Event Risk Assessment Checklists

Event Management/Approval		
Issue	**Action By**	**Complete**
Detailed Event Management Plan issued (see below)	Event Organizers	☐ Yes ☐ No
Check for conflicting events which may impact on the event or the location	Event Organizers	☐ Yes ☐ No
Ensure event activities comply with relevant Municipal By-Law(s)	Event Organizers/ Municipality	☐ Yes ☐ No
Special Conditions regarding activities on a road applied (Municipal by-laws)	Event Organizers/ Municipality	☐ Yes ☐ No
Road closure procedures followed where necessary (Municipal by-laws)	Event Organizers/ Municipality	☐ Yes ☐ No
Where structures are to be erected on roads ensure requirements of Municipal by-laws are met	Event Organizers/ Municipality	☐ Yes ☐ No
Where a Municipal Event Permit is required ensure all activities are adequately detailed in the Event Permit	Event Organizers/ Municipality	☐ Yes ☐ No
Check that event activities and structures etc. comply with all relevant legislation and regulations	Event Organizers	☐ Yes ☐ No
Ensure all amusement rides are registered with authorities, check serial numbers.	Event Organizers	☐ Yes ☐ No
Ensure any public consultation policies are complied with (where applicable)	Event Organizers/ Municipality	☐ Yes ☐ No
Cancellation-of-event procedures in place	Event Organizers	☐ Yes ☐ No
Proof of appropriate insurances provided by contractors to event (e.g. amusement ride operators, infrastructure suppliers, stallholders). Make sure name of insured and names of contractor match.	Event Organizers	☐ Yes ☐ No
All organizations or groups involved have an established legal status	Event Organizers	☐ Yes ☐ No
Emergency Services contacted, notified of proposal to hold event and preliminary arrangements made if required to provide attendance or assistance	Event Organizers	☐ Yes ☐ No

Event Management Plan	
Detailed Event Management Plan includes all organizations involved in the event	☐ Yes ☐ No
Key roles and responsibilities clearly stated	☐ Yes ☐ No
Event Risk Assessment carried out	☐ Yes ☐ No
Identify who is in control of event and deputy(ies)	☐ Yes ☐ No
Bump-In Plan (Set-up of event during which Event Organizer has control of site)	☐ Yes ☐ No
Bump-Out Plan (Post event until Event Organizer hands control back to Municipality/site is normal)	☐ Yes ☐ No
Identify who is in control of incidents	☐ Yes ☐ No
Event Safety Officer – monitoring and review responsibilities established throughout the event	☐ Yes ☐ No
Communication arrangements and protocols	☐ Yes ☐ No
Incident Procedures	☐ Yes ☐ No
Emergency Procedures	☐ Yes ☐ No
Coordination between organizations established	☐ Yes ☐ No
Procedures and arrangement for distributing Notices	☐ Yes ☐ No
Emergency Services liaison established	☐ Yes ☐ No
Structural Inspections/Occupational Health & Safety	☐ Yes ☐ No
Asset Registers maintained	☐ Yes ☐ No
Safety training needs satisfied	☐ Yes ☐ No
Liaison with public and other organizations established	☐ Yes ☐ No
Licensing	☐ Yes ☐ No
Record of all amusement ride operators, infrastructure suppliers, stallholders held	☐ Yes ☐ No

In Event Risk Management Checklist	
Risk assessment applied to all activities during the event	☐ Yes ☐ No
All identified risks have been examined	☐ Yes ☐ No
Arrangements for managing risk have been identified	☐ Yes ☐ No
Consultation on overlapping areas of risk has occurred	☐ Yes ☐ No
Event Safety reviews organized during the event as needed	☐ Yes ☐ No
Post event de-brief organized	☐ Yes ☐ No