

## PRE-EVENT HEALTH & SAFETY CHECKLIST

<b>Event:</b>	<b>Festival 2018</b>
<b>Location:</b>	<b>Moss O'Balloch Park,</b>
<b>Date:</b>	<b>Saturday 11 August 2018</b>

The following must be checked immediately prior to the event: Friday 10/8/18 run-thru and Saturday 11<sup>th</sup> at 10am on set-up completion and site lock-down in readiness for public to be admitted from 10.30am.

1.0 ACCESS AND EGRESS					
Aspect		Yes	N/A	Details if issue found	Corrective action taken
1.1	Entry and exit areas easily accessible?				
1.2	Thoroughfares defined, clear of obstructions and trip hazards?				
1.3	Are staff/stewards in place and properly briefed?				
1.4	Can emergency vehicles gain safe access?				

2.0 SITE CONDITION					
Aspect		Yes	N/A	Details if issue found	Corrective action taken
2.1	Is the site free from trip hazards?				
2.2	Are permanent fixtures in good condition?				
2.3	Has vegetation been cut back, debris cleaned and the area made safe?				
2.4	Have prevailing weather conditions created fresh hazards?				

3.0 TEMPORARY DEMOUNTABLE STRUCTURES					
Aspect		Yes	N/A	Details if issue found	Corrective action taken
3.1	Have all structures been completed, inspected and certificated where necessary?				
3.2	Have all structures supplied evidence of insurance?				
3.3	Are all structures built to the supplier's method statements?				

4.0 ATTRACTIONS					
Aspect		Yes	N/A	Details if issue found	Corrective action taken
4.1	Have all attractions supplied evidence of insurance.?				
4.2	Is fire fighting equipment in place?				
4.3	Have electrical supplies been checked by a competent person?				

5.0 TRADERS					
Aspect		Yes	N/A	Details if issue found	Corrective action taken
5.1	Have all traders received fire safety advice?				
5.2	Are generators fenced off to prevent public access?				

5.3	Has all insurance and other H&S documentation been supplied?				
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### 6.0 SITE HEALTH AND SAFETY

Aspect		Yes	N/A	Details if issue found	Corrective action taken
6.1	Is all signage (water/first aid/exits/information/toilets, etc) in place?				
6.2	Is fire fighting equipment in place?				
6.3	Have electrical supplies been certificated and checked by a competent person?				
6.4	Have sufficient toilets been provided, properly sited and stocked?				
6.5	Are adequate first aid facilities in place?				
6.6	Is the public address system in place and working?				
6.7	Have any fresh hazards been introduced during the build period?				
6.8	Are sufficient waste bins/skips in place?				
6.9	Is hazardous equipment e.g. (generators etc) fenced off?				

### 7.0 EVENT STAFF

Aspect		Yes	N/A	Details if issue found	Corrective action taken
7.1	Are stewards/security staff in place?				
7.2	Are event staff wearing appropriate hi-vis clothing?				
7.3	Have all key personnel been issued with 'comms' cards?				
7.4	Is everyone aware of the chain of command/their own duties?				

#### Confirmation that checks have been carried out:

Event Organiser, INSERT name

**Signature:**

**Date: 11/8/18**

**Time:**

Event Traders & Stallholders Support, INSERT name

**Signature:**

**Date: 11/8/18**

**Time:**

Event Safety Support, INSERT name

**Signature:**

**Date: 11/8/18**

**Time:**