



# Event Management PRE-EVENT INSPECTION CHECKLIST

## SECTION 1 – EVENT INSPECTION DETAILS

Event Name			
Location		Date(s)	
Event Manager		Contact Details	
Date of Inspection		Time	
Inspected By		Date	
Risk Management Plan Received By			

## CHECKPOINT 1 – ACCESS AND EGRESS

	YES	NO
Entry and exit areas are clear and easily accessible for staff and expected crowd numbers		
Entry and exit areas are adequate for emergency exit and emergency services		
Thoroughfares are well defined and clearly marked		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

## CHECKPOINT 2 - LIGHTING

	YES	NO
Adequate natural or artificial lighting provided for setting up, conducting, and dismantling the event.		
Portable lighting is tested and in date		
Suitable emergency lighting is available		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

## CHECKPOINT 3 – AMENITIES

	YES	NO
Adequate provision of toilets and handwashing facilities		
Availability of clean fresh water for both staff and attendees		
Adequate facilities for food catering preparation and clean up		

Adequate shade from sun / availability of sunscreen for staff or attendees		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

<b>CHECKPOINT 4 - SIGNAGE</b>		
	<b>YES</b>	<b>NO</b>
Adequate signage for entries, exits, toilet facilities, bins etc.		
Signage for any hazardous / restricted areas or substances		
Clearly signed first aid and fire extinguisher locations		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

<b>CHECKPOINT 5 - MAINTENANCE</b>		
	<b>YES</b>	<b>NO</b>
Qualified and competent maintenance personnel available to undertake any repairs required		
Maintenance personnel have a contact person (e.g. event co-ordinator) and means of communicating with them		
Records of any maintenance undertaken kept for future reference		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

<b>CHECKPOINT 6 – FIRE PREVENTION</b>		
	<b>YES</b>	<b>NO</b>
Suitable fire extinguishers (e.g. CO2, water, chemical) and blankets are in appropriate areas, tested and in date		
Personnel are trained in extinguisher and blanket use		
Ignition source areas are always kept clear and easily accessible		
All staff and volunteers are aware of fire evacuation procedures related to the event		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

<b>CHECKPOINT 7 – EMERGENCY PROCEDURES</b>		
	<b>YES</b>	<b>NO</b>
Emergency Services have been notified of event		
Emergency response plan in place		
Emergency response team/personnel trained to carry out plan		
Current site maps available to all staff, emergency services and other relevant parties		
Clearly defined Emergency Evacuation Point		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

## CHECKPOINT 8 – FIRST AID

	YES	NO
First aid stations are suitably located, clearly signed and easily accessible for everyone		
First aid facilities are adequate for the type of event being held		
Good means of communication provided between event personnel and first aid stations		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

## CHECKPOINT 9 – STAFF, VOLUNTEER AND CONTRACTOR TRAINING

	YES	NO
Staff and volunteers are adequately inducted and trained about the event (site specific)		
Copies of applications, memos and any training records are kept		
Contractors are given a relevant, site specific induction regarding the event		
Contractors provide detailed information on safe operating procedures and a current certificate of currency		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

## CHECKPOINT 10 – MANUAL HANDLING

	YES	NO
All staff and volunteers are trained to assess each task and use safe techniques when lifting or carrying		
Loads are delivered as close as possible to are using vehicles or mechanical aid (e.g. trolleys, sack trucks)		
Light, small loads and physical aids (assistance from second person or team lift where needed) are used		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

## CHECKPOINT 11 – ELECTRICAL

	YES	NO
Power access required?		
Residual circuit devices (RCDs) are used where required, including all handheld electrical appliances and tools		
All portable electrical equipment including leads are tested (6 or 12 months Hire equipment 3 months in accordance with AS/NZS 3000 Electrical Installations, known as the Wiring Rules, and AS 3533 – Amusement Rides and Devices). Tagging is also recommended		
Adequate protection of the public from electric shock and any trip hazards from cords are minimised		
Evidence of electrical safety can be provided upon request from an authorised person (e.g. tagging or documentation)		
All electrical leads and equipment are placed in safe locations (not on unstable surfaces)		
All leads, plugs etc. are protected from weather and hazards such as water		

Generators are placed in a safe location and are segregated from public		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

<b>CHECKPOINT 12 – TRAFFIC MANAGEMENT</b>		
	<b>YES</b>	<b>NO</b>
Road Closures in place		
Road Closures announcements been made i.e. gazette in local paper		
Clearly defined areas for traffic which are separated from pedestrian areas		
Provisions for safe passage of emergency and other vehicles through pedestrian traffic		
Controlled traffic flow and adequate signage for directions		
Traffic management staff wear appropriate high visibility protection and carry communication devices		
Adequate parking supervision		
Adequate parking areas to cater for the expected vehicle numbers attending the event		
Adequate training of traffic management staff, and assurance that traffic management staff are positioned in the correct location		
All necessary permits and certification/licensing for traffic management obtained		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

