



City of Monash Event Planning Toolkit

Pre-Event Hazard Checklist

The Pre-Event Hazard Checklist is a mandatory document to be completed on the day of the event.

City of Monash has an expectation of all event organisers to provide a safe environment for those attending events within the municipality.

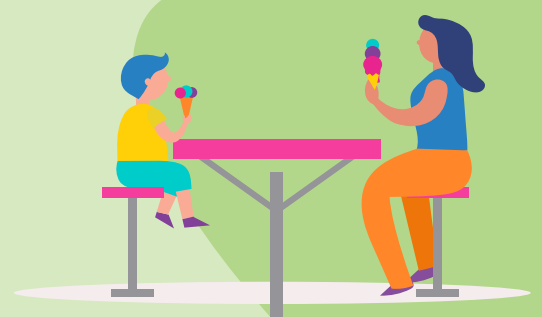
The checklist below has been developed as a basic assessment of risks that should be considered to eliminate or minimise potential hazards at an event. Given the nature of the event you are organising, some of the controls in this checklist will not be relevant and others may require more detail than given here.

This checklist, Event Plan and Risk Assessment should work together to effectively manage and mitigate identified risks.

Name of Event

Date of Event

Activity/task/hazard	Yes	No	N/A	Additional Controls
Bump in/Bump out				
Event staff and external contractors have received a site induction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Event staff and contractors are wearing high visibility and protective clothing during bump in/bump out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Production Schedule is running on time	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency exits are clearly signed & unlocked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All personnel involved in manual handling have received appropriate training	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Manual handling aids are available for the movement of heavy items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Traffic, Parking and Pedestrians				
Pedestrian access is restricted during bump in and out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Adequate parking facilities are available, including accessible parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Clear signage is erected for any changes in traffic and parking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



Activity/task/hazard	Yes	No	N/A	Additional Controls
Waste Management				
Adequate general rubbish and recycling bins are in position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Ensure cleaning equipment is available on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Amenities				
Toilets and hand washing facilities are sufficient and clean	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Amenities are available for people with disabilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Drinking water is available for attendees	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stallholder Management				
All food vendors hold appropriate food licence/permit – licence is displayed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If alcohol is to be served: <ul style="list-style-type: none"> Alcohol licence obtained and displayed At least one person responsible for the service of alcohol All RSA guidelines are to be followed 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stallholders have received a site induction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Stallholders who are cooking with gas have handed in a Gas Safety Self-Check List	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Performer/Entertainment/Speakers				
Performers have received a site induction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
APRA forms are available for performers to complete	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Event Signage				
Access and egress points are clearly signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Any restricted entry areas are adequately signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Signage is securely fastened and erected appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Emergency assembly areas are adequately signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First Aid and Lost Children points are clearly signed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Slips, trips and falls				
Pathways and thoroughfares are monitored and kept free of trip hazards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Activity/task/hazard	Yes	No	N/A	Additional Controls
Power				
All portable electrical equipment/tools, leads and power boards are tested and tagged by a qualified electrician	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leads are secured & are not placed across thoroughfares	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Leads are protected from weather or any other liquid	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Generators, if used, are safely positioned and access to the area is restricted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are available near electrical equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Weather – Outdoor Events				
Australian Bureau of Meteorology website (www.bom.gov.au) is accessed to check for forecast adverse weather events	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Undercover areas are available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Amusement Devices/Rides				
Amusement ride log book has been checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fireworks and Fire				
Any open flames are barricaded by fencing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire bans have been noted and understood	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Overcrowding				
Monitoring of on-site occupancy limits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Access and egress of patrons is congestion-free	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Site/Venue Maintenance				
Grass and grounds are maintained	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Trees and over hanging branches have been checked	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Lighting is suitable for intended activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Communications				
Method of communication across the event site is appropriate (e.g. mobile phone or two-way radios)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Mobile phone reception is available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Noise				
Monitor noise levels. Noise is limited before 7am and after 10pm.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Activity/task/hazard	Yes	No	N/A	Additional Controls
Temporary Infrastructure				
Marquees are weighted and secure (no pegging)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
If a stage is being erected, ensure; <ul style="list-style-type: none"> • Stage edges are marked • Steps and handrails are secure 	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
All free standing objects (pin boards etc.) are weighted and/or secured	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety				
Trained first aid officers are on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
First aid kit is available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Defibrillator has been considered and is available if necessary	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Safety Officer is present	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Sharp or protruding objects are controlled	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Appropriate PPE (Personal Protective Equipment) is available on site	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Incident Report Forms are readily available	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Fire extinguishers are available and accessible	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
There is a procedure for lost children and missing persons	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Cash handling procedures are in place	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
Event Specific Hazards				
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Event Coordinator:

Signature (sign)

Date

Time