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| **Event Safety Observation Checklist** |
| **College / Portfolio** |       |
| **Location (identify building, level, rooms):** |       |
| **Date/Time of inspection**  |       | **Event Name** |       |
| **Name of person(s) conducting inspection:** |       |
| **EMERGENCY** | **Yes** | **No** | **N/A** | **WEATHER** | **Yes** | **No** | **N/A** |
| Are emergency site plans displayed and oriented to their position? | [ ]  | [ ]  | [ ]  | Is signage/structures clear and fixed/weighted for bad weather? | [ ]  | [ ]  | [ ]  |
| Are all exits accessible & unobstructed? | [ ]  | [ ]  | [ ]  | Are weather conditions monitored and planned for? | [ ]  | [ ]  | [ ]  |
| Are fire equipment accessible & unobstructed? | [ ]  | [ ]  | [ ]  | Is shelter, shade, hot/cold extremes catered for? | [ ]  | [ ]  | [ ]  |
| Thoroughfares clear, same as exit width & unobstructed? | [ ]  | [ ]  | [ ]  | **GENERAL** | **Yes** | **No** | **N/A** |
| Is fire equipment regularly serviced with tag attached and stamped within the last 6 months? | [ ]  | [ ]  | [ ]  | ALCOHOL – has the appropriate licence been obtained and displayed? | [ ]  | [ ]  | [ ]  |
| **FLOORS, AISLES , STAIRS & LANDINGS** | **Yes** | **No** | **N/A** | AMUSEMENTS – is an operator supervising? | [ ]  | [ ]  | [ ]  |
| Are all walkways free from cords, trip hazards and rubbish? | [ ]  | [ ]  | [ ]  | AMUSEMENTS – are inflatables anchored and weather monitored? | [ ]  | [ ]  | [ ]  |
| Are all floors clean and not slippery? | [ ]  | [ ]  | [ ]  | ANIMALS – are they controlled and contained? | [ ]  | [ ]  | [ ]  |
| Are slip resistant strips on edge (nosing) of steps in place? | [ ]  | [ ]  | [ ]  | BBQ – have the BBQ guidelines been followed? | [ ]  | [ ]  | [ ]  |
| Are handrails present and in good condition? | [ ]  | [ ]  | [ ]  | CHEMICALS – are they stored and used correctly? | [ ]  | [ ]  | [ ]  |
| Are paths, corridors and floor coverings good state of repair? | [ ]  | [ ]  | [ ]  | COMMUNICATION – is it available and event organiser number(s) known? | [ ]  | [ ]  | [ ]  |
| **AMENITIES** | [ ]  | [ ]  | [ ]  | CONTRACTORS – are they aware of sign in/out and have contractor tag? | [ ]  | [ ]  | [ ]  |
| Is clean, fresh drinking water available? | **Yes** | **No** | **N/A** | ELEVATED WORK PLATFORMS – is the operator licensed and permit obtained? | [ ]  | [ ]  | [ ]  |
| Is there adequate provision of toilets, toilet supplies and hand washing facilities in good, working condition? | [ ]  | [ ]  | [ ]  | FOOD – are hygienic practices used and food safety observed, including hot food signs and food temperature controlled? | [ ]  | [ ]  | [ ]  |
|  | [ ]  | [ ]  | [ ]  | FURNITURE – is it in good condition and stable? | [ ]  | [ ]  | [ ]  |
| **ELECTRICAL** | **Yes** | **No** | **N/A** | GAS CYLINDERS – are they stored and used correctly, and secure? | [ ]  | [ ]  | [ ]  |
| Are all power points, boards, cords and light switches free of visible defects or overload? | [ ]  | [ ]  | [ ]  | HOUSEKEEPING - are all work areas clean and tidy? | [ ]  | [ ]  | [ ]  |
| Are electrical appliances tested and tagged and in date? | [ ]  | [ ]  | [ ]  | HOUSEKEEPING – are there enough bins and are they emptied regularly? | [ ]  | [ ]  | [ ]  |
| Are electrical appliances free from visible defects? | [ ]  | [ ]  | [ ]  | LIGHTING - appropriate for the event? | [ ]  | [ ]  | [ ]  |
| **FIRST AID** | **Yes** | **No** | **N/A** | **GENERAL** | **Yes** | **No** | **N/A** |
| Is the first aid station(s) easy to access? | [ ]  | [ ]  | [ ]  | MARQUEES – are they tethered, weighted down and setup correctly? | [ ]  | [ ]  | [ ]  |
| Is first aid kit in good condition and stocked? | [ ]  | [ ]  | [ ]  | LOCAL INDUCTIONS – are they complete for volunteer, contractor and event workers? | [ ]  | [ ]  | [ ]  |
| **TRAFFIC** | **Yes** | **No** | **N/A** | MONEY – are secure storage and handling processes used? | [ ]  | [ ]  | [ ]  |
| Are vehicle/pedestrian areas kept separate? | [ ]  | [ ]  | [ ]  | NOISE – are controls are in place? | [ ]  | [ ]  | [ ]  |
| Are traffic movements scheduled and managed to minimise injury to pedestrians?  | [ ]  | [ ]  | [ ]  | PPE – are gloves, apron, ear plugs, etc provided as required? | [ ]  | [ ]  | [ ]  |
| **OTHER AREAS (not already covered)** | **Yes** | **No** | **N/A** | SECURITY – are sufficient security personnel present for the event? | [ ]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  | STAGING – is edge marking and handrails present? | [ ]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  | STALLS – is there enough space (including storage)? | [ ]  | [ ]  | [ ]  |
|       | [ ]  | [ ]  | [ ]  | VENUE – is there enough space for everyone? | [ ]  | [ ]  | [ ]  |
| **Observations / Issues / Comments** | **Corrective Action Required** | **Risk Level (H,M,L)** | **Person Assigned** | **Date Completed** |
|       |       |       |       |       |
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