<b>CHECKPOINT 13 – PERMITS, LICENSING AND REGISTRATION</b>		
	<b>YES</b>	<b>NO</b>
Fireworks are only provided and used by pyro technicians licensed by SafeWork SA		
Mobile plant (forklifts, cherry pickers etc.) are only operated by licensed or certified operators		
Scaffolding with the potential for any person or thing falling more than four metres erected, dismantled, and certified by a person licenced to do so		
Liquor licenses visible on site		
If group does not hold a food license – what food safety control measures will be used to ensure the health of people attending the event?		
Scaffolding with the potential for any person or thing falling more than four metres erected, dismantled, and certified by a person licenced to do so		
Safe Work Method Statements, Job Safety Analysis/ Safety Plan is collected from relevant contractors covering all above		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

<b>CHECKPOINT 14 – WORKING AT HEIGHTS</b>		
	<b>YES</b>	<b>NO</b>
Right type of equipment is used for the job (e.g. ladder, cherry picker, scissor lift)		
Only certified operators are used if cranes or elevated work platforms (EWPs) are required		
Evidence of compliance can be provided upon request from an authorised person		
Permission is obtained from council for erection of banners or other large display items		
Assistance of a second person is provided where required		

Boom lifts (cherry pickers) operators use appropriate safety body harness attached to bucket		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

<b>CHECKPOINT 15 – STAGING AND PLATFORMS</b>		
	<b>YES</b>	<b>NO</b>
All seating, corporate boxes, overpasses, fences, and main stages are signed off by an appropriately licenced rigger or scaffolder. An engineer provides a signed certificate to the event organiser prior to any usage to ensure approved engineering and design standards are met		
A person erecting scaffolding with a potential for any person or thing falling over four metres must hold High Risk Work Licence (BS Basic scaffolding or higher) in order to erect, inspect, certify and dismantle scaffold(refer to SafeWork High Risk Work Licence)		
Platforms are continuously monitored, particularly in extreme weather conditions		
Adequate access and egress around all staging and platforms for event patrons and emergency services		
A certificate of installation for the construction of staging/platforms has been signed and supplied		
Marquees, tents, food vans or other structures are erected or sited securely and do not encroach on thoroughfares/ clear paths.		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

<b>CHECKPOINT 16 - LADDERS</b>		
	<b>YES</b>	<b>NO</b>
Ladders are well maintained and suitable for the type of work being undertaken (e.g. industrial rated, electrical – approved ladders only)		
Assessments of whether work is suitable for a ladder (e.g. can the person maintain three points of contact?)		
Assistance of a second person is provided where required		
No work done from ladders unless 3 points of contact able to be always maintained e.g.: 2 feet and 1 hand.		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

<b>CHECKPOINT 17 – UTILITIES/SITE SERVICES</b>		
	<b>YES</b>	<b>NO</b>
Location of all site underground services (power/gas/mains etc.) and overhead powerlines identified		
Relevant maintenance and event personnel have maps or information identifying site underground and overhead services		
Any unsafe or restricted areas are communicated to the Event Coordinator		
Additional or alternate waste removal services have been arranged		
Adequate number of recycling and general waste have been organised and located.		

**CORRECTIVE ACTIONS/COMMENTS:****CHECKPOINT 18 – AMUSEMENT STRUCTURES**

	YES	NO
Amusement structures are not used or operated unless a current certificate of registration issued by SafeWork SA can be provided. Interstate registrations are not acceptable in SA.		
All structures have current certificate of inspection issued by a professional engineer and qualified electrician		
Appropriate space and suitable ground surface are allocated for each ride, including access and egress for patrons		
There are appropriate fencing surrounding rides		
There is appropriate soft-fall area for inflatable structures		

**CORRECTIVE ACTIONS/COMMENTS:****CHECKPOINT 18 – INFLATABLE STRUCTURES**

	YES	NO
A thorough check of the inflatable structure and accessories is carried out prior to use (ensuring all anchor points, ropes and stakes or ballast are undamaged and fit for continual use)		
All tie down ropes attached to the device are fastened to adequate anchorages and there is adequate soft-fall area and appropriate fencing		
Operator monitors prevailing wind conditions		

