

Bridgend Event Safety Advisory Group

Checklist

Events taking place on BCBC land

BCBC EVENT SITE CHECKLIST			
LOCATION		EVENT DATE	
ORGANISER		EVENT NAME	

SUBMITTED	Yes	No	Notes
DOCUMENT			
Event Safety Plan			
Event Risk Assessment			
Site Plan			
Emergency Plan			
Traffic Management Plan			
Public Liability Insurance			
Written permission from the land owner			
<i>NOTE - Bridgend County Borough Council requires all event organisers to supply these documents as part of the event notification process.</i>			

QUESTIONS	Yes	No	Notes
SITE MANAGEMENT			
Will an Event Safety Officer/Advisor be on site during the event?			
Does the event have a crowd capacity?			
Will access to the site /event be restricted?			
Who is the target audience?			
What security arrangements are in place?			
Have South Wales Police been informed?			
Did South Wales Police make any comments in relation to the Event Management Plan? – please specify			
Has the impact of adverse weather (including wind speed) been assessed?			
Is there a stop procedure for the event?			
CONTINGENCY & EMERGENCY PLANNING			
Does the Event Safety Plan detail the evacuation procedure?			
Does the Event Safety Plan detail incident response arrangements?			
Does the Event Safety Plan detail how, in the event of an emergency announcements will be made to the public?			
Does the Event Safety Plan detail how all staff / volunteers / stewards on site will be briefed with evacuation procedures, incident response arrangements and public announcements in the event of an emergency?			

QUESTIONS	Yes	No	Notes
TRAFFIC MANAGEMENT AND CAR PARKING			
Will the event take place on, or affect the highway in any way?			
Will any Temporary Traffic Orders be implemented?			
Has a traffic management plan been provided			
Is there segregation of vehicles and pedestrians?			
Have car parking arrangements been considered in the traffic management plan?			
Will there be traffic control measures in place to get vehicles on and off event site? - please provide details			
Are emergency vehicles able to access the site?			
Does the Traffic Management Plan detail arrangements where applicable			
LICENSING			
<p>Will any licensable activity take place?</p> <p>i.e. Sale or supply of alcohol, regulated entertainment (music, dancing, films, plays, indoor sporting events), late night refreshment (hot food / drink between 23.00-05.00 hours)</p> <p>If so, have you applied for licences from BCBC?</p>			
<p>Will any traders (including the sale of food) be present at the event?</p> <p>If yes, have you applied for a licence from BCBC?</p>			

QUESTIONS	Yes	No	Notes
LICENSING (cont)			
<p>Will there be any sale or supply of alcohol?</p> <p>If yes, have you applied for a licence from BCBC?</p>			
<p>Has a TEN (Temporary Event Notice) been supplied to Licensing?</p>			
<p>Will there be any collection of monies at the event (e.g. charitable collections etc.)?</p> <p>If yes, have you applied for a licence from BCBC?</p>			
FIRE			
<p>Are staff aware of fire procedures on site e.g. assembly points?</p>			
<p>Will stewards/stall holders/vendors & entertainers be briefed on the fire evacuation procedure?</p>			
<p>Are fire extinguishers checked prior to the event?</p>			
<p>Will escape routes be regularly checked throughout the event?</p>			
<p>During the event are combustible materials segregated from significant sources of ignition?</p>			
<p>Will fireworks/pyrotechnics be used?</p>			
<p>Has a risk assessment been carried out?</p>			

QUESTIONS	Yes	No	Notes
ELECTRICAL SERVICES			
Event electrical installations must comply with BS 7909. What measures will you take to ensure this happens?			
Are visual inspections of equipment undertaken prior to use on site?			
Is there a procedure for reporting faulty equipment on the day of the event?			
Has Portable Appliance Testing (PAT) being carried out on portable electrical equipment which will be used during the event?			
GAS			
Where gas bottles are in use are emergency shut off valves accessible and procedures understood by staff?			
Are gas/heating appliances maintained and issued with an annual safety certificate?			
FOOD SAFETY			
<p>Food Traders should be registered and inspected by the local authority in which they are based. There is a simple way to check this online at www.food.gov.uk/ratings</p> <p>It is recommended that you only allow traders who have a food hygiene rating of 3 or above trade at your event. Please provide details of any food traders.</p>			
<p>Will you be providing any temporary water supplies for drinking, cooking, cleaning etc?</p> <p>This includes a supply via pipes or via containers e.g. tankers, bowsers, static tanks or bottled water.</p> <p>For example, drinking water points, food preparation, toilets, wash hand basins, showering facilities etc.</p>			

