



Event Safety Checklist

This checklist includes many of the key safety issues for events but is not exhaustive and is intended only as a guide for event organisers.

Issues	Comments
Access and Egress	
<input type="checkbox"/> Entry and exit areas are clear and easily accessible for staff and expected crowd numbers	
<input type="checkbox"/> Entry and exit areas are adequate for emergency exit and emergency services	
<input type="checkbox"/> Thoroughfares are well defined and clearly marked	
Traffic Flow	
<input type="checkbox"/> Clearly defined areas for traffic which are separated from pedestrian areas	
<input type="checkbox"/> Provisions for safe passage of emergency and other vehicles through pedestrian traffic	
<input type="checkbox"/> Controlled traffic flow and adequate signage for directions	
Amenities	
<input type="checkbox"/> Adequate provision of toilets and hand washing facilities	
<input type="checkbox"/> Availability of clean fresh water for both staff and attendees	
<input type="checkbox"/> Adequate catering facilities, including clean up and food preparation areas	
Signage	
<input type="checkbox"/> Adequate signage for entries, exits, toilet facilities, etc	
<input type="checkbox"/> Signage for any hazardous areas or substances	
<input type="checkbox"/> Clearly signed first aid and fire extinguisher locations	
Maintenance	
<input type="checkbox"/> Qualified and competent maintenance personnel available to undertake any repairs required	
<input type="checkbox"/> Maintenance personnel have a contract person (e.g. event co-ordinator) and means of communication with them	
<input type="checkbox"/> Records of any maintenance undertaken kept for future reference	
Fire Prevention	
<input type="checkbox"/> Suitable fire extinguishers (e.g CO ² , water, chemical) and blankets are in appropriate areas, tested and in date	
<input type="checkbox"/> Personnel are trained in extinguisher and blanket use	
<input type="checkbox"/> Ignition source areas are kept clear at all times and easily accessible	

Emergency Procedures	
<input type="checkbox"/> Emergency response plan in place – including communication and transport for medical assistance	
<input type="checkbox"/> Emergency response team trained to carry out plan	
<input type="checkbox"/> Current site maps available to all staff, emergency services and other relevant parties	
First Aid	
<input type="checkbox"/> First Aid stations are suitably located, clearly signed and easily accessible for everyone	
<input type="checkbox"/> First Aid facilities are adequate for the type of event being held	
<input type="checkbox"/> Good means of communication provided between event personnel and first aid stations	
Permits, Licensing and Registration (including but not limited to)	
<input type="checkbox"/> LPG/dangerous goods storage	
<input type="checkbox"/> Mobile plant (forklifts, cherry pickets, etc) are only operated by licensed or certified operators	
<input type="checkbox"/> Scaffolding more than four meters in height erected and dismantled by person certified to do so	
<input type="checkbox"/> Fireworks are only provided and used by pyro technicians license by SafeWork SA	
<input type="checkbox"/> Amusement Structures (including inflatable structures) – see 'Amusement Structures' below	
Staging and Platforms	
<input type="checkbox"/> All searing, main stages, corporate boxes, overpasses, and fences are signed off by a certified rigger or scaffolder. An engineer to provide signed certificate prior to usage	
<input type="checkbox"/> A person erecting scaffolding more than four metres in height must hold a National Certificate of Competency (Scaffolding) in order to erect and dismantle	
<input type="checkbox"/> Platforms are continuously monitored, particularly in extreme weather conditions	
<input type="checkbox"/> Adequate access and egress around all staging and platforms for event patrons and emergency services	
Amusement Structures (including inflatable structures – see next section)	
<input type="checkbox"/> Amusement structures are not used or operated unless a current Certificate of Registration issued by SafeWork SA is provided (interstate registrations are not acceptable in SA)	
<input type="checkbox"/> All structures have current Certificate of Inspection issued by a professional engineer and qualified electrician	
<input type="checkbox"/> Appropriate space and suitable ground surface is allocated for each ride, including access and egress for patrons	
<input type="checkbox"/> There is appropriate fencing surrounding rides	
<input type="checkbox"/> There is appropriate soft-fall area for inflatable structures	
Inflatable Structures (in addition to Amusement Structures – see above)	
<input type="checkbox"/> A thorough check of inflatable structure and accessories is carried out prior to use (ensuring all anchor points, ropes & stakes or ballast are undamaged and fit for continual use)	
<input type="checkbox"/> All tie down ropes attached to the device are fastened to adequate anchorages and there is adequate soft-fall area and appropriate fencing	
<input type="checkbox"/> Operator monitors prevailing wind conditions	

