

Health and Safety Check list for Events (*explanatory notes*)

Venue name	<p><i>This Check List is a systematic method at looking at your group's activities to eliminate or reduce the risk to those taking part. This check list is for when you hire/rent/use a space from another party. If you own a venue you will need to use a more comprehensive risk assessment. Please contact CCVS for guidance.</i></p> <p><i>Completing check lists or risk assessments might seem like a chore, but they are very useful tools. They not only help to ensure that your event takes place safely, but also help with planning including appointing the people who will deal with any problems, ensuring that they know what to do and who to contact in case of any emergencies or problems. This can save a lot of stress.</i></p> <p><i>They are also a way of reducing the liability of those organising the activities or events, ensuring that all that was 'reasonable and practical' was done to prevent accidents or damage.</i></p> <p><i>The notes below will give you some guidance when completing one of the blank forms.</i></p>
Name of person who did checks	
Date of check	
Venue address	
Contact person at venue	
Contact Tel.	
Contact address if different	
Contact e-mail	
Notes	
<p><i>Disclaimer</i></p> <p><i>Every effort is made to ensure that the information provided in this and other CCVS documents is accurate and up to date, but no legal responsibility is accepted for any errors, omissions or misleading statements.</i></p>	

GENERAL		Comments
Has adequate insurance cover been obtained?	Y / N	It is recommended that you have public liability insurance and also check what else may require special insurance such as damage caused to site.
Has site been visited and checked?	Y / N	Site visits are a vital part of the planning. It is an opportunity to check if your plans match the reality of the site.
Is it accessible?	Y / N	Is there access to the site for those delivering material/equipment? How will the public get to the site?
Is there suitable parking arrangements?	Y / N	How many vehicles are you expecting? How long can they be there? Are there any restrictions such as height or width?
Does it have suitable heating, ventilation, and lighting?	Y / N	
LOCATION	Y / N	Comments
Is location suitable and of sufficient size?	Y / N	How many people do you expect? What will be your max number and how will you manage stopping additional numbers entering site? Is there adequate circulation space?
Is flooring suitable - non slip?	Y / N	This includes lay down walkways on grass. How will you repair wet/muddy ground?
Are the paths and routes suitable and well lit?	Y / N	As above? Consider how people will circulate? Where are choke points or areas which will need repair or additional attention?
Is the entrance suitably lit and does it have wide enough doors for wheelchair access? Are the doors automatic?	Y / N	Do people enter and exit the same way? If Yes can it cope with this? Will wheelchair users need any other

		equipment? (See accessibility section below).
Is there a bell or warning device for wheelchair users to ring to be let in?	Y / N	Who will answer this?
Are there any heavy doors that might be difficult for people with disabilities?	Y / N	Consider movement, doors and other access from the view point of a wheel chair user or other disabilities such as poor mobility, impaired visibility etc.
Does the alarm in the disabled toilet work?	Y / N	
Is signage adequate for exits, toilets etc.?	Y / N	
FIRE RISK ASSESSMENT		Comments
Is there an evacuation plan in place - how will the alarm be rung and where will people go?	Y / N	Venues should have an Emergency Evacuation Plan. It is important that people are made aware of it. If you need to create your own ask CCVS for a template.
How will hearing impaired people know there is a fire alarm ringing?	Y / N	Alarms in many public buildings have flashing lights on walls or ceilings to indicate their activation.
Has the fire equipment been checked?	Y / N	There should be a label stating when last checked.
Is there a briefing at the beginning of event for participants?	Y / N	
Are stewards trained in procedures & know where fire exits/doors are?	Y / N	
EVACUATION		Comments
Are there accessible and clear openings for emergency routes and normal exits and in front of doors?	Y / N	Exits should be easy to spot and there should be alternative routes that can be used.
Do the fire doors work - push bars etc. to check?	Y / N	It is easy for something to be dumped or set down which stops the fire door from opening. They should be checked at every meeting
Are there enough stewards to aid disabled people and wheelchairs?	Y / N	Set a ratio for stewards to guests. Allocate tasks to stewards.
Are people with disabilities able to use fire exit routes or do they have a safe area?	Y / N	
What is the fire limit for event?	Y / N	This is set by the fire service and should not be exceeded.
Accessibility		Comments
Is the venue suitable for people with mobility and other disabilities?		
Are there steps/stairs?	Y / N	What will people have to negotiate to enter or leave the venue? Are there hand rails or alternative routes?
Is there allocated parking?	Y / N	Are they clearly marked?
Is there a lift?	Y / N	How will disabled people be evacuated in an emergency without using the lift?
Are there ramps and are they fixed or movable?	Y/N	If movable do you know how to move it safely if required?
Is there a hearing loop?	Y/N	Is it digital? Have you tested it?
Are the toilets accessible?	Y/N	Does it have an alarm? Does it work? How do you reset it?
Other comments about accessibility.		