

# Safety checklist for small and community events

Listed on this page are some of the safety issues you should consider before your event takes place:

- Do you have a named event organiser, safety manager, chief steward and stewards?
- Do you need any special permission from any people or organisations?
- Is the site suitable for the event?
- Have you carried out a risk assessment to ensure all the necessary health and safety measures are in place?
- Have you kept a copy of the risk assessment?
- Have you briefed the safety manager?
- Have you provided all the necessary information – maps, site plans, details of gas and electricity installations, an outline programme of activities?
- How many people are expected to attend the event, and how many can the site hold safely?
- Have you located all of the site entrances and exits?
- Are all the entrances and exits signposted, controlled, stewarded and suitable for pushchairs and wheelchairs?
- Do you have trained, briefed and clearly identifiable stewards?
- Do you have suitable disabled facilities?
- Do you have a reliable communications system for key people?
- Do you have a reliable system for communicating with your visitors?
- Do you have a control point and call signs (how will you summon help and communicate in the event of an emergency)?
- Have you prepared emergency announcements?
- Do you need crowd control barriers?
- Are your emergency procedures in place, and have they been agreed with the emergency services?
- Can emergency vehicles get on and off the site easily?
- Do you have effective fire control measures in place?
- Do you have suitable first aid facilities?
- Do you need any special arrangements for lost children, lost property, drinking water, toilets, noise control or parking?
- Do you have a procedure for Reporting Injuries, Diseases and Dangerous Occurrences?
- Is your emergency plan in place? Does it cover everything? Who will make decisions during an emergency and how? Will the event be stopped if there is an emergency?