QUESTIONS	Yes	No	Notes
FAIRGROUND RIDES			
<p>All amusement devices inspected and certified under ADIPS will have a valid Declaration of Operational Compliance (DOC) confirming all relevant inspections have been satisfactorily completed and the ride has been certified as safe to operate until the expiry date on the DOC.</p> <p>All registered amusement devices and DOCs are registered in ADIPS central database of amusement devices. This can be checked online at https://adips.co.uk/check-a-doc/</p>			
<p>Please supply the name and a brief description of any fairground rides or amusements</p>			
<p>Is current and valid ADIPS documentation in place? – Please supply the ADIPS ID number.</p>			
<p>Has a copy of the risk assessment been provided to the event organiser by the ride operator?</p>			
<p>Will there be safety barriers around the ride? – please specify how many</p>			
<p>Is there an age limit for persons using the ride? - please give details</p>			
INFLATABLE PLAY EQUIPMENT			
<p>PIPA is an inspection scheme set up by the inflatable play industry to ensure that inflatable play equipment conforms to recognised safety standards.</p> <p>All registered inflatables are registered in a central database and can be checked online at https://www.pipa.org.uk/</p>			
<p>Please supply the name and a brief description of any inflatable play equipment</p>			

QUESTIONS	Yes	No	Notes
INFLATABLE PLAY EQUIPMENT (cont)			
Does the inflatable have a PIPA number? – please supply the number			
Is there a methodology in place to secure/tether the inflatable to the ground? – please give details			
Has a copy of the risk assessment been provided to the event organiser by the operator?			
Is there an age limit for persons using the equipment? – please give details			
<p><i>NOTE – A separate section should be completed for each piece of play equipment or fairground ride which will be included within the event.</i></p>			
ANIMAL HEALTH AND WELFARE			
Are animals being used in the event?			
Has information on animal welfare been supplied to the event organiser?			
ENVIRONMENTAL HEALTH			
Is there potentially noisy equipment on site?			
Has the level of noise been assessed?			
Have any noise control measures been implemented?			
Is there any additional lighting at the event?			
Are risk assessments available for any hazardous tasks or operations?			

QUESTIONS	Yes	No	Notes
WASTE			
Will any spillages and unexpected spillages be cleaned as soon as possible?			
Are secure storage of goods/food provided on site?			
Is there clear access to storage facilities?			
Will waste be stored on site?			
Will additional litter bins be provided on site for the public to use?			
How will waste be disposed at the end of the event?			
TEMPORARY STRUCTURES			
Will any temporary structures be erected for the event? E.g. Marquees, gazebos, stages, market stalls etc. If so, please provide details.			
Has a risk assessment for each temporary structure.			
Does the operator have Public Liability Insurance? – please provide details			
Will there be structural completion sign-off certificates from the structure contractor prior to the event starting?			
Is there a methodology in place to secure/tether temporary structures to the ground to the ground?			
Will there be structural completion sign-off certificates from the structure contractor of the market stalls prior to the event starting?			
Have wind speed action levels for any structures used within the event been identified by the structure contractor?			

QUESTIONS	Yes	No	Notes
TEMPORARY STRUCTURES (cont)			
During the event is there an ability to monitor the wind speed on site?			
MEDICAL AND FIRST AID			
Has a medical Risk assessment been included in the Event Safety Plan			
Are designated trained first aiders on site throughout the duration of the event?			
Will there be an ambulance on site?			
Will a Paramedic be on site?			
Are first aid boxes readily available?			
Are there accident/incident/sickness & violence reporting procedures in place?			
WELFARE			
Is there a procedure in place to deal with lost children?			
Are procedures in place concerning lone working of event staff/stewards?			
Will toilet and washroom facilities be provided.			
Will event staff / volunteers / contractors be wearing suitable PPE and high visibility clothing?			
Is there a communications plan or system for event staff / volunteers / contractors to remain in contact with the event manager? – please specify			

EVENT ORGANISER (PRINT NAME):		SIGNATURE: DATE:	
-------------------------------	--	---------------------	--