

# Event site safety checklist:



## TEMPLATE

Event name

Date

Time

.....to .....

Contact onsite

Phone number:

- Documents sighted
- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Event Permit                    | <input type="checkbox"/> Site map       | <input type="checkbox"/> Temp building consents   |
| <input type="checkbox"/> H&S Plan                        | <input type="checkbox"/> Security plan  | <input type="checkbox"/> Food & Health licenses   |
| <input type="checkbox"/> TMP (signed)                    | <input type="checkbox"/> Waste plan     | <input type="checkbox"/> Pyrotechnics certificate |
| <input type="checkbox"/> Parking resolution (signed)     | <input type="checkbox"/> Liquor license | <input type="checkbox"/> Ops in the Street        |
| <input type="checkbox"/> Site specific hazard board/doco |   | <input type="checkbox"/> Signed briefing sheet    |

**S** denotes satisfactory, **U** denotes unsatisfactory, **N/A** denotes not applicable

1.	Traffic Management & Parking	S	U	Comments
	Approved TMP onsite			
	Is signage set up as per the TMP			
	Traffic staff <ul style="list-style-type: none"> <li><input type="checkbox"/> STMS is easily identified a High vis vest with STMS written on it</li> <li><input type="checkbox"/> STMS card is available – level qualified to _____</li> <li><input type="checkbox"/> Traffic staff are aware of event requirements</li> <li><input type="checkbox"/> Traffic staff are aware that STMS must be within 30 minute drive or site checks on a regular basis</li> </ul>			
	Marshal in high vis vests			
	Marshals received briefing			
	Marshal at all intersections and pedestrian crossings			
	Marshals are aware of event operations and procedures i.e. accident procedure			
	Proof road environment has been checked i.e. potholes coned			
	Hazards managed (cones, signage)			
	Lead and tail vehicle are clearly identifiable			
	Signed Parking resolution is on site			
<b>2.</b>	<b>Accident and Health Emergencies</b>			
	Accident register sighted			
	Accident investigation process and forms available			
	Key contacts easily available along side escalation process			
	First aid on site			
	First aid is adequately sign posted			
	Fire extinguishers in place			
	Fire extinguishers are appropriate for the use i.e. powder/water/foam			
	Vehicle access to site for emergency vehicles (3m minimum)			
<b>3.</b>	<b>Vehicles Participating</b>			
	Event vehicles are road legal (registration / WOF)			
	Drivers have required license for vehicle type/size			
	Speed is walking speed and hazard lights are on			
3.1	Floats <ul style="list-style-type: none"> <li><input type="checkbox"/> hand rails required over 1m from ground</li> <li><input type="checkbox"/> driver vision</li> <li><input type="checkbox"/> escorted to parade route by police if not legal</li> <li><input type="checkbox"/> speed appropriate for location</li> </ul>			
3.2	Forklifts <ul style="list-style-type: none"> <li><input type="checkbox"/> vehicles legal</li> <li><input type="checkbox"/> drivers qualified</li> </ul>			

<b>4.</b>	<b>Environmental effects on people</b>			
	Protection from wind/rain/sun is available			
	<input type="checkbox"/> adequate for participant numbers			
	Adequate lighting is available for work being undertaken			
<b>5.</b>	<b>Participants</b>			
	Lost children tent sign available and signposted			
	Lost children register and process available			
	Point for information ie Info tent onsite			
<b>5.1</b>	School groups – children to adult ratio is appropriate			
	<input type="checkbox"/> 1:9 for low risk			
	<input type="checkbox"/> 1:4 for higher risk ie water sports			
<b>5.2</b>	<b>Animals</b>			
	Adequate fencing/leads for animals if required			
	Dog control number available with Event manager/Security			
<b>6.</b>	<b>Electrical, sound and lighting</b>			
	contractor is registered for the trade			
	Isolation such as circuit breakers / RCD / Distribution boxes in place			
	Tripping hazards are covered ie cable ramps, tape			
	Leads are tagged and tested with current date.			
	Weather conditions – protection available for electrical appliances			
<b>7.</b>	<b>Staging and Structures</b>			
	Temporary building consents issued (over 1m or 50m <sup>2</sup> for marquees)			
	Scaffolding			
	<input type="checkbox"/> erected by certified scaffolder			
	<input type="checkbox"/> safe access up and around scaffold			
	Visual checks show staging is on stable ground			
	Hand rails on stairs, or over 1m high			
<b>7.1</b>	Sets			
	<input type="checkbox"/> Appear stable			
	<input type="checkbox"/> Have consent			
<b>8.</b>	<b>Emergency Procedures</b>			
	Emergency plan (bomb threat, fire, earthquake) available			
	<input type="checkbox"/> Assemble point			
	Hazardous substances			
	<input type="checkbox"/> Meets Hazardous substances and new organises Act (HSNO Act)			
	<input type="checkbox"/> Labelled			
	<input type="checkbox"/> Safely stored			
	Event Control room, or ICP is available with key decision makers			
	<input type="checkbox"/> Sign posted			
<b>9.</b>	<b>Activities</b>			
	amusement device licences sighted			
	Safety zone around activities – provide safe pedestrian access			
	Safe storage for fuel (clearly labelled)			
	Safe placement of generators			

