

City of Monash Event Planning

Pre-Event Hazard Checklist

The Pre-Event Hazard Checklist is a mandatory document to be completed on the day of the event to help create a safe environment for those attending events within the municipality.

This checklist is a basic assessment of risks that should be considered to eliminate or minimise potential hazards. Given the nature of each event, some of the controls in this checklist will not be relevant and others may require more detail. This checklist, Event Plan and Risk Assessment should work together to effectively manage and mitigate risks.

Name of Event

Date of Event

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 and kept clear				
Manual handling aids available for the movement of heavy items				
Traffic, Parking and Pedestrians				
Pedestrian access is restricted during bump in and out				
Adequate parking facilities available, including accessible parking				
Clear signage is erected for any changes in traffic and parking				
Fireworks and Fire				
Any open flames are barricaded by fencing and appropriate fire extinguishers in correct locations by the provider				
Exclusion zone is clearly marked out				
Fire bans have been noted and understood				
Slips, trips and falls				
Pathways and thoroughfares are monitored and kept free of trip hazards				
Overcrowding				
Monitoring of on-site occupancy limits and know what capacity is				
Access and egress of patrons is congestion-free				

Activity/task/hazard	Yes	No	N/A	Additional Controls
Waste Management				
Adequate general rubbish and recycling bins are in position				
Ensure cleaning equipment is available on site				
Amenities				
Toilets and hand washing facilities are sufficient and clean				
Amenities are available for people with disabilities				
Free Drinking water is available for attendees				
Stallholder Management				
All vendors hold appropriate food/alcohol license or permit is displayed				
If alcohol is present, all RSA guidelines to be followed and a clear red line marked out				
Stallholders have received a site induction				
Stallholders cooking with gas have handed in a Gas Safety Self-Check List				
Event Signage				
Access and egress points are clearly signed				
Any restricted entry areas are adequately signed				
Signage is securely fastened and erected appropriately				
Amusement Devices/Rides				
Safety documentation and logbook have been checked.				
Safety rules are visible				
Communications				
Communication across site is appropriate (e.g. phones or two-way radios)				
Weather – Outdoor Events				
Australian Bureau of Meteorology website (www.bom.gov.au) is accessed to check for forecast adverse weather events				
Noise				
Monitor noise levels. Noise is limited before 7am and after 10pm.				
Power				
All electrical equipment, leads and power boards are tested and tagged				
Leads are secured & are not placed across thoroughfares				

Activity/task/hazard	Yes	No	N/A	Additional Controls
Leads are protected from weather or any other liquid				
Generators are safely positioned and access to the area is restricted with appropriate fire extinguisher located nearby.				
Site/Venue Maintenance				
Grass and grounds have been checked for hazards				
Trees and over hanging branches have been checked				
Lighting is suitable for intended activities				
Temporary Infrastructure				
Marquees are appropriately weighted and secure (no pegging)				
All free-standing objects are weighted and/or secured				
Safety				
Trained first aid officers are on site with appropriate equipment				
Safety Officer present				
Appropriate PPE (Personal Protective Equipment) is available on site				
Incident Report Forms are readily available				
Fire extinguishers are available and accessible				
There is a procedure for lost/found children and missing persons				
Event Specific Hazards				
NOTES				

Name of person filling in form:

Signature (sign)

Date

Time