Staff, Volunteer and Contractor Training	
<input type="checkbox"/> Staff and volunteers are adequately inducted and trained about the event (site specific)	
<input type="checkbox"/> Copies of applications, memos and any training records are kept	
<input type="checkbox"/> Contractors are given a relevant, site-specific induction regarding the event	
<input type="checkbox"/> Contractors provide detailed information on safe operating procedures and a current Insurance Certificate of Currency	
Electrical	
<input type="checkbox"/> Residual circuit devices (RCDs) are used where required, including all hand held electrical appliances and tools	
<input type="checkbox"/> All portable electrical equipment including leads are tested (at minimum 12 monthly) – tagging is also recommended	
<input type="checkbox"/> Adequate protection of the public from electric shock and any trip hazards from cords are minimized	
<input type="checkbox"/> All leads, plugs, etc. are protected from weather and other environmental conditions (e.g. water)	
<input type="checkbox"/> Evidence of electrical safety can be provided upon request from an authorised person (e.g. tagging or documentation)	
Utilities/Site Services	
<input type="checkbox"/> Location of all site underground services (power/gas/mains/etc) and overhead power lines identified	
<input type="checkbox"/> Relevant maintenance and event personnel have maps and are aware of locations	
Lighting	
<input type="checkbox"/> Adequate natural or artificial lighting provided for setting up, conducting and dismantling the event	
<input type="checkbox"/> Portable lighting is tested and in date	
<input type="checkbox"/> Suitable emergency lighting is available	
Ladders	
<input type="checkbox"/> Ladders are well maintained and suitable for the type of work being undertaken (e.g. electrical – approved ladders only)	
<input type="checkbox"/> Assessments of whether work is suitable for a ladder (e.g. can the person maintain three points of contact?)	
<input type="checkbox"/> Assistance of a second person is provided where required	
Work at Heights	
<input type="checkbox"/> Right type of equipment is used for the job (e.g. ladder, cherry picker, scissor lift)	
<input type="checkbox"/> Only certified operators are used if cranes or elevated work platforms (EWPs) are required	
<input type="checkbox"/> Evidence of compliance can be provided upon request from an authorized person (e.g. log books and Certificate of Competency)	
Manual Handling	
<input type="checkbox"/> All staff and volunteers are trained to assess each task and use safe techniques when fitting or carrying	
<input type="checkbox"/> Loads are delivered as close as possible to area using vehicle or mechanical aid (e.g. trolleys, sack trucks)	
<input type="checkbox"/> Light, small loads are physical aids (assistance from second person or team lift where needed) are used	

<input type="checkbox"/> Staff and volunteers are trained in and use the S-M-A-R-T lifting technique where possible and appropriate S – Size up the load M – Move in close A – Always bend the knees R – Raise object using your legs T – Turn using your feet	
Liquid Petroleum Gas (PLG) Cylinders and Heaters	
<input type="checkbox"/> Small gas cylinders used whenever possible. Cylinders over nine kilograms should be hard plumbed, stored outside and fitted by a licensed gas fitter	
<input type="checkbox"/> LPG cylinders are secured to increase stability	
<input type="checkbox"/> LPG cylinders are clear of ignition sources and are in a well ventilated area in accordance with <i>AS/NZA 1595:2002 – the Storage and Handling of LP Gas</i>	
<input type="checkbox"/> All LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date	
<input type="checkbox"/> Compliance with <i>AS/NZS 1596:2002 – the Storage and Handling of LP Gas</i>	
<input type="checkbox"/> A licence is held if keeping over 250 Kilograms of LPG in cylinders or tanks	
Fuels, Fireworks and Pyrotechnics	
<input type="checkbox"/> Refer to “Permits, Licensing and Registration” above	
<input type="checkbox"/> Surrounding neighborhood notified well in advance of intended use of fireworks/pyrotechnics (to also assist in making alternative arrangements for pets/livestock etc.)	
Weather Conditions	
<input type="checkbox"/> Use current Australian Bureau of Meteorology information to ascertain weather conditions – www.bom.gov.au	
<input type="checkbox"/> Weather conditions planned for and monitored – e.g. partitions, displays and signage well secured for windy, non-slip mats for wet, and shade/sunscreen/water for heat	
<input type="checkbox"/> Wind speeds are monitored and amusement structure operation ceased in accordance with manufacturer’s specifications (inflatable structure must cease operation when win speed reaches 40km per hour)	
Personal Protective Equipment (PPE)	
<input type="checkbox"/> All tasks undertaken by staff and volunteers are checked for the PPE required	
<input type="checkbox"/> PPE provided if needed (e.g. gloves, aprons, earplugs etc) and is in good condition and working order	
<input type="checkbox"/> Personnel are trained in using, maintaining and storing PPE	
Other Considerations – following items require expansion of consideration	
<input type="checkbox"/> General security and crowd control	<input type="checkbox"/> Vendor/exhibitor general information
<input type="checkbox"/> Traffic control and road usage considerations	<input type="checkbox"/> Noise levels
<input type="checkbox"/> Communication channels between parties	<input type="checkbox"/> Alcohol and food requirements
<input type="checkbox"/> Site maps of area, highlighting specific services & utilities	<input type="checkbox"/> Animal displays and requirements
<input type="checkbox"/> Relevant Insurances in place (liability/property/etc)	<input type="checkbox"/> Advertising material (incl. poster/flyers/media/etc.) and parental consents

Further information may be provided by: South Australia Police (SAPol); Environment Protection Authority (EPA); Office of the Technical Regulator (OTR) Office of the Liquor and Gambling Commissioner; Local Council