**PRE-EVENT HAZARD CHECKLIST**

This Pre-Event Hazard Checklist should be completed on the day of your event. Maroondah City Council has an expectation of all event organisers to provide a safe environment for those attending events within the municipality.

This checklist has been developed as a basic assessment of risks that should be considered to eliminate or minimise potential hazards at an event. Depending on the nature of the event you are organising some of the controls in this checklist will not be relevant and others many require more detail than given here. There may be others that you identify that haven’t been included but should be added, please make the necessary changes.

This Checklist, your Event Plan and Risk Assessment should work together to effectively manage and mitigate identified risks.

**Name of Event**

**Event Organiser Date**

**Location of event Time of event**

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| --- |
| Activity/task/hazard Yes No N/A Additional Controls |
| Bump in/Bump out |
| Event staff and external contractors have received a site induction  |  |  |  |  |
| Event staff and contractors are wearing high visibility and protective clothing during bump in/bump out |  |  |  |  |
| Emergency exits are clearly signed & unlocked |  |  |  |  |
| All personnel involved in manual handling have received appropriate training |  |  |  |  |
| Manual handling aids are available for the movement of heavy items |  |  |  |  |
| Assigned personnel are coordinating the movement of vehicles through the setup site |  |  |  |  |

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| --- |
| Activity/task/hazard Yes No N/A Additional Controls |
| Traffic, Parking and Pedestrians |
| Pedestrian access is restricted during bump in and out   |  |  |  |  |
| Adequate parking facilities are available, including accessible parking |  |  |  |  |
| Clear signage is erected for any changes to traffic flow and parking |  |  |  |  |
| Waste Management |
| Adequate general waste and recycling bins are in position |  |  |  |  |
| Ensure adequate cleaning equipment is available on site |  |  |  |  |
| Amenities |
| Toilets and hand washing facilities are sufficient, stocked and clean |  |  |  |  |
| Amenities are available for people with disabilities |  |  |  |  |
| Drinking water is available for attendees |  |  |  |  |
| Stallholder Management |
| All food vendors hold appropriate food/licence permit - licence is displayed |  |  |  |  |
| Stallholders have received a site induction |  |  |  |  |
| Performer/Entertainment/Speakers |
| Performers have received a site induction |  |  |  |  |
| Event Signage |
| Access and egress points are clearly signed |  |  |  |  |
| Any restricted entry areas are adequately signed |  |  |  |  |
| Signage is easily read, securely fastened and erected appropriately |  |  |  |  |
| Emergency assembly, First Aid and lost children areas are adequately signed |  |  |  |  |
| Activity/task/hazard Yes No N/A Additional Controls |
| Slips, trips and falls |
| Pathways and thoroughfares are monitored and kept free of trip hazards |  |  |  |  |
| Power |
| All portable electrical equipment/tools, leads and power boards are tested and tagged by a qualified electrician |  |  |  |  |
| Leads are secured and not placed across thoroughfares |  |  |  |  |
| Leads are protected from weather and any other liquid |  |  |  |  |
| Generators, if used, are safely positioned and access to the area is restricted |  |  |  |  |
| Fire extinguishers are available near electrical equipment |  |  |  |  |
| Amusement Devices/Rides |
| Amusement ride log book has been checked |  |  |  |  |
| Overcrowding  |
| Monitoring of on-site occupancy limits |  |  |  |  |
| Access and egress of patrons is congestion free  |  |  |  |  |
| Site/Venue Maintenance |
| Undercover areas are available |  |  |  |  |
| Trees and over hanging branches are checked - Any unsafe overhanging branches are suitably cordoned off  |  |  |  |  |
| Lighting is suitable for intended activities |  |  |  |  |
| Communications |
| Method of communication across the event site is appropriate (e.g. mobile phone or two way radios) |  |  |  |  |
| All event organisers including contractors have appropriate contact numbers should they need to contact  |  |  |  |  |
| Activity/task/hazard Yes No N/A Additional Controls |
| Noise |
| Monitor noise levels before 7am and after 10pm |  |  |  |  |
| Temporary Infrastructure |
| Marquees are weighted and secure (no pegging) |  |  |  |  |
| Any free standing objects (pin boards, A frames etc.) are secure |  |  |  |  |
| Safety |
| Trained first aid officers are on site |  |  |  |  |
| First aid kit is available |  |  |  |  |
| Defibrillator has been considered and available if necessary |  |  |  |  |
| Safety Officer is present |  |  |  |  |
| Appropriate PPE (Personal Protective Equipment) is available on site |  |  |  |  |
| Incident forms are readily available |  |  |  |  |
| Fire extinguishers are available and accessible |  |  |  |  |
| There is a procedure for lost children and missing persons |  |  |  |  |
| Cash handling procedures are in place |  |  |  |  |
| Event Specific Hazards |
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Event Coordinator

Signature Date Time