

Safety inspection checklist (before, during and after the event)

Walk-through safety inspections should be carried out immediately before, 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.

Location:

Before the event

Site access/egress

	Yes	No
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

	Yes	No
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?		
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 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

	Yes	No
Is firefighting 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:

Printed name of Inspector:

Signature:

Date and time of inspection:

Location:

During the event

Site access/egress

	Yes	No
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 conditions

	Yes	No
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?		
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 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

Yes

No

Is firefighting equipment in place?

Is lighting in place where required?

Have electrical supplies/equipment been checked/certified?

Are the toilets clean, with supplies & working correctly?

Are first aid facilities in place?

Is control centre in place and public address system working?

Are waste bins adequate and being emptied?

Are stewards in place?

Defects noted:

Remedial action taken

Printed name of inspector:

Signature:

Date and 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

Yes

No

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 noted for post-site inspections?

Have all temporary electrical installations been isolated and madesafe?

Waste collection

Yes

No

Has all waste been collected satisfactorily?

Has all waste been removed from site?

Have all residue fire hazards been checked, e.g. fireworks

Venue condition

Yes

No

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

Yes

No

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:

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

Printed name of inspector:

Signature:

Date of inspection: