Risk assessment checklist

Slips, trips and falls

- Are there any loose carpets, rugs, mats or floor coverings?
- Are there any loose or uneven tiles, paving stones or floorboards?
- Can you see any loose cables or other obstructions?
- Are there any spillages of oil, water or other liquids?
- Are there any worn, steep or uneven steps or stairs?
- Are handrails available?
- Are car parks, yards, paths and steps even and well-maintained?
- Are there any potholes, tree roots or unprotected drops?
- Can you see any long grass or undergrowth?
- How will wet weather affect paths or access routes?
- Is lighting adequate particularly for stairwells, cellars, basements, emergency exit routes, paths, car parks or steps?

Working at height

- Have you made arrangements for safe light-bulb changing, putting up decorations, etc and told people about them?
- Are there any unprotected mezzanine floors?
- Are ladders in good condition and used securely?
- Are there any unprotected openings, high walkways or low level handrails?

Vehicle movement

- How will vehicles be kept separate from pedestrians?
- What plans are in place to control traffic and vehicle movement?
- Will there be car parking stewards?
- Are there clear entrances and exit routes for emergency service vehicles?

Electricity

- Are electrical appliances in good condition?
- Can you see evidence of unauthorised electrical appliances or temporary wiring?
- Can you see any evidence of damage to wiring?
- Have you sourced competent suppliers to provide electrical equipment?

Gas

- Are all gas appliances in good condition?
- Have you made arrangements for the maintenance of fixed gas boilers and heaters?
- Are gas cylinders in good condition?
- Have you made arrangements for the safe use, storing and changing of gas cylinders?

Hazardous substances

- Are hazardous substances stored correctly, e.g. pesticides, petrol, cleaning materials?
- Is personal protective equipment provided?

Food and drink

- Do caterers have food hygiene certificates and public liability insurance?
- Do caterers have experience of the type of event you are putting on?
- Do you have enough caterers for the number of people attending the event?
- Have non-professional people providing food been made aware of the Food Standards Agency safe food preparation guidelines?
- How will you reduce the risk of burns from hot food and drink?

Equipment

- Has equipment been sourced from competent suppliers?
- Is equipment in good working order?
- Is machinery/equipment set up, operated and monitored by people with the correct training?
- Is equipment stored securely?

Manual handling

- Have you considered what needs moving where and by whom?
- Can you avoid manual handling activity?
- Have you provided aids to manual handling, e.g. trolleys or protective clothing?
- Do you need any other specialist equipment?
- Have you made arrangements for safe manual handling and let people know about them?

Fire

- Are there any combustible materials, flammable liquids or accumulations of waste?
- Are there any heaters, people smoking or other sources of heat?
- Are fire exits and escape routes well signed and accessible?
- Is fire detection and fire fighting equipment installed?
- Have you devised and communicated evacuation plans?

First aid emergencies

- Are you providing first aid equipment?
- Are professional people with first aid training available?
- Do people know the procedure for dealing with accidents?

Personal welfare and safety

- Does anyone work alone?
- Does anyone work when it is dark?
- Is everyone able to raise the alarm to call for assistance if necessary?
- Can everyone access refreshments and take breaks?

Money collecting and handling

- Will large amounts of cash be collected?
- Who is in charge of handling cash?
- Is there a secure place to collect, count and store cash?

Other activities and hazards

- Are there any other hazards involved in any of the activities at the event, e.g. people being hit by golf balls, wildlife mixing with people or falling branches?
- Have you considered hazards associated with age and the activities involved?
- Are there any risks for pregnant women?
- Are you providing disabled access?
- Have you planned for adverse weather, e.g. extreme temperatures, heavy rain or thunder storms?
- How will you manage lost children at the event?
- Have you done the necessary checks (e.g. CRB check or previous job reference check) on people responsible for children (under 18s) or vulnerable adults?
- Do children need parental permission to attend the event?
- Will alcohol be on sale at the event?
- Do you have all the relevant licences for the event?
- How would you manage a major incident on site, e.g. a bomb threat, site evacuation or death?