

## TEMPLATE FOR SITE SPECIFIC RISK ASSESSMENTS AND MONITORING.

Please complete prior to the event's commencement, during the event and at times when inspection is deemed most appropriate, and after the event following egress of public and the load out and dismantling of event elements.

Event Name:	Insert your event name here
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### BEFORE THE EVENT

(A Pre-event inspection should take place after site set-up is completed but before the site is opened to the public)

Location of inspection:	
Inspection date:	
Inspection time:	
Person carrying out inspection:	
Signature:	

SITE ACCESS/EXITS				ISSUES AND CONCERNS	REMEDIAL ACTION TAKEN
1.	Are the entrances/exits wide enough for the number of people?	Yes	No		
2.	Are staff/stewards in place?	Yes	No		
3.	Can emergency vehicles gain access?	Yes	No		
4.	Are pedestrians segregated from vehicles?	Yes	No		
5.	Are security precautions adequate? e.g. road closures, ingress points.	Yes	No		
6.	Have adequate signs been provided? E.g. Lost children, first aid, toilets.	Yes	No		
SITE CONDITIONS					
7.	Is the site free from tripping hazards e.g. cables, potholes, footpath defects etc.?	Yes	No		
8.	Are permanent fixtures in good condition e.g. seats, fencing, signage, etc.?	Yes	No		

9.	Had vegetation been cut back, debris removed and the area been made safe?	Yes	No		
10.	Will the weather conditions created new hazards to be addressed?	Yes	No		
<b>ATTRACTIONS / ACTIVITIES / STRUCTURES</b>					
11.	Have all structures been erected /completed and have you received completions notices and sign offs?	Yes	No	List documents received. E.g. Method Statements, completion certificates etc.	
12.	Have all structures been inspected and approved by a competent person where required?	Yes	No		
13.	Are all activities/attractions sited correctly and checked?	Yes	No		
14.	Have all activities/attractions supplied evidence of insurance and appropriate risk assessments including fire?	Yes	No		
15.	Are all potentially hazardous activities segregated and/or fenced as required?	Yes	No		
16.	Have temporary flags/decorations been installed correctly and checked?	Yes	No		
17.	Have any unanticipated hazards been introduced?	Yes	No		
<b>EVENT PROVISIONS</b>					
18.	Is firefighting equipment in place?	Yes	No		

19.	Is lighting in place where required?	Yes	No		
20.	Have electrical supplies/equipment been checked /certified?	Yes	No		
21.	Have toilets been provided where required?	Yes	No		
22.	Is control centre in place and public address system working?	Yes	No		
23.	Are adequate waste bins in place?	Yes	No		
24.	Are stewards in place?	Yes	No		
25.	Are first aid facilities in place?	Yes	No		
<b>TRAFFIC &amp; TRANSPORT PROVISIONS</b>					
26.	Are any required road closures in place?	Yes	No		
27.	Are parking provisions in place and stewarded?	Yes	No		
28.	Are all cones and signs in place?	Yes	No		
29.	Are park & ride buses in place?	Yes	No		

## DURING EVENT INSPECTION

*(This inspection should be completed half way through each event day to ensure that the event site is in good condition, all safety precautions are still in place and to assess if any changes need to be implemented)*

Location of Inspection:	
Inspection Date:	
Inspection Time:	
Person Carrying Out Inspection:	
Signature:	

SITE ACCESS/EGRESS				ISSUES AND CONCERNS	REMEDIAL ACTION TAKEN
1.	Are the entrances/exits clear?	Yes	No		
2.	Are staff/stewards in place?	Yes	No		
3.	Can emergency vehicles gain access?	Yes	No		
4.	Are pedestrians segregated from vehicles?	Yes	No		
5.	Are security precautions in place?	Yes	No		
6.	Have adequate signs been provided?	Yes	No		
SITE CONDITIONS					
7.	Is the site free from tripping hazards e.g. cables, potholes, footpath defects etc.?	Yes	No		
8.	Are permanent fixtures in good condition e.g. seats, fencing, signage, etc.?	Yes	No		
9.	Had debris removed and the area been made safe?	Yes	No		
10.	Is the site clear from waste/litter?	Yes	No		
11.	Have any full bins been emptied or replaced with empty bins?	Yes	No		

