PRE EVENT RISK ASSESSMENT CHECKLIST

In order to make sure that your event runs smoothly and that no incidents occur, the following checklist is a guide to help you identify any hazards and resolve them before the event starts. You should consult with the venue to assist in identifying any hazards and in completing this checklist.

If you mark a NO box on the checklist you have identified a hazard. Document this on a Risk Management Action Plan for that excursion.

This assessment form can be used for competitions and/or other physie excursions/travel/camps etc. and you can adapt it to your own needs.

Pre Event Risk Assessment Checklist

Event Coordinator _____ Date Checklist Completed ____/____/____

Event Location _____ Time _____

Event Address _____

Date of Event ____/____/____ Expected Number of attendees _____

Accompanying, staff / parents / volunteers / helpers (please circle) _____

_____

Travel	**YES**	**NO**	**COMMENTS**
Is the driver licensed and have adequate insurance if a vehicle provided for transport from one venue to another?			
If travelling in a vehicle are loose items able to be secured?			
Are there pedestrian walkways from the vehicle to the entrance of the venue?			
Emergency Evacuation			
Is there a person nominated to manage the emergency evacuation of the venue?			
Is there an emergency evacuation plan with an assembly point after the evacuation?			
Is there an attendance sheet to ensure everyone is accounted for?			
Access and Egress			
Are entrances, walkways, stairs and doorways non – slip and clear of equipment and litter which may affect entry?			
Are floor surfaces, level and even?			
Is disabled access is provided for?			
Are walkways and doorways well lit?			

Amenities			
Is there enough seating and/or rest areas?			
Are adequate clean toilet facilities provided?			
Are there adequate, private changing areas available?			
Are clean hand-washing facilities available?			
Are a first aid kit and a trained first aid officer available?			
Is access to clean drinking water available?			
Are food preparation facilities available, clean and safe?			
Grounds			
Are meeting areas / rooms used available adequate size for the group?			
Is shade or covered protection available in case of hot weather / cold wind and rain?			
Have all the foreseeable hazards at the facility that may affect the safety of the group been controlled?			
Activities			
Are mechanical aids such as trolleys available for carrying heavy equipment or boxes?			
Is competent training and supervision provided by the venue in any activities performed by the participants?			
Has the venue performed 'working with children checks' on staff (if the venue is considered as providing specific services to children and young people)?			
Have you covered off on any other possible hazards that may pose any risk of danger to attendees?			

Comments:

_____

_____

Documenting any identified hazards on the Risk Management Action Plan will assist in prioritizing the risk elimination or risk control actions. Once the hazard has been eliminated or controlled it can be signed off on the Risk Management Action Plan.

EVENT RISK MANAGEMENT ACTION PLAN

Organisation: _____

Event Name : _____

Date : _____

Date Identified	***Hazard***	CONTROLS TO BE IMPLEMENTED	Person Responsible for Implementation	Due Date	Sign Off Once Complete