**CORRECTIVE ACTIONS/COMMENTS:****CHECKPOINT 19 – LIQUID PETROLEUM GAS CYLINDERS AND HEATERS**

	YES	NO
Small gas cylinders used wherever possible. Cylinders over nine kilograms should be hard plumbed, stored outside and fitted by a licensed gas fitter		
LPG cylinders are secured to increase stability		
LPG cylinders are clear of ignition sources and are in a well-ventilated area in accordance with AS/NZS 1596– The Storage and Handling of LP Gas		
All LPG cylinders are checked to ensure they do not exceed 10 years of the stamped test date		
Compliance with AS/NZS 1596 – The Storage and Handling of LP Gas		
A licence is held if keeping over 250 kilograms of LPG in cylinders or tanks		

**CORRECTIVE ACTIONS/COMMENTS:**

## CHECKPOINT 20 – CLEANING AND SANITARY EQUIPMENT

	YES	NO
Is a source of running water available?		
Is liquid soap available?		
Is paper towel available?		
Is a collection bucket for hand washing wastewater and bin for used paper towels available?		

## CHECKPOINT 21 – WEATHER CONDITIONS

	YES	NO
Use current Australian Bureau of Meteorology information to ascertain weather conditions <a href="http://www.bom.gov.au">www.bom.gov.au</a>		
Weather conditions planned for and monitored e.g. partitions, displays and signage well secured for windy conditions, non-slip mats for wet conditions, and shade, sunscreen, and water provisions for heat		
Wind speeds are monitored, and amusement structure operation ceased in accordance with manufacturer's specifications (inflatable structures must cease)		

### CORRECTIVE ACTIONS/COMMENTS:

## CHECKPOINT 22 – PERSONAL PROTECTIVE EQUIPMENT (PPE)

	YES	NO
All tasks undertaken by staff and volunteers are checked for the PPE required		
PPE provided if needed (e.g. gloves, aprons, earplugs etc.) and is in good condition and working order		
Personnel are trained in using, maintaining, and storing PPE		
High visibility safety clothing conforming to AS/NZ4602 must always be worn by event staff when it is important for a person in a situation to be easily seen.		

### CORRECTIVE ACTIONS/COMMENTS:

## CHECKPOINT 23 – COMMUNICATION (REFER TO BACK)

	YES	NO
Internal/External		
Emergency		
Contacts		

### CORRECTIVE ACTIONS/COMMENTS:

## CHECKPOINT 24 – ACCESSIBILITY

	YES	NO
Ramps are in place to provide access into buildings		
Disabled access parking is available close to the event		
The event itself is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids, etc.)		
Entry / Exit area is easily accessible (e.g. for patrons in wheelchairs, with prams, using walking aids, etc.)		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

## CHECKPOINT 25 – NOISE

	YES	NO
The event will include amplified music, speeches etc.		
Noise control measures will be used to minimise disruption		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

## CHECKPOINT 26 – SECURITY

	YES	NO
Appropriate security levels have been arranged with security or organised externally for the event		
Security licenses are sighted, available and valid		
Number of security personnel required:		
Name of external Security company at event:		
Crowd control measures to be used		
Cash handling safety procedures or arrangements have been made and will be implemented		
<b>CORRECTIVE ACTIONS/COMMENTS:</b>		

## CHECKPOINT 27 – OTHER CONSIDERATIONS

<b>CORRECTIVE ACTIONS/COMMENTS:</b>		
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**OFFICE USE ONLY – AUTHORISATION*****Authorisation for event work to commence***Signature – Event  
Manager

Signature – Council Representative

Date

Date

***Authorisation for event clearance****I declare that the work for which this event was issued is now (tick correct box)*

Completed

Suspended

Cancelled

Other:

Signature – Event  
ManagerSignature – Council  
Representative

Date

Date

**EVENTS COMMUNICATION – POINTS OF CONTACT**

<b>NAME</b>	<b>CONTACT NUMBER</b>	<b>NAME</b>	<b>CONTACT NUMBER</b>
Police	000 or 131 444	Plumber	TBA
Police - Berri	8595 2020	Electrician	TBA
Ambulance	000	Council Contacts (Including After Hours)	LoxtonSimon Bullock 0409 582 421 Waikerie - James Thomas 0488 547 754
Fire Service	000	Safework SA (24/7)	1800 777 209
Gas	1800 427 5325 and/or 000	Office of the Technical Regulator	Business Hours 8226 5518 After Hours 1800 558 811
Water	1300 650 950	Council Risk and WHS Coordinator	Danika Lewan 0419 135 977
Electrical Emergency	SA Power Networks 13 13 66	Name and contact of security company at event	TBA
Waste Removalist	Loxton Simon Bullock 0409 582 421 Waikerie James Thomas 0488 547 754 External Contractors	Alternative Council contact after hours	Sue Schultz 0428 876 511