

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 a exhaustive list and care should be taken to identify any other hazards associated with the activities at the event.

Event

BEFORE THE EVENT

Location

SITE ACCESS/EGRESS		
Are the entrances/exits clear?	YES	NO
Are staff/stewards in place?	YES	NO
Can emergency vehicles gain access?	YES	NO
Are pedestrians segregated from vehicles?	YES	NO
Are security precautions in place?	YES	NO
Have adequate signs been provided?	YES	NO
SITE CONDITIONS		
Is site free from tripping hazards e.g. cables, potholes, footpath defects etc?	YES	NO
Are permanent fixtures in good condition e.g. seats, fencing, signage etc?	YES	NO
Has vegetation been cut back, debris removed and the area made safe?	YES	NO
Has current weather conditions created new hazards to be addressed?	YES	NO
ATTRACTIONS / ACTIVITIES / STRUCTURES		
Have all structures been completed?	YES	NO
Have all structures been inspected and approved by a competent person where required?	YES	NO
Are all activities/attractions sited correctly and checked?	YES	NO
Have all activities/attractions supplied evidence of insurance and health and safety requirements?	YES	NO
Are all potentially hazardous activities segregated and/or fenced as required?	YES	NO
Have temporary flags/decorations been installed correctly and checked?	YES	NO
Have any unanticipated hazards been introduced?	YES	NO
EVENT PROVISIONS		

Is fire fighting equipment in place?	YES	NO
Is lighting in place where required?	YES	NO
Have electrical supplies/equipment been checked/certified?	YES	NO
Have toilets been provided where required?	YES	NO
Are first aid facilities in place?	YES	NO
Is control centre in place and public address system working?	YES	NO
Are adequate waste bins in place?	YES	NO
Are stewards in place?	YES	NO

Defects noted	
Remedial action taken	
Printed name of Inspector	
Signature	
Date & time of inspection	

DURING THE EVENT

Location

SITE ACCESS/EGRESS	
Are the entrances/exits clear?	YES NO
Are staff/stewards in place?	YES NO
Can emergency vehicles gain access?	YES NO
Are pedestrians segregated from vehicles?	YES NO
Are security precautions in place?	YES NO
Have adequate signs been provided?	YES NO
SITE CONDITIONS	
Is site free from tripping hazards e.g. cables, potholes, footpath defects etc?	YES NO
Are permanent fixtures in good condition e.g. seats, fencing, signage etc?	YES NO
Has vegetation been cut back, debris removed and the area made safe?	YES NO
Has current weather conditions created new hazards to be addressed?	YES NO
ATTRACTIONS / ACTIVITIES / STRUCTURES	

Have all structures been completed?	YES	NO
Have all structures been inspected and approved by a competent person where required?	YES	NO
Are all activities/attractions sited correctly and checked?	YES	NO
Have all activities/attractions supplied evidence of insurance and health and safety requirements?	YES	NO
Are all potentially hazardous activities segregated and/or fenced as required?	YES	NO
Have temporary flags/decorations been installed correctly and checked?	YES	NO
Have any unanticipated hazards been introduced?	YES	NO
EVENT PROVISIONS		
Is fire fighting equipment in place?	YES	NO
Is lighting in place where required?	YES	NO
Have electrical supplies/equipment been checked/certified?	YES	NO
Have toilets been provided where required?	YES	NO
Are first aid facilities in place?	YES	NO
Is control centre in place and public address system working?	YES	NO
Are adequate waste bins in place?	YES	NO
Are stewards in place?	YES	NO

Defects noted	
Remedial action taken	
Printed name of Inspector	
Signature	
Date & time of inspection	

AFTER THE EVENT

Location

EXHIBITORS / ATTRACTIONS		
Have all attractions been dismantled and removed?	YES	NO
Have all exhibitors vacated the venue?	YES	NO
Have all vehicles left the venue?	YES	NO

TEMPORARY FACILITIES			
Has all equipment been dismantled and removed?	YES	NO	
Have all structures been dismantled and removed?	YES	NO	
Have temporary markers such as stakes, ropes, flags etc been removed?	YES	NO	
Have any holes/trenches etc been made good?	YES	NO	
Have all temporary electric installations been isolated and made safe?	YES	NO	
WASTE COLLECTION			
Has all waste been collected satisfactorily?	YES	NO	
Has all waste been removed from the site?	YES	NO	
Have all residue fire hazards been checked e.g. fireworks, bonfires?	YES	NO	
VENUE CONDITION			
Has any damage to permanent facilities, buildings or the ground been reported?	YES	NO	
Has any damage been found during inspection?	YES	NO	
If the answer to either of the above is yes then describe briefly			
INCIDENTS / ACCIDENTS			
Were any incidents/accidents reported during the event?	YES	NO	
If yes describe briefly below. (If there was personal injury then please complete accident report form and return to the council)			

Remedial action taken (please advise the council of any damage found and remedial action taken)	
Printed name of Inspector	
Signature	
Date & time of inspection	