

Event safety planner

Questions you need to ask

These are the kinds of questions you need to be thinking about to pre-empt dangers at your forthcoming event. Add additional reminders based on your previous experience.

Is the area of the event well marked?

Yes No. Action needed?

Do you have adequate marshalls for the parking area? Who is responsible for briefing them?

Yes No. Action needed?

Is parking clearly marked and adequate for the number of guests? Has adequate signage been provided, what, how?

Yes No. Action needed?

If this is a large event, do you have a plan to move vehicles out of the car park at the end of the event?

Yes No. Action needed?

Are paths and walkways clearly marked for pedestrians and drivers?

Yes No. Action needed?

If on a green site, is the property free from holes, are uneven patches marked to prevent falls and tripping?

Yes No. Action needed?

Are there water hazards?

Yes No



Have plans been laid to mark or patrol the water hazard?

Yes No. Action needed?



Is the area of water roped off and signposted?

Yes No. Action needed?



Is it necessary to have a lifeguard on hand?

Yes. Action No. Action needed?



Are children in attendance in large numbers?

Yes. If so marshalls must be stationed at the water. No

Are pets allowed?

Yes. If so, pets must be leashed at all times. Who will enforce? Clean up? No

Are gazebos and marquees erected? Are all lines clearly marked and visible?

Yes No. Action needed?

Event safety planning

Is staging secure?

Yes No. Action needed?

Is there adequate space for dressing rooms or toilets for the performers?

Yes No. Action needed?

What is the volunteer to crowd ratio? Are numbers sufficient in case of accident or emergency?

Yes No. Action needed?

At a large event, how will volunteers communicate in case of an emergency or mishap? Do all volunteers have mobile phones?

Yes No. Action needed?

Are adequate toilet facilities available?

Yes No. Action needed?

Are fireworks scheduled for this event?

Yes No

Has a licenced firework display company been hired?

Yes No. Action needed?

Do you have a copy of the insurance coverage from the fireworks display company?

Yes No. Action needed?

Have you met with the firework representative on site and planned logistics for a safe display?

Yes No. Action needed?

Have you contacted Macmillan insurance representatives to discuss extra insurance cover for fireworks display?

Yes No. Action needed?

Have the local fire department been notified?

Yes No. Action needed?

Is water available on site in case of fire?

Yes No. Action needed?

Do you have adequate fire extinguishers for the type of event?

Yes No. Action needed?

Have provisions been made for fire emergency services entrances and exits?

Yes No. Action needed?

Have the local police been notified?

Yes No. Action needed?

Do you have the local St John/British Red Cross ambulance or first aiders scheduled for the event?

Yes No. Action needed?

Have you designated a person in charge of the event? (How has this been communicated to marshals, stewards?)

Yes No. Action needed?

In case of emergency, do you have an evacuation plan, including communications and responsibilities? Has this been briefed to all marshals and stewards?

Yes No. Action needed?

This list is **not** exhaustive, but it demonstrates the level of thinking you need to apply to risk assessment.