



Events Held in Public Areas CHECKLIST

Event Risk Assessment			
Action	Yes/No	Comments/Actions/ Mitigation required	Responsible Person
<p>1. Has a site visit been undertaken?</p> <p><i>Considering actions 3-10 on this checklist</i></p>			
<p>2. Has a risk assessment of the venue been completed?</p> <p><i>Considering actions 3-10 on this checklist</i></p>			
<p>3. Is there mobile phone reception across whole site?</p> <p><i>If mobile reception is intermittent, outline how this risk will be managed. E.g. Supplying two-way handheld radios</i></p>			
<p>4. Is any of the public space required to be cordoned off for the event/activity?</p> <p><i>If so, include how this will be undertaken.</i></p>			
<p>5. Are there available parking facilities?</p> <p><i>Outline details including distance from venue, and access for emergency vehicles.</i></p>			
<p>6. Is the whole facility accessible for disabled participants and spectators?</p> <p><i>Outline details.</i></p>			
<p>7. Are there any other events/activities taking place on the site at the same time?</p> <p><i>Outline details and how this risk will be managed.</i></p>			



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<p>8. Will the general public have access to facilities (e.g. toilets, café, changing area etc)?</p> <p><i>Outline details and how risks (such as sharing changing areas with the general public) will be managed.</i></p>			
<p>9. Have hospital/doctor facilities near the event been identified?</p>			
<p>10. Are there any additional site-specific risks?</p> <p><i>Outline details and how risks will be managed.</i></p>			

Actions to be implemented in the lead up to the event			
Action	Yes/No	Comments/Actions/ Mitigation required	Responsible Person
<p>11. Has the required number of volunteers/staff been identified for the event, including supervisory roles?</p>			
<p>12. Have volunteer/staff arrangements been finalised and communicated?</p> <p><i>E.g. Accreditation, specific clothing/uniforms, distribution of accreditation and clothing/uniforms.</i></p>			
<p>13. Have site maps been developed and distributed?</p>			
<p>14. Is there signage required for the site?</p> <p><i>Outline details including accommodating culturally and linguistically diverse backgrounds if required.</i></p>			



Actions to be implemented in the lead up to the event

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<p>15. Have first aid facilities been organised for the site?</p> <p><i>E.g. First aid tent, first aid officer, ice.</i></p>			
<p>16. Have supervision arrangements for children/young people been agreed?</p> <p><i>Who is responsible for supervising the children/young people on the day? Are consent forms required?</i></p>			
<p>17. Have lost/found children and young people arrangements been developed and clarified?</p>			
<p>18. Have duty of care drop-off and pick-up (handover) arrangements been agreed and communicated?</p>			
<p>19. Have extreme weather plans been developed and available at the venue?</p>			
<p>20. Have arrangements to identify children and young people who have not consented to being photographed or filmed been agreed and communicated?</p> <p><i>E.g. Wearing a particular coloured wristband.</i></p>			
<p>21. Has pre-event information been communicated to parents/carers, staff and volunteers?</p>			
<p>22. Have participants, parents/carers, and spectators been notified of the risk that photographs can be taken without prior consent at the event due to its location in a public area?</p>			
<p>23. Has the event site been set up appropriate to the risk assessment?</p> <p><i>E.g. Cordoning off, signage, shade, etc</i></p>			