

# Major Events Resource Bank

## Health and Safety Planning Checklist



Health and Safety planning includes information gathering, plan writing and hazard identification and recording.

### 1 Accident and Health Emergencies

Compile:

A	first aid details, including first aid contacts and services	<input type="checkbox"/>
B	a readily accessible list of key emergency contacts for all participants and staff	<input type="checkbox"/>
C	a form for reporting and recording accidents.	<input type="checkbox"/>

### 2 Crowd control

Prepare and write plans for:

A	the protection of pedestrians, spectators, participants, media, VIPs, access routes	<input type="checkbox"/>
B	security – list their responsibilities	<input type="checkbox"/>
C	police – prepare police briefings	<input type="checkbox"/>
D	the location of fencing/barricades	<input type="checkbox"/>
E	managing and dealing with alcohol	<input type="checkbox"/>
F	location and site plan for accreditation zones.	<input type="checkbox"/>

### 3 Electrical, sound and lighting

Identify:

A	isolation required – circuit breakers/RCD/distribution boxes	<input type="checkbox"/>
B	tripping hazards – cable covers over power cords in high pedestrian usage areas	<input type="checkbox"/>
C	backup power supplies and contingencies.	<input type="checkbox"/>
D	the location of fencing/barricades	<input type="checkbox"/>

### 4 Emergency procedures

Prepare plans for:

A	emergencies (bomb threat, fire, earthquake)	<input type="checkbox"/>
B	hazardous substances – notify the fire service where appropriate	<input type="checkbox"/>

### 5 Environmental effects on people

Think about the effects of wind/rain and UV protection:

A	prepare and disseminate advice if necessary.	<input type="checkbox"/>
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## 6 Staff/contractors/volunteers

### Review their information and personal comfort needs:

A	provide health and safety briefings/training to all staff, contractors and volunteers	<input type="checkbox"/>
B	responsibilities – are they clear and fully explained and appropriate to the role of the person	<input type="checkbox"/>
C	refreshment/catering – have drinks and food available for your staff and volunteers	<input type="checkbox"/>
D	training in health and safety – outline in detail the planning required.	<input type="checkbox"/>

## 7 Temporary staging and structures

### Evaluate and identify issues and potential hazards:

A	dimensions of structures and stages	<input type="checkbox"/>
B	ground stability	<input type="checkbox"/>
C	the size of sets, their weights and stability.	<input type="checkbox"/>

## 8 Stallholders/vendors

### Evaluate and identify issues and potential hazards:

A	permits – ensure your vendors/stallholders have correct food licence/permits from the local council.	<input type="checkbox"/>
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## 9 Traffic management and parking

Ensure you cover all of the following elements.

### Traffic management plan:

A	signage	<input type="checkbox"/>
B	public notifications.	<input type="checkbox"/>

### Marshalls:

A	placement and location	<input type="checkbox"/>
B	hi-visibility vests	<input type="checkbox"/>
C	safety briefing plan	<input type="checkbox"/>
D	access routes	<input type="checkbox"/>
E	remove any obstructions and obstacles	<input type="checkbox"/>
F	cone off/sign post hazards	<input type="checkbox"/>
G	pedestrian management	<input type="checkbox"/>
H	spectator management.	<input type="checkbox"/>
I	team buses.	<input type="checkbox"/>

### Management of parking:

A	marshalls/drop off zone	<input type="checkbox"/>
B	disability parking	<input type="checkbox"/>
C	VIP parking	<input type="checkbox"/>

<b>D</b>	media parking	<input type="checkbox"/>
<b>E</b>	spectator parking	<input type="checkbox"/>
<b>F</b>	team buses.	<input type="checkbox"/>

### 10 Emergency Vehicles

<b>A</b>	access to site for emergency vehicles.	<input type="checkbox"/>
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### 11 Waste management

<b>A</b>	toilet facilities	<input type="checkbox"/>
<b>B</b>	rubbish collection/removal.	<input type="checkbox"/>