

# Checklist 1: Pre-Event Checklist

## *Have you covered everything?*

This list is not necessarily exhaustive and other event-related activities may also be added to the checklist.

	Done	By whom	By when
<b>1 Have you got public liability insurance?</b>			
<i>You will require:</i>	<input type="checkbox"/>	_____	_____
<ul style="list-style-type: none"><li>• insurance cover for the event itself.</li></ul>			
Have you considered:	<input type="checkbox"/>	_____	_____
<ul style="list-style-type: none"><li>• that all contractors, stallholders and performers have their own public liability insurance (where applicable)?</li></ul>			
<b>2 Are you employing people? If 'Yes'...</b>			
<i>You will require:</i>	<input type="checkbox"/>	_____	_____
<ul style="list-style-type: none"><li>• Employers' Liability Insurance.</li></ul>			
Have you considered:	<input type="checkbox"/>	_____	_____
<ul style="list-style-type: none"><li>• Health and Safety At Work Etc Act 1974?</li></ul>			
<b>3 Where is the event taking place?</b>			
Have you considered:	<input type="checkbox"/>	_____	_____
<ul style="list-style-type: none"><li>• the response and/or reaction of the local community (ie to noise and increase in traffic and/or pedestrians)?</li></ul>			
<ul style="list-style-type: none"><li>• the ease of access to the event venue (ie for the public and emergency services)?</li></ul>	<input type="checkbox"/>	_____	_____
<ul style="list-style-type: none"><li>• car parking requirements (eg numbers of spaces required, directional signage, etc)?</li></ul>	<input type="checkbox"/>	_____	_____
<ul style="list-style-type: none"><li>• existing hazards in the area (eg overhead power lines)?</li></ul>	<input type="checkbox"/>	_____	_____
<b>4 When is the event taking place?</b>			
Have you considered:	<input type="checkbox"/>	_____	_____
<ul style="list-style-type: none"><li>• the time of year (possible extreme weather conditions)?</li></ul>			
<ul style="list-style-type: none"><li>• time of day and day of week (considering public transport, noise levels, lighting, etc)?</li></ul>	<input type="checkbox"/>	_____	_____
<ul style="list-style-type: none"><li>• other major or competing events on same day within the area?</li></ul>	<input type="checkbox"/>	_____	_____

	Done	By whom	By when
<p><b>5 Who is likely to attend the event?</b></p> <p><i>Have you considered:</i></p> <ul style="list-style-type: none"> <li>• likely groups of people (ie sex, age, size, interests)?</li> <li>• their expectations/specific needs (eg disabled facilities such as parking and specific viewing areas)?</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>	<hr/> <hr/>	<hr/> <hr/>
<p><b>6 What type of event is it?</b></p> <p><i>Have you considered:</i></p> <ul style="list-style-type: none"> <li>• types of activities and specialist equipment (eg bouncy castles etc)?</li> <li>• licensing requirements?</li> <li>• specific hazards (eg animals)?</li> <li>• size of proposed event/ anticipated number of people?</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
<p><b>7 Have you made emergency arrangements?</b></p> <p><i>Have you considered:</i></p> <ul style="list-style-type: none"> <li>• fire prevention and fire fighting? (See 'Essential Contacts' for The Scottish Fire and Rescue Service details)</li> <li>• first aid provision? (See 'Essential Contacts' for British Red Cross/St Andrews First Aid details)</li> <li>• police? (See 'Essential Contacts' for Police Scotland details)</li> <li>• others (eg Council Departments, Coastguard etc)?</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/>
<p><b>8 Have you organised welfare arrangements?</b></p> <p><i>Have you considered:</i></p> <ul style="list-style-type: none"> <li>• number of sanitary conveniences including hand sanitisers?</li> <li>• adequacy and maintenance of existing toilets and hand washing facilities?</li> <li>• provision of wholesome drinking water?</li> <li>• provisions for lost children/ persons/property?</li> <li>• provisions for baby changing facilities?</li> </ul>	<input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>  <input type="checkbox"/>	<hr/> <hr/> <hr/> <hr/> <hr/>	<hr/> <hr/> <hr/> <hr/> <hr/>

