum 12 monthly) – 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 (eg. water) | |
| <input type="checkbox"/> Evidence of electrical safety can be provided upon request from an authorised person (eg. tagging or documentation) | |
| 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 | |
| Ladders | |
| <input type="checkbox"/> Ladders are well maintained and suitable for the type of work being undertaken (eg. electrical – approved ladders only) | |
| <input type="checkbox"/> Assessments of whether work is suitable for a ladder (eg. 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 (eg. 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 (eg. log books and Certificate of Competency) | |

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| 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 (eg. trolleys, sack trucks) | |
| <input type="checkbox"/> Light, small loads are 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 | |
| Liquid Petroleum Gas (PLG) Cylinders and Heaters | |
| <input type="checkbox"/> Small gas cylinders used whenever 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 <i>AS/NZS 1595:2002 – the Storage and Handling of LP Gas</i> | |
| <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 <i>AS/NZS 1596:2002 – the Storage and Handling of LP Gas</i> | |
| <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” above | |
| <input type="checkbox"/> Surrounding neighbourhood notified well in advance of intended use of fireworks/pyrotechnics (to also assist in making alternative arrangements for pets/livestock etc.) | |
| 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 – eg. partitions, displays and signage well secured for windy, non-slip mats for wet , and shade/sunscreen/water 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 40km 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 (eg. gloves, aprons, earplugs, etc.) and is in good condition and working order | |
| <input type="checkbox"/> Personnel are trained in using , maintaining and storing PPE | |
| Other Considerations – following items require expansion of considerations | |
| <input type="checkbox"/> General security and crowd control | <input type="checkbox"/> Vendor/exhibitor general information |
| <input type="checkbox"/> Traffic control and road usage considerations | <input type="checkbox"/> Noise levels |
| <input type="checkbox"/> Communication channels between parties | <input type="checkbox"/> Alcohol and food requirements |
| <input type="checkbox"/> Site maps of area, highlighting specific services & utilities | <input type="checkbox"/> Animal displays and requirements |
| <input type="checkbox"/> Relevant Insurances in place (liability/property/etc.) | <input type="checkbox"/> Advertising material (incl. posters/flyers/media/etc.) and parental consents |

Further information may be provided by:

South Australia Police (SAPo); Environment Protection Authority (EPA); Office of the Technical Regulator (OTR)
Office of the Liquor and Gambling Commissioner; Local Council