<b>10.</b>	<b>Crowd Control</b>			
	Security are in place as per security plan			
	Crowd control/crush barriers as per site/security plan			
	Fencing appears to be stable, and safety erected			
	<input type="checkbox"/> Fencing isn't creating trip hazards			
<b>10.1</b>	Protection of pedestrians and spectators accessing the site (fencing in place)			
	Safe and clear pedestrian crossing available (fencing in place)			
	Bus operators have safe distance to manoeuvre buses in/around roads as required.			
	Are the footpaths handling they number of participants accessing the site?			
<b>10.2</b>	Alcohol management			
	<input type="checkbox"/> Special liquor License sighted			
	<input type="checkbox"/> License conditions are being meet			
<b>11.</b>	<b>Stallholders/vendors</b>			
	correct food licence/permits from ACE			
<b>12.</b>	<b>Waste Management</b>			
<b>12.1</b>	Sufficient toilet facilities are on site (quantity: .....)			
	Accessible toilets are available			
	Facilities are clean			
	Hand washing facilities are available			
<b>12.2</b>	Rubbish collection/removal			
	Waste bins are readily available			
	Site is generally clear of rubbish			
	Storage of skip bin/cardboard cage is in appropriate area ie fire risk			
<b>12.3</b>	Animal waste managed safely			
<b>13.</b>	<b>Staff/contractors/volunteers</b>			
	Briefing register is onsite and signed			
	Training register for training for role is available			
	Staff understand role and responsibilities			
	Drinks/food is readily available			
<b>13.1</b>	Personal protective equipment is available and worn:			
	<input type="checkbox"/> Ear plugs			
	<input type="checkbox"/> High vis vests			
	<input type="checkbox"/> Footwear			
	<input type="checkbox"/> Hats – hard or peak			
	<input type="checkbox"/> Certified PPE where appropriate			
<b>14.</b>	<b>High Risk</b>			
	Working at height over 5m, DOL notified, checked tag			
	Pyrotechnics certified as per HSNO Act sigghted			
	Qualified lifesavers and rescue craft are provided			
	Details:			

<b>15. Set-up/Pack-down</b>			
First aid kit is available for pack in/out			
Qualified first aider on site for pack in/out Name:			
Essential vehicles only area on the event site			
Vehicle being managed safely on to, around and off the site			
Experienced decision maker onsite for pack in/out ie event or production manager Name:			
<b>16. Systems and processes sighted</b>			
Contingency plan –rain date/cancelation procedure			
Process for identifying hazards is in place			
Process for managing hazards is in place			
Communication plan internal/external			
key contacts list			
Site specific hazards are managed and documented <input type="checkbox"/> Site specific hazard board/plan sighted			
<b>17. Miscellaneous</b>			
Banners/signage securely fixed			
All contractors must be H&S approved for Auckland City organised events			
Permit conditions have been undertaken			

Inspector name/ signature:

Event representative signature/position:

Comments on look and feel of event during inspection. Such as:

- crowd size
- weather
- demographics

Note: This document is a guide only and is used along side safety documentation provided by the event organiser. Documentation may include by is not exclusive to: traffic management, pedestrian management plans; hazard and risk plans, Event operational plans, waste plans, the council initial activity proposal. Consideration of related code of practises and legislation should be included.