	Done	By whom	By when
<b>9 Are you providing food?</b>			
Have you considered:			
• asking if caterers have food hygiene certificates?	<input type="checkbox"/>	_____	_____
• location of catering premises/ stalls (eg to prevent spread of fire and reduce risks from queuing in pedestrian/emergency routes)?	<input type="checkbox"/>	_____	_____
• contacting the Environmental Health and Trading Standards Department for advice and guidance on requirements? (See 'Essential Contacts')	<input type="checkbox"/>	_____	_____
<b>10 Stewarding</b>			
Have you considered:			
• competence and relevant training?	<input type="checkbox"/>	_____	_____
• specific training for first aid/fire fighting?	<input type="checkbox"/>	_____	_____
• organising a briefing on the event?	<input type="checkbox"/>	_____	_____
• means of communication at the event (two-way radio, mobile phone, public address system, etc)?	<input type="checkbox"/>	_____	_____
• providing personal protective/ identifiable clothing (eg high-visibility clothing, suitable footwear etc)?	<input type="checkbox"/>	_____	_____
• providing essential equipment (eg torch, site plan and time table, whistle, etc)?	<input type="checkbox"/>	_____	_____
<b>11 What about traffic/vehicles?</b>			
Have you considered:			
• segregation of vehicles from pedestrians?	<input type="checkbox"/>	_____	_____
• separate entrances for vehicles and pedestrians?	<input type="checkbox"/>	_____	_____
• specific arrangements for emergency vehicles?	<input type="checkbox"/>	_____	_____
• location and layout of car parking facilities (including stewarding)?	<input type="checkbox"/>	_____	_____
• providing adequate signage and directions in prominent locations?	<input type="checkbox"/>	_____	_____
• necessary permission, where the event is held on or affects public highway (see 'Step 1')?	<input type="checkbox"/>	_____	_____

	Done	By whom	By when
<p><b>12 Have you organised arrangements for clearing up?</b></p> <p><i>Have you considered:</i></p> <ul style="list-style-type: none"> <li>• rubbish/litter collection, and removal (prior to, during and after the event)?</li> <li>• special requirements (ie disposal of sharps, body fluids, dog waste, nappy disposal units, etc)?</li> </ul>	<input type="checkbox"/>    <input type="checkbox"/>	<hr/>    <hr/>	<hr/>    <hr/>
<p><b>13 Does the event involve performers?</b></p> <p><i>Have you considered:</i></p> <ul style="list-style-type: none"> <li>• asking if they have insurance cover and risk assessments?</li> </ul>	<input type="checkbox"/>	<hr/>	<hr/>
<p><b>14 Does the event involve power/electricity?</b></p> <p><i>Have you considered:</i></p> <ul style="list-style-type: none"> <li>• risks from overhead cables?</li> <li>• portable gas/electrical appliances (tests and certificates)?</li> <li>• hired equipment - PAT Test Certificates?</li> <li>• use of residual current circuit breakers?</li> <li>• channelling cables to prevent electrical and tripping hazards?</li> <li>• location and use of fencing/ barriers round generators etc?</li> </ul>	<input type="checkbox"/>               <input type="checkbox"/>               <input type="checkbox"/>               <input type="checkbox"/>               <input type="checkbox"/>               <input type="checkbox"/>	<hr/>               <hr/>               <hr/>               <hr/>               <hr/>               <hr/>	<hr/>               <hr/>               <hr/>               <hr/>               <hr/>
<p><b>15 Have you produced a contingency plan?</b></p> <p><i>Have you considered:</i></p> <ul style="list-style-type: none"> <li>• the consequences of extreme weather conditions (eg use of specialist matting, additional road surfacing etc)?</li> <li>• the consequences of a major incident occurring?</li> <li>• an alternative venue and/or cancellation procedures?</li> <li>• arrangements should performers/ stallholders etc, fail to turn up?</li> </ul>	<input type="checkbox"/>               <input type="checkbox"/>               <input type="checkbox"/>               <input type="checkbox"/>	<hr/>               <hr/>               <hr/>               <hr/>               <hr/>	<hr/>               <hr/>               <hr/>               <hr/>               <hr/>
<p><b>16 Will public transport be used?</b></p> <p><i>Have you considered:</i></p> <ul style="list-style-type: none"> <li>• need for liaison with bus companies, taxis etc (they may be able to add extra services)?</li> </ul>	<input type="checkbox"/>	<hr/>	<hr/>