12.	Have any waste collections been completed successfully?	Yes	No		
13.	Has current weather conditions created new hazards to be addressed?	Yes	No		
<b>ATTRACTIONS / ACTIVITIES / STRUCTURES</b>					
14.	Are all structures secure and in good condition?	Yes	No		
15.	Have all structures been inspected and approved by a competent person where required?	Yes	No		
16.	Are all activities/attractions still in their correct locations?	Yes	No		
17.	Do any activities/attractions need to be relocated for safety/crowd control reasons?	Yes	No		
18.	Are all potentially hazardous activities segregated and/or fenced as required?	Yes	No		
19.	Are temporary flags/decorations still secure and in good condition and checked?	Yes	No		
20.	Have any unanticipated hazards been introduced?	Yes	No		
<b>TRADERS/EXHIBITORS</b>					
21.	Are all traders still in the correct location? (more than 2m apart if they are selling food)	Yes	No		
22.	Have all traders selling food items had their hand washing facilities and gas bottles checked?	Yes	No		
23.	Are all generators and diesel fuel, appropriately located and protected from the public?	Yes	No		
24.	Have any traders/exhibitors introduced any new hazards?	Yes	No		
<b>EVENT PROVISIONS</b>					
25.	Is firefighting equipment still in place?	Yes	No		

26.	Is lighting still in place or is additional lighting required?	Yes	No		
27.	Is the electrical supply/equipment adequate? Has it been checked?	Yes	No		
28.	Have toilets been cleaned/serviced where required?	Yes	No		
29.	Is control centre working well and is the public address system still in working order?	Yes	No		
30.	Are waste bins in place?	Yes	No		
31.	Are stewards in place and do any locations require more/less stewards?	Yes	No		
32.	Are first aid facilities still in place?	Yes	No		
<b>TRAFFIC &amp; TRANSPORT PROVISIONS</b>					
33.	Are any required road closures still in place and have not been compromised?	Yes	No		
34.	Are parking provisions suitable and working well?	Yes	No		
35.	Are all cones and signs still in place?	Yes	No		
36.	Are park & ride buses running effectively? If applicable.	Yes	No		
37.	Are any visitors parking in inappropriate places and impacting on traffic management?	Yes	No		

### POST EVENT INSPECTION

Location of Inspection:					
Inspection Date:					
Inspection Time:					
Person Carrying Out Inspection:					
Signature:					
<b>EXHIBITORS / TRADERS / ATTRACTIONS</b>				<b>ISSUES AND CONCERNS</b>	<b>REMEDIAL ACTION TAKEN</b>
1.	Have all attractions been dismantled and removed?	Yes	No		

2.	Have all exhibitors/traders vacated the site?	Yes	No		
3.	Have all vehicles left the venue?	Yes	No		
4.	Have all exhibitors/traders left their pitches clear from waste?	Yes	No		
<b>TEMPORARY FACILITIES</b>					
5.	Has all equipment been dismantled and removed?	Yes	No		
6.	Have all structures been dismantled and removed?	Yes	No		
7.	Have temporary markers such as stakes, ropes, flags etc. been removed?	Yes	No		
8.	Has all damage to ground conditions been NOTED e.g. holes, trenches, broken paving slabs?	Yes	No		
9.	Have all temporary electrical installations been isolated and made safe?	Yes	No		
<b>WASTE COLLECTION</b>					
10.	Has all waste been collected satisfactorily?	Yes	No		
11.	Has all waste been removed from site?	Yes	No		
12.	Have all residue fire hazards been checked e.g. fireworks?	Yes	No		
<b>SITE CONDITIONS</b>					
13.	Has any damage to permanent facilities, buildings or the ground been reported?	Yes	No		
14.	Has any other damage been found during inspection?	Yes	No		
<b>INCIDENTS / ACCIDENTS / NEAR MISSES</b>					
15.	Have all incidents/accidents/near misses been logged during the event?	Yes	No		
16.	Have any incidents/accidents/near misses been reported to the appropriate people/place e.g. insurance, HSE, etc.	Yes	No		