

Event Management Checklist

Below is a checklist that is designed to assist event organisers in their risk management.

The list is by no means exhaustive.

Some items are repeated under more than one category.
 Technical Delegates for EFA/FEI events have their own checklist for sport-technical and sport-safety matters.

Venue Hire/Lease

If leasing or hiring, check the Lease/Rental contract, especially for insurance requirements and for disclaimers by the lessor.
 Insurance cover of the venue
 Services provided by owner/manager
 Hire of additional facilities (temp stables, marquees, tents, temp. seating, etc.)
 Risk inspections of the site

| Okay/NA | Needs attention | Person Responsible |
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Hiring Equipment

On-site vehicles Third Party insurance (golf buggies, etc.)
 Vehicle lease/rental contract and its provisions
 Best location for equipment in respect to refuelling, fuel leaks/spills, service access

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Contractors (for services/performances), Sponsor displays

Insurance for people doing performances/displays (if not EFA, they should have their own policy)
 If event is a ticketed event, consider cash security requirements
 Is security firm experienced and licensed?
 Briefing of security officers on functions, rights, and responsibilities
 Liability waivers/disclaimers

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Records and Documentation

Ample supply of 'incident report' forms and disclaimers waivers distributed to relevant staff for issue to competitor, etc.
 Incidence Management Procedures
 Evacuation Procedures
 Illness/ Injury procedures
 Staff have been made aware of procedural requirements
 Liability waivers

| Okay/NA | Needs attention | Person Responsible |
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The Venue Itself

Adequate light if operating at night (for the show itself, walkways, for camping areas, to parking areas, etc.)
 Stand-by lighting in event of power failure
 Warning and directional signage
 "No smoking"- signs posted; restrictions enforced
 Rubbish bins (recycling where possible)
 Disabled access and facilities ("accessibility")
 Slip, trip and fall inspection in pedestrian/spectator areas
 Footing and arena side/fence inspection
 Toilets and other facilities clean and open
 Portable Toilets in place and ready
 Camping facilities are in place and working (power, lighting, water, etc.)
 Inspection of spectator seating areas
 Adequate sun/rain shelters for spectators and other participants
 Emergency equipment, assembly areas
 Bus parking, drop-off/pick-up zones

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Parking Areas

Parking areas should be controlled. Signage should clearly indicate any restrictions before vehicles enter and should also have NO RESPONSIBILITY waiver.
 Suitability of entry, parking areas (levels, bumps, incline)
 Fencing (if star posts are used, they should be capped.)
 If used at night: Lighting. Parking officers with torches and reflecting vests
 Parking Lines and Exits clearly marked
 Staff comfort in hot/wet weather
 Protection of trees, flower beds, fixtures
 Access and parking for caterers, entertainers, VIP guests horse/pedestrian paths
 Separation of horse vehicles from general parking

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Staffing

Safety and security briefing (awareness of risks in areas listed, disclaimers)
 Breaks and relief staff for event personnel
 Security of cash and cash collections
 Adequate first aid facilities/personnel
 Staff and contractor training in their areas of responsibility
 Staff use & store tools (rakes, shovel, etc.) safely.
 Staff uniforms/clothing

| Okay/NA | Needs attention | Person Responsible |
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Food Outlets (especially when staffed by volunteers)

Contractors carry their own insurance.
 Liquor licenses displayed.
 Staff uniforms/clothing clean
 Hair covered/hat or cap worn
 Use of gloves or tongs when handling food
 Others to handle money/coupons

| Okay/NA | Needs attention | Person Responsible |
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Siting of Facilities, Outlets etc.

The siting of food outlet shall take into account the requirements for power, water and sullage. (Some mobile operations are complete with separate water and sullage tanks and can be located at will.)

Local Government Health regulations need to be observed.

Try to site food outlets on level ground adjacent in the appropriate areas, providing easy access.

Check for slip or trip hazards and be clearly lit at night.

| Okay/NA | Needs attention | Person Responsible |
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Agree (where appropriate) with contractor in advance that:

Storage and preparation areas are kept clean.

All food is behind glass or plastic screens

Hot food is held at greater than 60 degrees.

Utensils are clean and used properly.

Personnel are dressed in clean and in light coloured uniforms.

Hair is covered/hat or cap worn.

Personnel preparing or handling food use gloves or tongs.

Personnel handling food are not handling money, etc. or with the same glove.

Fire extinguishers/mats are current and in good order.

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