

## FORM O – Large Events Management Checklist

The following Checklist is intended to provide general information to assist in managing and minimising the risks associated with organising and conducting an event. This is not an exhaustive checklist of all possible controls.

When going through the checklist if you answer 'no', further investigation of the risk and possible control measures should be determined and implemented.

	Y	N	N/A	If No, actions required	Date
<b>Contractor management</b>					
1. Have contractors: <ul style="list-style-type: none"> <li>Undertaken pre-event risk inspections;</li> <li>Provided copies of Job Safety Analysis; and</li> <li>Issued copies of risk controls prior to the event?</li> </ul>					/ /
2. Have you obtained copies of the following from contractors: <ul style="list-style-type: none"> <li>Licences;</li> <li>Qualifications;</li> <li>Registrations;</li> <li>Insurances; and</li> <li>Professional Memberships, if applicable?</li> </ul>					/ /
3. Have you appointed a project coordinator to oversee contractors and ensure they are acting in accordance with their legal obligations?					/ /
4. Has the organisation instituted a service agreement highlighting their requirements and service standards for contractors?					/ /
<b>Venue hire (applicable if you are hiring a venue from a third party)</b>					
1. Have you reviewed the lease agreement and sought legal expertise on areas of concern?					/ /
2. Have you conducted a pre-event inspection of the site and devised risk controls?					/ /

	Y	N	N/A	If No, actions required	Date
<b>Security and cash handling</b>					
1. Have you hired a professional security firm? <ul style="list-style-type: none"> <li>If yes, have you conducted reference checks and obtained copies of licences, certifications and insurances?</li> </ul>					/ /
2. Have security personnel been briefed on the event, their roles and responsibilities?					/ /
3. Is cash transported and handled by a professional security provider?					/ /
4. If cash is to be transported by members of staff, have you conducted a risk assessment to determine risks and implemented controls where required?					/ /
<b>Access and Egress</b>					
1. Are entrances and exits clear and do they provide adequate access and egress for anticipated patrons and staff?					/ /
2. Are entrances and exits large enough to facilitate access by emergency services vehicles if required?					/ /
3. Are walkways and thoroughfares clearly marked?					/ /
4. Is cash transported and handled by a professional security provider?					/ /
<b>Traffic Management</b>					
1. Are pedestrian areas separated from roads via signage and clear traffic markings?					/ /
2. Are there contingencies in place for the safe access of emergency vehicles if required?					/ /
3. Are speed limit signs posted?					/ /
4. Will traffic be monitored by a traffic warden?					/ /

	Y	N	N/A	If No, actions required	Date
<b>Emergency management</b>					/ /
1. Do you have an emergency response plan and procedures?					
2. Have you instituted an emergency response management team?					
3. Are site plans posted at designated intervals and copies provided to staff and the emergency response team?					
<b>Amenities</b>					
1. Are there enough toilets and hand washing facilities to cater for anticipated attendees?					
2. Is fresh drinking water available?					
3. Will amenities be placed on a cleaning roster to ensure they are kept clean throughout the event?					
<b>Signage</b>					
1. Are exists, amenities, first aid etc. appropriately signed?					
2. Are prohibition signs located in areas deemed hazardous or where the general public are not allowed?					
3. Are fire extinguisher locations clearly signed?					
<b>Maintenance</b>					
1. Are qualified maintenance personnel provided by contractors to address maintenance relevant to their services?					
2. Are maintenance logs kept and made available in the event of an accident?					
<b>First Aid</b>					
1. Are first aid personnel provided?					
2. Are first aid facilities located in suitable locations, clearly signed and easily accessible?					
3. Are first aid facilities suitably stocked for the type of event being held?					

	Y	N	N/A	If No, actions required	Date
<b>Fire prevention</b>					/ /
1. Are appropriate fire extinguishers and blankets available?					/ /
2. Are staff trained in the proper usage of firefighting equipment and prevention methods?					/ /
3. Are combustibles stored away from buildings?					/ /
4. Will designated fire wardens be in attendance during the event?					/ /
<b>Staff, volunteer and contractor training</b>					/ /
1. Are staff, volunteers and contractors equipped with health and safety training?					/ /
2. Are training records maintained and recorded for provision to the Workplace Health and Safety Authority where required?					/ /
<b>Electrical</b>					/ /
1. Are residual current devices (RCD's) or safety switches used with all electrical equipment?					/ /
2. Are contractors and others providing or using electrical equipment during the event able to produce testing and tagging records?					/ /
<b>Work at heights</b>					/ /
1. Are ladders or cherry pickers etc. certified as suitable and safe for the task being undertaken?					/ /
2. Have all staff, contractors and volunteers who work at heights undertaken work at heights training?					/ /
3. Are ladders secured in place prior to work commencing?					/ /
4. Are staff monitored whilst working at heights?					/ /
5. Are harnesses employed where required?					/ /
6. Have harnesses been certified as safe and suitable for the task?					/ /

	Y	N	N/A	If No, actions required	Date
<b>Manual handling</b>					/ /
1. Have staff, volunteers and contractors been trained in safe lifting and handling techniques?					/ /
2. Are lifting aids employed where weights exceed safe limits or where items are difficult to lift safely?					/ /
3. Are records of manual handling training kept and available if required?					/ /
<b>Amusement devices</b>					/ /
1. Have you confirmed that amusement devices are conformant to AS 3533-2009?					/ /
2. Are inspection records made available on request to demonstrate the device has recently been assessed as safe by an Engineer?					/ /
3. Are appropriate safety barriers provided around amusement equipment?					/ /
4. Are height/age requirements specified where required?					/ /
5. Is soft-fall/padding provided where required?					/ /
6. Are amusement devices positioned securely on sturdy even ground?					/ /
7. Are inflatable amusement devices thoroughly checked and secured prior to use?					/ /
8. Are all ropes (inflatable devices) attached securely to anchor points and free from wear and tear?					/ /
9. Have amusement device contractors agreed to halt operation of devices during adverse weather conditions?					/ /
<b>Notifications</b>					
1. If you are holding a fireworks display have you obtained copies of applicable notifications from the fireworks technician i.e. the Civil Aviation Authority, your local Council, the Country Fire Authority etc.?					

## Work Health & Safety (WHS)

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2. Have you advised neighbor's within the vicinity of the fireworks display of details such as the time, date, place etc.?					/ /
3. Have you obtained a copy of the fireworks permit if holding a fireworks display?					/ /
4. Have you notified local police and emergency services personnel of the event in advance?					/ /
Additional Comments					
Name				Date	
Signature					