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	Okay/NA	Needs attention	Person Responsible
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			
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	Okay/NA	Needs attention	Person Responsible
Contractors (for services/performances), Sponsor displaysInsurance for people doing performances/displays (if not EFA, they should have their own policy)If event is a ticketed event, consider cash security requirementsIs security firm experienced and licensed?Briefing of security officers on functions, rights, and responsibilitiesLiability waivers/disclaimers	Okay/NA	Needs attention	Person Responsible
Records and Documentation Ample supply of 'incident report' forms and disclaimers waivers	Okay/NA	Needs attention	Person Responsible
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			

		Needs	
The Venue Itself	Okay/NA	attention	Person Responsible
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			
		Needs	
Parking Areas	Okay/NA	attention	Person Responsible
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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		Needs	
Staffing	Okay/NA	attention	Person Responsible
Safety and security briefing (awareness of risks in areas listed,			
disclaimers)			
Breaks and relief staff for event personnel			
Security of cash and cash collections	1		1
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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

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

		Needs	
Checks during events - "Management by walking about"	Okay/NA	attention	Person Responsible
Staff are relieved on regular basis.			
Staff "overloads" are addressed during peak times.			
Food area are kept clean. Spillages to be cleaned regularly			
Crowd control - marshals required - trained personnel			
Safety announcements over PA			
Vehicle parking controls in place			
Lost children procedures and facility establishment			
Translation services (where appropriate)			
Press/ Media reception hosts/hostesses			
Ticketing and coupons sales staff and outlets			
Internal Communications			
External Communications (Inc Mobile Phones)			
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		Needs	Derson Deenensible
Electrical	Okay/NA	attention	Person Responsible
Fuses/ circuit breakers suited to cable load capacity in leads			

and boards Leads, cables and plugs

Okay/NA	Needs attention	Person Responsible

Person Responsible

Needs

attention

Okay/NA

Housekeeping	
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Smoking

Rubbish bins emptied regularly Aisles and access ways clear of obstructions and litter Free access by staff to electrical switches and controls Exit and entry ways clear Merchandise, stock and other goods stored neatly

NO SMOKING signs on proper locations

	Needs	
Okay/NA	attention	Person Responsible

(20-Litre metal drums half-filled with sand are acceptable)
Fire Emergency Checklist
Personnel trained in and understands his/her emergency
duties
Personnel trained in use of extinguisher types
Availability of Fire Blanket for cooking areas
Emergency Plan current and reviewed

Ashtrays and receptacles of sufficient size in smoking areas

All exits clearly marked

Are any fixed systems on site useable (eg Fire Hoses etc) If the are/arena is fenced are gate keys freely available to Emergency services/event organisers

Okay/NA	Needs attention	Person Responsible

		Needs	
Siting of Facilities, Outlets etc.	Okay/NA	attention	Person Responsible
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.			
Agree (where appropriate) with contractor in advance			
that:	Okay/NA	Needs attention	Person Responsible
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.

Okay/NA	Needs attention	Person Responsible

Sport-Technical Aspects (often handled by a Technical Delegate or EFA/FEI Steward, especially in Eventing)

Training and Competition Areas (Arenas)

(Note: Eventing matters are not covered here. Please refer to FEI TD Checklist.)

refer to FEI ID Checklist.

Fencing and/or marking of arenas is adequate. Arena footings inspected and repaired where appropriate. (holes, rocks, etc.) Arena footings maintained during competition. Tools (rakes, shovels, wheelbarrows, etc.) handled and stored safely. Water truck drivers are experienced Spectators are kept away from horses (as much as this is

practicable).

Stewarding supervision for arenas.

Safe jumping gear (and use thereof).

	Needs	
Okay/NA	attention	Person Responsible

Stabling and Related Matters

Adequate parking areas for trucks and horse floats (separate		Needs	
from cars).	Okay/NA	attention	Person Responsible
Safe horse unloading areas near stables.			
Safe stables with adequate services nearby (water, light,			
hosing bays, manure bins, etc.)			
Clear stable aisles, no clutter.			
Security is in place where appropriate.			
Stable manager/steward appointed for overnight supervision			
where required.			
Horses kept away form parked vehicles.			
"No Smoking" signs in stables.			
Fire extinguishers/hoses in stables.			
Grazing areas for horses.			
"Beware of Snakes" warning signs where appropriate.			
Safety notices and emergency contact numbers on			
noticeboard.			
Evacuation plan for horses.			
Access and exit plan for horse traffic.			