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| **Event Safety Observation Checklist** | | | | | | | | | | | | |
| **College / Portfolio** |  | | | | | | | | | | | |
| **Location (identify building, level, rooms):** |  | | | | | | | | | | | |
| **Date/Time of inspection** |  | | | **Event Name** | | |  | | | | | |
| **Name of person(s) conducting inspection:** | |  | | | | | | | | | | |
| **EMERGENCY** | | | | **Yes** | **No** | **N/A** | **WEATHER** | | | **Yes** | **No** | **N/A** |
| Are emergency site plans displayed and oriented to their position? | | | |  |  |  | Is signage/structures clear and fixed/weighted for bad weather? | | |  |  |  |
| Are all exits accessible & unobstructed? | | | |  |  |  | Are weather conditions monitored and planned for? | | |  |  |  |
| Are fire equipment accessible & unobstructed? | | | |  |  |  | Is shelter, shade, hot/cold extremes catered for? | | |  |  |  |
| Thoroughfares clear, same as exit width & unobstructed? | | | |  |  |  | **GENERAL** | | | **Yes** | **No** | **N/A** |
| Is fire equipment regularly serviced with tag attached and stamped within the last 6 months? | | | |  |  |  | ALCOHOL – has the appropriate licence been obtained and displayed? | | |  |  |  |
| **FLOORS, AISLES , STAIRS & LANDINGS** | | | | **Yes** | **No** | **N/A** | AMUSEMENTS – is an operator supervising? | | |  |  |  |
| Are all walkways free from cords, trip hazards and rubbish? | | | |  |  |  | AMUSEMENTS – are inflatables anchored and weather monitored? | | |  |  |  |
| Are all floors clean and not slippery? | | | |  |  |  | ANIMALS – are they controlled and contained? | | |  |  |  |
| Are slip resistant strips on edge (nosing) of steps in place? | | | |  |  |  | BBQ – have the BBQ guidelines been followed? | | |  |  |  |
| Are handrails present and in good condition? | | | |  |  |  | CHEMICALS – are they stored and used correctly? | | |  |  |  |
| Are paths, corridors and floor coverings good state of repair? | | | |  |  |  | COMMUNICATION – is it available and event organiser number(s) known? | | |  |  |  |
| **AMENITIES** | | | |  |  |  | CONTRACTORS – are they aware of sign in/out and have contractor tag? | | |  |  |  |
| Is clean, fresh drinking water available? | | | | **Yes** | **No** | **N/A** | ELEVATED WORK PLATFORMS – is the operator licensed and permit obtained? | | |  |  |  |
| Is there adequate provision of toilets, toilet supplies and hand washing facilities in good, working condition? | | | |  |  |  | FOOD – are hygienic practices used and food safety observed, including hot food signs and food temperature controlled? | | |  |  |  |
|  | | | |  |  |  | FURNITURE – is it in good condition and stable? | | |  |  |  |
| **ELECTRICAL** | | | | **Yes** | **No** | **N/A** | GAS CYLINDERS – are they stored and used correctly, and secure? | | |  |  |  |
| Are all power points, boards, cords and light switches free of visible defects or overload? | | | |  |  |  | HOUSEKEEPING - are all work areas clean and tidy? | | |  |  |  |
| Are electrical appliances tested and tagged and in date? | | | |  |  |  | HOUSEKEEPING – are there enough bins and are they emptied regularly? | | |  |  |  |
| Are electrical appliances free from visible defects? | | | |  |  |  | LIGHTING - appropriate for the event? | | |  |  |  |
| **FIRST AID** | | | | **Yes** | **No** | **N/A** | **GENERAL** | | | **Yes** | **No** | **N/A** |
| Is the first aid station(s) easy to access? | | | |  |  |  | MARQUEES – are they tethered, weighted down and setup correctly? | | |  |  |  |
| Is first aid kit in good condition and stocked? | | | |  |  |  | LOCAL INDUCTIONS – are they complete for volunteer, contractor and event workers? | | |  |  |  |
| **TRAFFIC** | | | | **Yes** | **No** | **N/A** | MONEY – are secure storage and handling processes used? | | |  |  |  |
| Are vehicle/pedestrian areas kept separate? | | | |  |  |  | NOISE – are controls are in place? | | |  |  |  |
| Are traffic movements scheduled and managed to minimise injury to pedestrians? | | | |  |  |  | PPE – are gloves, apron, ear plugs, etc provided as required? | | |  |  |  |
| **OTHER AREAS (not already covered)** | | | | **Yes** | **No** | **N/A** | SECURITY – are sufficient security personnel present for the event? | | |  |  |  |
|  | | | |  |  |  | STAGING – is edge marking and handrails present? | | |  |  |  |
|  | | | |  |  |  | STALLS – is there enough space (including storage)? | | |  |  |  |
|  | | | |  |  |  | VENUE – is there enough space for everyone? | | |  |  |  |
| **Observations / Issues / Comments** | | | **Corrective Action Required** | | | | | **Risk Level (H,M,L)** | **Person Assigned** | **Date Completed** | | |
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